

***SELECTMEN'S  
MEETING e-PACKET  
List of Files  
DATE***

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**BOARD OF SELECTMEN**  
**AGENDA**  
November 9, 2010  
7:00 p.m.  
JSMS Broadcast Studio

**SELECTMEN'S MEETING**

- 1) Call to order.**
- 2) Minutes of previous meeting dated October 12, 2010**
- 3) New business.**
  - a) Recognition of Raymond's Oldest Citizen, Irene Williams, with the Boston Cane Certificate- Joe Bruno, Chairman**
  - b) Certificate of Appreciation to Ballot Clerk, Barbara Plummer for 50 plus years of elections service- Joe Bruno, Chairman**
  - c) Consideration of Abatements- Michael O'Donnell, Tax Assessor**
  - d) General Assistance Ordinance Appendices- Maine Municipal Association**
  - e) Policy Review: New "Town Report Memorial Page Policy"- Board of Selectmen**
  - f) Budget Goal Discussion- Board of Selectmen**
  - g) Acceptance of Resignation from Budget Finance Committee/ Planning Board- Sam Gifford, Selectmen.**
- 4) Old (unfinished) business.**
  - a) Management of Raymond Beach**
- 5) Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.
- 6) Town Manager Report and Communications.**
  - a) Confirm date for next meeting. Proposed date: Tuesday, December 14, 2010.**
- 7) Selectmen Communications.** This agenda item is for the general discussion of non-agenda items by the Board of Selectmen, and for the purpose of introducing future topics for discussion. No action will be taken.
- 8) Fiscal Warrants – Payroll and Appropriation Warrants – November 9, 2010**
- 9) Adjournment.**

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The Selectmen may take items out of order at their discretion.



## BOARD OF SELECTMEN

### AGENDA

November 9, 2010

7:00 p.m.

JSMS Broadcast Studio

### SELECTMEN'S MEETING

- 1) Call to order.
- 2) Minutes of previous meeting dated October 12, 2010
- 3) New business.
  - a) **Award Oldest Citizen, Irene Williams, with the Boston Cane Certificate- Joe Bruno, Chairman**

In 1909, the Boston Cane Post was donated by the Boston, Massachusetts' newspaper, the BOSTON POST, to any New England town that qualified for and requested a cane to be held by the town's oldest citizen. Originally, there were 431 canes throughout New England. The cane is ebony with a 14 karat gold head inscribed thus:

Present by  
THE BOSTON POST  
to the  
OLDEST CITIZEN  
of  
Raymond, ME  
to be transmitted

This cane has been in continuous use since 1909. Today the cane remains in the Town Hall for its protection and Irene Williams will receive a Certificate of Recognition, presented by Chairman Joe Bruno.

- b) **Certificate of Appreciation to Ballot Clerk, Barbara Plummer for 50 plus years of elections service- Joe Bruno, Chairman**  
Chairman Joe Bruno will honor and recognize Barbara Plummer for her 50 plus years of service as a ballot clerk.
    - c) **Consideration of Abatements- Michael O'Donnell, Tax Assessor**  
Contract Assessor Michael O'Donnell has a short list of abatements (attached to the ePacket) for Selectmen review. Mr. O'Donnell will be prepared to answer any questions.
    - d) **General Assistance Ordinance Appendices- Maine Municipal Association**  
This is an annual requirement from the Maine Department of Human Services to bring the Raymond General Assistance Ordinance into compliance with Maine Law, Title 22 M.R.S.A. §4305 (4), related to levels of financial assistance and eligibility. The town annually adopts the Maine Municipal Association Model Ordinance General Assistance Appendices A – C which cover the period of October 1, 2010 through October 1, 2011. Although Raymond historically has had very few general assistance applications, it is a statutory requirement

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that these appendices be approved, which confirm the levels of qualified assistance available.

Staff is recommending, as in prior years, that the Selectmen adopt the model appendices developed by the Maine Municipal Association with financial survey data to establish the cost of basic necessities for Raymond within the Cumberland County metropolitan area.

**e) Policy Review: New “Town Report Memorial Page Policy”- Board of Selectmen**

At the request of the Selectmen, a “Town Report Memorial Page Policy” has been created. This policy outlines the procedure that will create a memorial page to honor Raymond citizens who have passed away in previous fiscal year. The Selectmen will review and possibly revise this policy before adopting it.

**f) Budget Goal Discussion- Board of Selectman**

Attached to the ePacket are the FY09-10 Budget Performance Goals. Annually, the Board of Selectmen set goals for the Town Manager and Department Heads to meet in formulating a new Municipal Budget. This agenda item is to give the Board of Selectmen the opportunity to discuss a new set of Budget Performance Goals for the upcoming FY11-12 Municipal Budget; development of which will commence in approximately early December.

As a part of this discussion, Selectmen Mike Reynolds has requested that early consideration be given to the outstanding issue of the future direction of the town's long-term health benefit policy and related coverage for full-time municipal employees. Attached to the ePacket is an outline of the current one year program provided by Anthem Blue Cross/Blue Shield through the Cross Insurance Agency.

Once the Board of Selectmen set a direction, with respect to budget development, a memorandum will be issued to department heads and Budget Committee with the approved set of performance goals as well as a budget development timeline. Setting an early direction for health insurance will permit the Town to seek rate quotations and secure coverages with ample time for budget review and approval by the Board of Selectmen, Budget Finance Committee and Town Meeting.

**g) Acceptance of Resignation from Budget Finance Committee/ Planning Board- Sam Gifford, Selectmen.**

Attached the ePacket are Selectmen, Sam Gifford's resignation letters from the Budget Finance Committee and Planning Board. Planning Board vacancies are routinely advertised on the Town website posting places, Town Office bulletin boards, and public access television with applicants interviewed by the Board of Selectmen and appointments made as soon as practical. The opening on the Budget Finance Committee will continue until such time as a special or regular election occurs. After corresponding with Budget Finance Committee Chair, Rolf Olsen, and Selectmen Chair, Joe Bruno, it is recommended that the Budget Finance Committee opening be addressed at the Annual Town Meeting, Spring 2011.

**4) Old (unfinished) business.**

**a) Management of Town Beach**

Raymond Beach has been operated as a “free use beach,” supported by the Town of Raymond and capital construction by the Maine Inland Fisheries and Wildlife, since the inception of the Beach/Boat Ramp Development Project. According to the Town-State agreement, no fees may be charged for trailer boater parking and/or boat launching. The Town may elect,

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however, to charge for beach use and/or parking. At the time of the original development, staff judged that use of the beach would be insufficient to generate adequate revenues to make supervised beach operations break even. A decision was made at that time to operate the beach with minimal maintenance support from the Public Works Department and depend upon responsible beach users to carry-in/carry-out the bulk of trash and other generated debris. This model worked reasonably well for a number of years and was supplemented for a time, during the mid-2000's, by support from the Tassel Top park rangers.

Since the problems of last summer, a request of the Tassel Top Board of Directors to partner with the Town, in the possible future management of the beach, has been made. After consideration, the Board of Directors have elected not to provide such support. Tassel Top Head Ranger, Sue LaMarre, has, however, compiled a report entitled "Raymond Beach Ideas" for your consideration. Two private citizens, Dave Helmig and Peter Marcinuk (who was involved with the original acquisition and development of the beach), have also provided management proposals and ideas, which are attached to the ePacket. There is also a memo from Public Works Director, Nathan White, recommending permanent closure of Raymond Beach.

Four apparent directions exist at this writing:

1. Manage the beach as a public beach with a use fee and Town employee supervision
2. Design an RFP and solicit private sector management proposals
3. A combination of approach 1&2 with some public management and private sector ventures allowed to generate revenue.
4. Close the beach all together.

In the view of staff, it is no longer practical to continue to manage the beach as a "free use beach" with minimal maintenance from the Public Works Department. The purpose of this agenda item is to get a general direction from the Board of Selectmen as to the future desired management program for Raymond Beach.

**5) Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.

**6) Town Manager Report and Communications.**

**a) Confirm date for next meeting. Proposed date: Tuesday, December 14, 2010.**

**7) Selectmen Communications.** This agenda item is for the general discussion of non-agenda items by the Board of Selectmen, and for the purpose of introducing future topics for discussion. No action will be taken.

**8) Fiscal Warrants – Payroll and Appropriation Warrants – November 9, 2010**

**9) Adjournment.**

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The Selectmen may take items out of order at their discretion.

# **PROCLAMATION**

Be it known that as of this date November 9, 2010

**Irene E. Williams**

is the holder of the Town of Raymond's

**BOSTON POST CANE**

In 1909 the Boston Post Cane was donated by the Boston, Massachusetts newspaper the BOSTON POST to any New England town that qualified for and requested a cane to be held by the town's oldest citizen. Originally there were 431 canes throughout New England. The cane is African ebony with a 14 carat gold head inscribed thus: Presented by The BOSTON POST to the oldest citizen of Raymond, Maine to be transmitted. The original cane is displayed at the Raymond Town Office.

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Joe Bruno  
Chairman Raymond Board of Selectmen

# *Certificate of Community Appreciation*

***Barbara E. Plummer***

*is recognized on this day, November 9, 2010  
by the Raymond Board of Selectmen for her dedication  
and commitment to democracy in the State of Maine.*

*The Selectmen and Raymond residents thank Mrs.  
Plummer  
for her volunteerism in working Raymond's elections  
for over 50 years.*

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*Joe Bruno*

*Chairman, Board of Selectmen*

TOWN OF RAYMOND      Assessing Office

401 Webbs Mills Road Raymond, Maine 04071

Phone 207.655.4742 x51 Fax 207.655.3024

[assessor@raymondmaine.org](mailto:assessor@raymondmaine.org)

The following 5 abatements have been decided by the Raymond Board of Assessors.

Ab #	Acct#	Map	Lot	Owner	Reason	Year	Taxed Value	Abated Value	Abated Tax
2	M0013P			McGrath Rent Corp	equipment moved 1/1/2010	2010	27,382	27,382	\$295.43
3	D0003P			Don Neal & Sons inc	Business moved to New Gloucester 3/10	2010	2,652	2,652	\$28.64
4	S6104R	'004	'090	ST Peter, Darren	appraised 360K sold 355K prior assessment 511K	2010	511,700	88,800	\$959.04
5	B6012R	'070	'004	Bandera, John A.	sold for 925,000 in 2005	2010	1,145,500	212,900	\$2,299.32
6	R1100R	'069	'014	Rogers-Belcher, Isabel	over one-third of the land is wetland	2010	453,900	52,500	\$567.00

Total to Date \$4,149.43

Voted by the Raymond Assessors on: November 9, 2010



TOWN OF RAYMOND      Assessing Office

401 Webbs Mills Road   Raymond, Maine 04071  
Phone 207.655.4742 x51   Fax 207.655.3024  
[assessor@raymondmaine.org](mailto:assessor@raymondmaine.org)

ABATEMENT GRANTED

St Peter, Darren  
St Peter, Danita  
15 Cranberry Pond Rd  
Raymond, ME 04071

Map-Lot 004-090-000-000   Acct# S6104R

Dear Darren & Danita,

This letter is to inform you that the Raymond Assessors have reduced your property value by 88,800 and granted an abatement of **\$959.04** for the **2010** tax year. If you have paid your taxes in full, a refund will be mailed to you, if you have outstanding taxes, this amount will be removed from your total.

	2010	2010 Revised	Change
Land	90600	90600	
Bldg	421100	332300	-88800
Total	511700	422900	
Exempt	0	0	
Taxable Total	511700	422900	
Mil Rate	0.01080	0.01080	0.01080
Tax	\$5,526.36	\$4,567.32	-\$959.04

The abatement was granted on the following grounds:

After review by the assessor's agent the grade of the home was reduced from a 6 to a 5 to acknowledge the lack of quality finish materials and the depreciation was increase to acknowledge the significant deferred maintenance. Please note that the revised assessed value is still above the 2010 purchase price of \$355,000 since it is intended to be in accordance with the assessments of similar properties.

If you are dissatisfied with the decision of the assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Raymond Board of Assessment Review, 401 Webbs Mills Road, Raymond, ME 04071.

Voted by the Raymond Assessors on: \_\_\_\_\_

TOWN OF RAYMOND Assessing Office

401 Webbs Mills Road Raymond, Maine 04071  
Phone 207.655.4742 x51 Fax 207.655.3024  
[assessor@raymondmaine.org](mailto:assessor@raymondmaine.org)

ABATEMENT GRANTED

Bandera, John A.  
220 North Columbus Street  
Alexandria, VA 22314

Map-Lot 070-004-000-000

Acct# B6012R

Dear Mr. Bandera,

This letter is to inform you that the Raymond Assessors have reduced your property value by 212,900 and granted an abatement of **\$2,299.32** for the **2010** tax year. If you have paid your taxes in full, a refund will be mailed to you, if you have outstanding taxes, this amount will be removed from your total.

	2010	2010 Revised	Change
Land	522200	419700	-102500
Bldg	623300	512900	-110400
Total	1145500	932600	
Exempt	0	0	
Taxable Total	1145500	932600	-212900
Mil Rate	0.01080	0.01080	0.01080
Tax	\$12,371.40	\$10,072.08	\$2,299.32

The abatement was granted on the following grounds:

The assessor's agent reviewed the property and changed the building style and the effective size of the waterfront portion of the lot since the tax map gives a false impression of the size of the lot along the water. The property sold for \$925,000 in 11/10/2005 which appears to have been an arm's-length sale and it has been unchanged since. This adjustment brings the property in line with the other assessments that are in accordance with 2005 values.

If you are dissatisfied with the decision of the assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Raymond Board of Assessment Review, 401 Webbs Mills Road, Raymond, ME 04071.

Voted by the Raymond Assessors on: \_\_\_\_\_

TOWN OF RAYMOND      Assessing Office

401 Webbs Mills Road Raymond, Maine 04071  
Phone 207.655.4742 x51 Fax 207.655.3024  
[assessor@raymondmaine.org](mailto:assessor@raymondmaine.org)

ABATEMENT GRANTED

Rogers-Belcher, Isabel  
196 Goden Street  
Belmont, MA 02178

Map-Lot 069-014-000-000      Acct# R1100R

Dear Isabel,

This letter is to inform you that the Raymond Assessors have reduced your property value by 52,500 and granted an abatement of **\$567.00** for the **2010** tax year. If you have paid your taxes in full, a refund will be mailed to you, if you have outstanding taxes, this amount will be removed from your total.

	2010	2010 Revised	Change
Land	352200	299700	-52500
Bldg	101700	101700	
Total	453900	401400	
Exempt	0	0	
Taxable Total	453900	401400	
Mil Rate	0.01080	0.01080	0.01080
Tax	\$4,902.12	\$1,098.36	\$567.00

The abatement was granted on the following grounds:

Most of the area to the west of Tadpole Lane is low and wet. The lot value was adjusted to reflect this limitation.

If you are dissatisfied with the decision of the assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Raymond Board of Assessment Review, 401 Webbs Mills Road, Raymond, ME 04071.

Voted by the Raymond Assessors on: \_\_\_\_\_

## MAINE MUNICIPAL ASSOCIATION

Legal Services  
60 Community Drive  
Augusta, Maine 04330-9486  
(207) 623-8428  
Fax (207) 623-1287

WILLIAM W. LIVENGOOD  
REBECCA WARREN SEEL  
RICHARD P. FLEWELLING  
MICHAEL L. STULTZ  
KRISTIN M. COLLINS  
SUSANNE F. PILGRIM

JOSEPH J. WATHEN  
(1957-1997)

To: Municipal Officials/Welfare Directors/General Assistance Administrators

From: Kristin Collins, Staff Attorney

Re: 2010-2011 General Assistance Ordinance Appendices A, B and C

Date: September 27, 2010

Enclosed please find the following items:

- MMA's new (October 1, 2010–October 1, 2011) “**General Assistance Ordinance Appendices**” (A, B and C).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA maximums adoption form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectmen or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS in the self-addressed envelope provided with this packet (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

### Appendices A, B & C

The enclosed Appendices A, B and C have been revised for your municipality's General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices dated October 1, 2009–October 1, 2010. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices A-C yearly**. The various maximum levels of General Assistance set forth in Appendices A-C are established as a matter of state law based on certain federal values that are made effective on the first day of October each year.

Emergency analysis should be an exception, not the rule. If it has become the rule in your municipality, then the adoption of artificially low housing maximums is of no service to you (or your clients) and you might be better off with no housing maximums. Municipalities choosing to forego housing maximums must still adhere to the overall maximum and work an applicant's budget accordingly. Such municipalities might choose to utilize the actual FMR provided by the federal government as a guide.

### **The Adoption Process**

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

At the hearing, the municipal officers should:

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

### **Filing of GA Ordinance and/or Appendices**

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit our web site [www.memun.org](http://www.memun.org)).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS has made it easier by enclosing a self-addressed envelope for your use. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

Finally, all general assistance forms and notices that the municipality intends to use must also be submitted to DHHS. If it is your intention to use MMA forms, and you have not already done so, simply state that intention to the Department when you submit your ordinance for DHHS filing. Remember, if you intend to use locally developed forms or notices, those forms should be submitted with your adopted ordinance. DHHS's GA Unit address is:

The Department of Health and Human Services  
General Assistance Unit  
#11 State House Station (Whitten Road)  
Augusta, Maine 04333

By way of a reminder, municipalities that have not already seen or used MMA's "interactive" GA forms on MMA's web site are strongly encouraged to visit our site. GA forms (including MMA's model GA ordinance) and other materials are all available online at [www.memun.org](http://www.memun.org).

## Appendix A

Appendix A is a listing of the overall maximum levels of assistance pertaining to all municipalities in Maine. These new overall maximum levels of assistance have been calculated on the basis of the 2010-2011 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2010. These maximum levels of assistance are established by Maine General Assistance law (22 *MRSA* (4305(3-B)) and **cannot** be altered by action of the municipal officers.

You may notice that these levels, as well as the levels in Appendix C, are the same as or only slightly higher than they were for 2009-2010. This is because the annual increase in the federal poverty levels is a factor in the statutory formula used for calculating the overall maximums. This year was slightly unusual in that the federal government did not increase the federal poverty levels from last year.

Because HUD has reorganized certain localities, municipalities should first check to see in which locality they have been placed.

The following abbreviations may assist in your review of the maximums:

### Abbreviations:

Department of Housing and Urban Development (HUD)  
Fair Market Rent (FMR)  
HUD Metro FMR (HMFA)  
Metropolitan Statistical Area (MSA)

## Appendix B

Appendix B is a listing of the maximum levels of assistance for food. These maximum levels are the same as the USDA 2010-2011 Thrifty Food Plan, which are presumed to be reasonable by regulation of the Department of Health and Human Services (DHHS). If the municipal officers wish to amend these maximum levels of food assistance, a local survey must be developed and provided to DHHS to justify the proposed alterations.

## Appendix C

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2010-2011 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure "housing" cost.

**What should your municipality do if the housing maximums contained in this packet are unreasonably low (or high) given the rental rates in your area?** The preferred option is to conduct a local rental survey. Municipalities exploring this option should contact DHHS for guidance on conducting such a survey.

Another option is to forego adopting housing maximums (the law does not actually require housing maximums—the other two maximums, i.e., Appendix A and B, are required). If you are a municipality that has to perform "emergency analysis" each and every time an applicant requests housing assistance and you are not planning to perform a market survey (although you probably should), then perhaps working without housing maximums is an option.

**GENERAL ASSISTANCE ORDINANCE  
APPENDICES A-C  
2010-2011**

The Municipality of \_\_\_\_\_ adopts the MMA Model Ordinance GA Appendices (A-C) for the period of Oct. 1, 2010—Oct. 1, 2011. 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)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

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(Print Name)

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(Print Name)

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(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

## GA Overall Maximums

### Metropolitan Areas

#### Persons in Household

COUNTY	1	2	3	4	5
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	603	703	897	1140	1287
<b>Penobscot County HMFA:</b> 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	615	617	741	927	1136
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	496	622	760	963	1066
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	802	952	1233	1553	1664
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	1000	1007	1206	1758	1915
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	665	784	1011	1207	1547
Brunswick	667	798	1030	1305	1565



## Appendix A

Effective: 10/01/10-10/01/11

COUNTY	1	2	3	4	5*
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	793	794	953	1201	1650
<b>York County HMFA:</b> Acton, Alfred, Arundel, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Shapleigh, Waterboro, Wells	725	754	958	1146	1252
Biddeford, Saco, Sanford	732	816	1029	1305	1543

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

### Non-Metropolitan Areas

#### Persons in Household

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	469	578	692	903	1000
<b>Franklin County</b>	581	627	763	912	1184
<b>Hancock County</b>	635	732	901	1199	1234
<b>Kennebec County</b>	503	603	750	1024	1093
<b>Knox County</b>	575	760	868	1175	1355
<b>Lincoln County</b>	694	746	900	1087	1226
<b>Oxford County</b>	485	645	743	989	1240
<b>Piscataquis County</b>	603	688	850	1079	1155
<b>Somerset County</b>	483	600	711	1003	1064
<b>Waldo County</b>	677	726	876	1074	1142
<b>Washington County</b>	581	628	749	928	1012

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

## Appendix B

Effective: 10/01/10 to 09/30/11

### Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. Through October 1, 2011, those amounts are:

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

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

## Appendix C

Effective: 10/01/10-10/01/11

# GA Housing Maximums (Heated & Unheated Rents)

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

### Non-Metropolitan FMR Areas

<u>Aroostook County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	66	285	84	362	
1	80	343	103	445	
2	90	385	122	526	
3	120	517	161	693	
4	120	517	173	745	
<u>Franklin County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	95	408	108	465	
1	97	418	115	493	
2	114	491	139	596	
3	134	578	165	708	
4	172	741	216	930	
<u>Hancock County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	105	451	119	512	
1	117	503	135	582	
2	130	557	155	668	
3	191	820	223	959	
4	191	820	223	959	
<u>Kennebec County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	79	339	92	394	
1	93	399	110	471	
2	113	484	136	584	
3	159	685	189	811	
4	159	685	197	848	

## Appendix C

Effective: 10/01/10-10/01/11

### Non-Metropolitan FMR Areas

<u>Knox County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		94	405	107	460
1		126	541	143	614
2		137	590	161	691
3		191	821	220	948
4		209	899	252	1083
<u>Lincoln County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		119	513	132	568
1		123	528	140	601
2		144	619	167	720
3		172	741	202	868
4		172	741	202	869
<u>Oxford County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		75	321	88	378
1		101	434	118	509
2		110	472	134	577
3		151	648	181	778
4		184	792	227	978
<u>Piscataquis County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		96	413	111	479
1		103	441	125	539
2		123	527	154	663
3		157	675	196	844
4		157	675	205	881
<u>Somerset County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		74	319	87	376
1		91	393	109	468
2		103	443	127	548
3		154	661	184	791
4		154	661	191	821

# Appendix C

Effective: 10/01/10-10/01/11

## Non-Metropolitan FMR Areas

<u>Waldo County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	116	497	128	552	
1	119	510	136	583	
2	139	597	162	698	
3	170	729	199	856	
4	170	729	207	892	

<u>Washington County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	93	402	108	463	
1	95	410	113	488	
2	108	465	134	575	
3	134	575	166	713	
4	134	575	176	756	

## Metropolitan FMR Areas

<u>Bangor HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	96	413	111	476	
1	106	455	127	548	
2	132	569	162	698	
3	170	730	207	891	
4	176	756	230	988	

<u>Penobscot County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	99	424	114	491	
1	99	424	114	491	
2	100	429	131	565	
3	125	538	164	707	
4	145	622	201	865	

<u>Lewiston/Auburn MSA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	78	334	90	388	
1	97	417	113	488	
2	115	493	138	593	
3	147	631	176	755	
4	149	641	191	823	

# Appendix C

Effective: 10/01/10-10/01/11

## Metropolitan FMR Areas

<u>Portland HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	142	611	154	666	
1	166	715	183	788	
2	214	922	238	1023	
3	271	1165	300	1292	
4	274	1180	318	1367	
<b>York/Kittery/S. Berwick HMFA</b>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	170	729	182	784	
1	170	729	182	784	
2	191	823	215	924	
3	289	1241	318	1368	
4	300	1289	343	1473	
<b>Cumberland County HMFA</b>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	111	479	124	534	
1	131	563	148	636	
2	167	720	191	821	
3	198	850	227	977	
4	250	1073	293	1260	
<b>Sagadahoc County HMFA</b>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	140	603	153	658	
1	140	603	153	658	
2	155	667	179	768	
3	186	798	215	925	
4	271	1167	314	1351	
<b>York County HMFA</b>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	126	541	139	596	
1	126	541	141	608	
2	156	672	180	773	
3	185	795	214	922	
4	188	807	231	992	

# GA MAXIMUMS SUMMARY SHEET

(Oct. 1, 2010-Oct. 1, 2011)

## APPENDIX A OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6

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

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

## APPENDIX B FOOD MAXIMUMS

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

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

## APPENDIX C HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				

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

*FOR MUNICIPAL USE ONLY*

## UTILITIES (Appendix D)

### ELECTRIC

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

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

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

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

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

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

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

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

## HEATING FUEL (Appendix E)

<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.

**PERSONAL CARE & HOUSEHOLD SUPPLIES**  
**(Appendix F)**

<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*

## **Town Report Memorial Page Policy**

Separate from dedicating the Town Report to an particular individual, at the end of the fiscal year, the Town Clerk will present a list of Raymond citizens who have passed away during that timeframe, July 1<sup>st</sup> to June 30<sup>th</sup>. The Board of Selectmen will review and approve this list for a memorial page in honor of these citizens.

**Speaking Outline Budget Finance Committee Meeting**  
**2010/2011 Budget Year**  
February 23, 2010

Budget delivered – February 12, 2010

I'm hopeful that since I did not receive any email, telephone, or other inquiries, it was reasonably understandable. Thank the Selectmen and Budget Committee for their review and the involved town employees for their work in preparing the budget.

- ❖ The **LD1 spending limits** are comprised of a combination of **average real personal income growth, set annually by the state, and this year equals 1.78%**, and the **local property growth factor**, which is the percentage increase in taxable valuation from one tax year to the next.
- ❖ In Raymond's case, this year property growth yielded an additional levy limit of **.69%, for a total of 2.47%**.
- ❖ The permitted net municipal budget increase under **LD1 is 2.47% or \$47,964**, so the proposed budget from property taxes is **\$8,086 below** the allowed LD1 levy limit of **\$1,989,821**.

### **Performance Measures**

This year's draft town manager budget was formulated using Selectmen established performance guidelines and goals at the outset, as was the case last year.

- 1) **Priority on capital road improvement work.**
- 2) **Reduce use of fund balance/surplus.** Fiscal year 2010/2011 proposed at same level as fiscal year 2009/2010 of \$146,300.
- 3) **Core services review** – Concentrate on funding legally- or mission-required services.
- 4) **Privatization and outsourcing of services** for cost savings.
- 5) One Raymond committee goal. **Work with neighboring towns and/or Cumberland County government to reduce costs and maintain or improve service**
- 6) Maintain roadside **solid waste/recycling collection system**, support **Raymond Waterways Protective Association** and **Raymond Village Library**.
- 7) Investigate **bonding** for **capital improvements** vs. **capital reserve budgeting**.
- 8) Be mindful that **Raymond residents are seeking property tax relief** as evidenced by local tax initiative voting results.

- 9) Make clear throughout the staff budget development process that **everything not specifically legally required, or otherwise excluded by the goals, was 'on the table' for consideration.**
- 10) **Budget goal** allow the municipal portion of the tax rate to remain unchanged for the fifth year in a row.

11/05/2010

To: Board of Selectmen and Town Manager, Don Willard  
From: Nancy Yates  
Re: Review of FY2010-2011 Health Insurance Coverage

The benefits overview for the current health insurance coverage follows this memo. In short, the employee has a 10%-20% copayment, depending on the medical service provided. There is a \$1000 deductible per individual, \$2000 per family. The Board of Selectmen voted June 15, 2010 to create an HRA (Health Reimbursement Arrangement) by which the employee would be reimbursed the first \$1000 of the deductible incurred.

The monthly costs of the current plan are: \$1602.65 for Employee plus Family  
\$1228.70 for Employee plus Spouse  
\$ 534.20 for Employee only

Per the Town's Personnel Policy, the Town pays for 100% of the employee cost; 85% of the cost in excess of employee coverage. The remaining 15% is paid by the employee.

The appropriation for Health and Dental Insurance for FY2010-2011 is \$265,867. Unless there are events necessitating additional coverage for employees, the net cost for FY2010-2011 will be \$241,287.



In Maine, Anthem Blue Cross and Blue Shield is a trade name of Anthem Health Plans of Maine, Inc., an independent licensee of the Blue Cross and Blue Shield Association.  
 ®Registered marks of the Blue Cross and Blue Shield Association.

## Blue Choice - 90%/70% Benefit Overview Groups of 50 and Fewer Employees

	Network	Non-Network
<b>Deductibles:</b> General	\$1,000 Ind./\$2,000 Family	\$2,000 Ind/\$4,000 Family
Mental Health	\$150 per member	
<b>Coinsurance Limit:</b>	\$1,000 Ind/\$2,000 Family	\$2,000 Ind/\$4,000 Family
Non-listed mental health coinsurance amounts do not go toward meeting your annual coinsurance limit.		
<b>Total Out-of-pocket Limit:</b>	\$2,000 Ind/\$4,000 Family	\$4,000 Ind/\$8,000 Family
<b>Lifetime Maximum Benefits:</b> General Services Mental Health	\$3,000,000 \$50,000	

**All benefits for covered services are paid after the deductible has been satisfied unless otherwise stated.**  
 Copayments do not go toward your deductible. Limits listed in this overview are per person per calendar year unless otherwise stated.

Services	Network Member Pays	Non-network Member Pays
<b>PROVIDER SERVICES</b>		
Hospital Inpatient	10%	30%
Hospital Outpatient/Diagnostic Tests	10%	30%
Emergency Care	\$150 copayment	\$150 copayment
Ambulatory Surgical Center	10%	30%
Skilled Nursing Facility	10%	30%
Home Health Care	10%	30%

For all scheduled inpatient admissions (excluding planned cesareans), you must call for a preadmission review.

Services	Network Member Pays	Non-network Member Pays
<b>PREVENTIVE CARE</b> <i>(deductible does not apply)</i>		
<b>Well-Child Care</b>	\$20 copayment on exams*	\$20 copayment, then 20%
Newborn		
Initial hospital care		
Birth to Age 1 <i>(7 office exams)</i>		
Ages 1 through 5 <i>(6 office exams)</i>		
Ages 6 through 10 <i>(3 office exams – one every 2 years)</i>		
Ages 11 through 21 <i>(1 office exam every calendar year)</i>		
<b>Well-Adult Care</b>	\$20 copayment on exams	\$20 copayment, then 20%
Ages 22 through 29 <i>(3 office exams – one every 4 years)</i>		
Ages 30 through 39 <i>(4 office exams – one every 3 years)</i>		
Ages 40 through 49 <i>(5 office exams – one every 2 years)</i>		
Ages 50+ <i>(1 office exam every calendar year)</i>		
Annual Gynecological exam	10%	30%
Annual Pap Tests	10%	30%
Annual Mammography screening	10%	30%
Annual Cholesterol screening	10%	30%
Tetanus Booster (as necessary)	10%	30%
Annual Prostate Antigen Specific Testing & digital rectal exam age 50-72 when Recommended by a physician	10%	30%

There is no deductible for Preventive Care Services noted above. \*The office visit copayment is applied to the office exam charge only.

<b>PROFESSIONAL SERVICES</b>		
<b>Sick Care Office Visits</b> (No deductible)	\$20 copayment*	\$20 copayment, then 20%
<b>Diagnostic Tests</b>	10%	30%
<b>Surgery</b>	10%	30%
<b>Private Duty Nursing</b>	10%	30%
<b>MATERNITY CARE</b>		
<b>Pre and postnatal</b>	10%	30%
<b>Delivery</b>	10%	30%
<b>FAMILY PLANNING</b>		
<b>Office Visit</b>	\$20 copayment	\$20 copayment, then 20%
<b>Contraceptive services/devices</b>	10%	30%

\*The office visit copayment is applied to the office exam charge only.

Services	Network Member Pays	Non-network Member Pays
<b>ADDITIONAL BENEFITS</b>		
<b>Physical Manipulations/Adjustments</b> (limit 40 visits per calendar year)	10%	30%
<b>Physical Therapy*</b>	10%	30%
<b>Occupational Therapy*</b>	10%	30%
<b>Speech Therapy*</b>	10%	30%
Limit: *combined limit of \$3,000 per calendar year		
<b>Durable Medical Equipment</b>	10%	30%
<b>Ambulance</b>	10%	30%
<b>Smoking Cessation</b>		
<i>Smoking Cessation Education Program</i> (\$35 per program, \$70 lifetime - subject to deductible)	10%	30%
<i>Physician Follow-up Visits</i> (2 visits per calendar year - no deductible)	\$20 copayment	\$20 copayment, then 20%
<i>Medications prescribed by a physician</i> (gum, patch, nasal spray, Zyban; \$200 per calendar year; \$400 per lifetime)	Prescription drug copayment applies	Prescription drug copayment applies
Both Network and Non-network services are applied to the calendar year limits for related outpatient services.		
<b>PRESCRIPTION DRUGS</b> (Includes Contraceptives) <b>Drug Card Copayment</b> (Mail order drugs are two times this copayment for a 90 day supply) <i>Step Therapy and prior authorization may apply to some drugs</i>	\$10 tier 1/\$30 tier 2/\$50 tier 3 per 30 day supply	



Services	Network Member Pays	Non-network Member Pays
<b>MENTAL HEALTH</b> <b>*Listed mental illnesses - includes substance abuse services</b> Inpatient Outpatient Office visits	10% 10% \$20 copayment	30% 30% \$20 copayment, then 20%
<b>Mental Health (Non-listed)</b> Deductible – Combined per member Inpatient – Combined limit of 30 days (2 days of day treatment equal 1 day of inpatient care) Outpatient – \$1,500 per calendar year	\$150 10% 10%	\$150 30% 30%

*\*Listed Mental Illnesses: State of Maine Statute requires that benefits be provided at the same benefit level provided for medical treatment for the following listed mental illnesses: Psychotic disorders, including schizophrenia; dissociative disorders; mood disorders; anxiety disorders; personality disorders; paraphilias; attention deficit and disruptive behavior disorders; pervasive developmental disorders; tic disorders; eating disorders, including bulimia and anorexia; and substance abuse-related disorders.*

**You must call for preauthorization of all non-emergency inpatient mental health care. If you do not call, your benefits for inpatient services may be reduced by up to \$300.**

## Important Information About Allowance Used To Pay Blue Choice Claims

Network professionals and providers have agreed to accept our maximum allowance as the basis of payment in full. If you use a non-network professional or provider whose services are paid based on a maximum allowance, you will be responsible for all charges which are billed in excess of the maximum allowance. *The amount you may owe could be substantial.*

### BLUE CHOICE KEY TERMS

**Accumulate Family Deductible:** The amount a family pays toward the cost of most covered services before benefits begin. The family deductible amount is twice the individual deductible amount. All family members combine their deductible payments until they meet the family deductible limit. Any family member who meets the individual deductible before the family deductible is met will begin to receive benefits.

**Coinsurance Percent:** After you meet your deductible requirements, we share the cost of most covered services until you meet your coinsurance limit. For example, if Anthem Blue Cross and Blue Shield pays 80%, then you pay 10%.

**Copayment:** A fixed dollar amount that you pay for some covered services.

**Individual Deductible:** The amount an individual member pays toward the cost of most covered services before benefits begin.

**Maximum Allowance:** The highest dollar amount that Anthem Blue Cross and Blue Shield pays providers and professionals for a covered service on this product.

**Network Professional/Network Provider:** A professional or provider who has a written agreement with us to accept our managed care maximum allowance as payment in full for covered services under this contract.

**Non-network Professional/Non-network Provider:** A professional or provider who does not have a written agreement with us to accept our managed care maximum allowance as payment in full under this contract.

**Total Out-of-pocket Limit:** This is the annual dollar limit for your costs for most covered services.

*Group plans may include optional benefits in addition to the benefits described in this overview.*

#### THIS IS NOT A CONTRACT

**It is an overview of your benefits. For more detailed information, please contact your benefits administrator or ask us for a copy of the Certificate of Coverage for this health plan. If there are discrepancies between this benefit overview and the Certificate of Coverage, the Certificate will govern.**

***Samuel L. Gifford II***  
*546 Webbs Mills Road*  
*Raymond, Maine 04071*

*November 3, 2010*

Mr. Patrick Clark, Chairman,  
Raymond Planning Board  
Raymond Town Office

Dear Pat:

This letter serves as notice of my resignation as a member of the Raymond Planning Board, effective November 3, 2010, as required.

Service as a member of this critical board has been, for me, an honor, as well as a great responsibility. I will miss my role toward helping move Raymond forward according to the visions of the Comprehensive Plan, and regulations of the Town of Raymond. During my years on the Planning Board, I have consistently appreciated your insights and leadership.

As a Raymond Selectman, I anticipate working closely with the Planning Board.

Sincerely,

  
Sam Gifford

***Samuel L. Gifford II***  
*546 Webbs Mills Road*  
*Raymond, Maine 04071*

November 3, 2010

Mr. Rolf Olsen, Chairman,  
Town of Raymond  
Budget/Finance Committee  
Raymond Town Office

Dear Mr. Olsen:

This letter serves as notice of my resignation as a member of the Raymond Budget/Finance Committee, as required.

As a Raymond Selectman, I plan to work closely with your team.

Sincerely,

  
Sam Gifford



*401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742  
Fax 207.655.3024*

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## **Memorandum**

Date: November 5, 2010

To: Board of Selectmen; Don Willard, Town Manager

From: Nathan White, Public Works Director

Re: Recommendation for Raymond Beach

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It is my recommendation that Raymond Beach remain closed. I have revisited the beach and counted that there are nineteen parking spots and two handicapped parking spots. Twenty-one parking spots is not enough to accommodate for beach-goers and allow additional parking for revenue generating entities. I feel that boater parking should be a first priority, since the Maine Department of Inland Wildlife and Fisheries have paid to develop the boating ramps and parking for such users, rather than allowing it to become a first-come-first-serve situation between beach users and boaters.

Since the beach was closed this past summer, there has been a decrease in public safety issues. After the beach was closed in July there were no more cars being parked along Route 302. This has been a serious concern for Public Works, the Fire Department and other traveling motorists. By leaving Raymond Beach closed there is now adequate parking for those using the boat ramps or using the beach for other recreational activities, such as kayaking, and no need for vehicles to be parked along Route 302.

**Subject:** Raymond Beach

**Date:** Wed, 18 Aug 2010 16:00:46 -0500

**From:** Marcinuk, Peter - Oxford, ME  
<[peter.marcinuk@me.usda.gov](mailto:peter.marcinuk@me.usda.gov)>

**To:** Don Willard <[don.willard@raymondmaine.org](mailto:don.willard@raymondmaine.org)>

Don,

Thanks for meeting with me last Friday to discuss the closure of Raymond Beach. I certainly got a better understanding of the issue and the effort that you and Nathan White have taken to manage the situation. However, I still think that the signage of beach rules needs to be in larger print and in better location and you may want to consider trash cans located on the beach.

I am interested, mostly for the people of Raymond, that this beach area be open and free of charge. Attached are a couple of options to consider.

Option 1

I would be willing to accept ownership of the beach, pay taxes and carry liability insurance on the beach area, and allow Raymond residents to use the beach free of charge. I would develop the recreational potential of this beach with a rental area consisting of canoes, kayaks and other water sport items. Also, a food vendor would be added. As you know the designated beach parking is too small for the size of the beach. I would also need parking on the lake side of route 302 for beach users. The beach will be cleaned daily. Beach raking and liming will be practiced to reduce the threat of bacteria. Erosion control will be practiced. The beach rentals would be staffed on all days(except rain) from June 15 to September 15.

Option 2

Would consist of same items in Option 1 except a long term lease of 5 or 10 years to properly develop the recreational rental business.

Please let me know what you and the BOS are interested in doing with this area.

Thanks

Pete

Peter Marcinuk, Resource Conservationist  
Natural Resources Conservation Service  
1570 Main Street Suite 10  
Oxford, ME 04270

phone: 207-743-5789 Ext. 102  
fax: 207-743-6256  
email: [peter.marcinuk@me.usda.gov](mailto:peter.marcinuk@me.usda.gov)

"Helping People Help the Land"

# Raymond Town Beach

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## Business Proposal

### Presented By:

**Dave Helmig**  
14 Davids Rd.  
Harrison, ME 04040  
(207) 347-0724  
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# 1. Executive Summary

The purpose of this business proposal is to maximize the Town Beach located in Raymond, Maine to its full potential, while maintaining a win-win situation for both the private party managing the location and the town of Raymond. The beach area is known by the locals as a quiet and relaxing place to unwind but also a huge tourist attraction for boaters and beach goers. We plan to maintain this reputation by ensuring that the beach area has enough commercial revenue to maintain its serene appeal, while not becoming over commercialized. Being a business manager in the Town of Raymond just a few hundred yards away from the beach, I have heard many locals and tourists complain about the beach not being open. The Town of Raymond also has very limited venues of attractions and hot food in the area, so placing food and entertainment at the beach makes great business sense for both us and the town.

Income would be produced at the beach in two forms, by the town itself and from the private contractor. The town would be responsible for maintaining the beach, parking lot, boat ramp, and portable toilet units. To pay for the sub-contracted maintenance the town would charge a fee for parking. The fees for parking would cover the cost of maintaining the beach and the direct area. For additional income (pure profit) is where the private contractor comes into play.

What we would propose to do is open a concession stand that would offer beverages and food that would change during the seasons. For instance, we would offer hamburgers, hot dogs, sandwiches, fruit, salads, fried dough, french fries, iced coffee, iced tea, shaved ice and soda during our summer season. During the winter season the menu would change to items such as hamburgers, hot dogs, hot and cold sandwiches, soups, chowders, chili, French fries, coffee, espresso, hot tea, hot chocolate, and sodas. Also to expand our revenue options we would offer such items as picnic baskets or boat coolers that would provide everything they need to have a picnic on the beach or a nice time on their boat. These items are pure convenience and would be charged at a higher rate. This would also cover our boaters who only drop their boat off and go, which will also maximize our profits. We would provide seating areas around the concession stand for people to eat and enjoy there meal and will also be responsible for the direct cleanup of our area.

In addition to our concession stand we would manage the rentals of non-motorized boats. This would include vessels such as canoes, kayaks, paddle boats, water balls, and water rollers. These rentals would



open the town beach to more than just a boat ramp and local “free” beach. It now becomes an area to take your children to have a fun time and rent some equipment that other places do not offer. We would sub-contract with a local venue to provide this service and in return they get a percentage of the sales and advertisement to their local business. All management of this sub-contracting would be done through us.

In exchange for the town executing the existing Tassle Top management of the area, we would propose that the town keep any and all revenue produced by their managed gate receipts for beach access (leaving the boat ramp access free of charge), and we would propose a 10% revenue income to the town from all concession sales and paddle watercraft rentals.

The private party maintaining the concessions and watercraft rentals would be responsible for maintaining the non-permanent structure(s) used on location, utilities utilized by those buildings, disposal of all trash vessels in front of these buildings, and other concession and/or watercraft managed areas. The Town of Raymond (or other related parties) would be responsible for beach maintenance, dumpsters, gated parking, portable restrooms, snow plowing, parking lot maintenance and other related areas.

## **2. General Company Description**

Our goal as the private party involved in this agreement would be to provide excellent food and entertainment while not taking away from the natural beauty of the area. In our opinion, many surrounding areas, such as the Naples Causeway, have been over-commercialized, taking away the natural feel of the location, which is what many people are looking for. We want the Raymond Beach area to be a place that people know they can go to relax, eat good food, be entertained, and soak in the natural ambiance of the Lakes Region all at the same time.

To start out, we would like to add a non-permanent concession building and another non-permanent paddle watercraft rental “hut” to the location. Utilities would be run to the buildings at our expense. These non-permanent structures would be in the form of concession trailers like seen at the fairs, garden shed type of structures, or simulated “grass hut” style structures, depending on what is required or what season we are currently in.

In winter months, we would reserve the right to remove or close all concessions, with the option of opening them for certain events, such as the ice fishing derby. Forecasted normal operations would be the months of March through October, unless we see the possibility of winter sales.

The site would be managed by myself (Dave Helmig) and my wife (Michelle Helmig). Employees would be hired to run the concessions and watercraft rentals, creating jobs in the area.

### **3. Products and Services**

Concessions would include pre-packaged candy and snacks, grilled or baked items (such as hamburgers, hot dogs, sausages, sandwiches, etc), fried foods (such as french fries, onion rings, etc), bottled and fountain style soda, shaved ice, hot and cold coffee, soup, and other similar items. Pricing will fall in line with other similar business models.

Paddle watercraft rental services will be provided by us, but may be sub-leased, managed, rented or otherwise serviced by a third party company. If a third party is involved, we will make certain that they are fully licensed and insured to provide such services as required. Pricing will fall in line with other similar business models.

## 4. Marketing Plan

Being a local business manager at a retail location just a few hundred yards away from the beach, I am in a unique position to listen to what my current customers want. Both locals and tourists tell me that they want a quiet place to escape, take the children to play, and a new and exciting venue of entertainment in the area. By discussing these ideas with my current clients, we can provide the public with exactly what they want based on their up to the minute feedback. We also plan on utilizing a comment card system at the location so that we can custom tailor our business model to the needs of the community.

### Economics

- 10% of all concession receipts payable to the Town of Raymond
- 10% of all paddle watercraft rentals payable to the Town of Raymond
- 100% of all gated parking payable to the Town of Raymond; with the exception of free parking for our employees during working hours (gated parking collection and enforcement will be the sole responsibility of the Town of Raymond). We also propose a validation system that would allow a customer to get their parking validated through us if they spend a predetermined amount of money at the concession stand. This allows locals to stop in for a bite to eat without the hassle of paying for parking. We want to maximize both our tourist and local customers and in providing a “free” parking area for concession only will allow the business man stopping by for lunch the availability to do so.
- If other streams of income are established, unless otherwise agreed upon, it will be assumed that 10% of all receipts from that venue will go to the Town of Raymond. Examples of this could include midway games, vending machines, souvenirs, or other related ventures. This ensures that the Town of Raymond benefits as we grow and expand.
- All commission style payments to the Town of Raymond will be considered payment for the “lease” or “rent” of the property itself instead of a fixed monthly charge.
- Winter months (November through February) could provide little or no cash receipts. This is considered the cost of doing business for the summer months. During the summer months, the town will see an excess in average cash receipts, which makes up for the little or no cash receipts in the winter months, averaging things out on a yearly basis.
- If the town has any means of helping out with the financing, acquisition, or otherwise providing the non-permanent structures for the above mentioned requirements for initial startup, we would be willing to work out a higher percentage of payment to the town. For example, if the Town already owned a concession trailer and wanted to allow us to utilize it for the location, we could provide up to 15% per receipt rather than 10%, or some other similar arrangement.

- If allowed, we would also like to donate any daily unused perishable items to a local food bank or shelter to provide something for the less fortunate in the community.

## Advertising

The nice thing about the location of the Raymond Town Beach is that it pretty much advertises itself. Its prime location right on 302 and being one of the few free beaches in the area has built its reputation with both the local community as well as the tourists. Additional advertising will be provided in the form of yellow page listings, local newspapers, coupons, flyers for special events, a spot on the local “What to do in Maine” channel on local cable television, and other avenues.

## Competition

The nearest venue for food truck style food is in Naples 9 miles to the North (Fire and Spice food truck), or Windham 7 miles to the South (a hot dog cart near the Green Leaf Buffet). Fried dough and other typical “fair foods” are only found on the Causeway in Naples, unless a special event is in town.

Hot sandwiches and pizza can be found up the street at Sunset Variety; however it lacks the relaxing lake environment. We will allow people to bring their own food and non-alcoholic beverages to the beach however if they choose to do so.

Big Apple Mobil station and Sunset Variety both offer customers bottled soda and coffee. Neither of these locations however offers iced coffee or fountain beverages, which sets us apart and keeps us from being direct competitors.

The table below outlines our forecasted concession business compared to the nearest competition. Numbers 1 through 5 indicate the strength of each business. 1 is poor, 5 is outstanding.

**Table 1: Competitive Analysis**

FACTOR	Raymond Beach	Big Apple	Sunset Variety	Importance to Customer
Products	5	4	4	4

<b>FACTOR</b>	<b>Raymond Beach</b>	<b>Big Apple</b>	<b>Sunset Variety</b>	<b>Importance to Customer</b>
<b>Price</b>	3	3	3	4
<b>Quality</b>	5	2	3	5
<b>Selection</b>	2	3	4	2
<b>Service</b>	5	4	4	5
<b>Reliability</b>	4	4	4	5
<b>Stability</b>	4	5	4	4
<b>Expertise</b>	5	3	4	4
<b>Company Reputation</b>	5	3	3	3
<b>Location</b>	5	4	4	5
<b>Appearance</b>	4	4	3	5
<b>Sales Method</b>	5	4	3	2
<b>Advertising</b>	3	4	3	3
<b>Image</b>	5	4	2	4

Our main advantage over the direct competition is the serene beach environment. At our location, you can grab a grilled sausage and a soda and sit on the beach while the kids play in the water. This is something you can't do at the two convenience stores located nearby. Maybe a customer would like to enjoy sipping a non-alcoholic piña colada while floating on the lake in their canoe. This is something that won't be found with the other nearby businesses. Our disadvantage comes from the limited selection of our products, where the other two stores carry literally thousands of items, however we plan to overcome this by the quality and convenience of not having to leave the beach.

## **5. Operational Plan**

### **Products**

Many of our items for sale will be pre-packaged, such as candy bars, bottled soda, and other such items. These items will come from wholesalers and vendors. Much of it will also be “made to order” food, which would consist of our fried, grilled and baked items. These items will be prepared and cooked at the time of sale, with ingredients supplied by outside vendors. Food handler permits will be obtained by all employees working.

### **Location**

Working with a mobile venue, space will be limited, which limits both our work area as well as our physical room for products. The building would contain at least a flat top grill, a refrigerator, a freezer (for ice cream), a fountain soda machine, a microwave, a deep fryer, a sink, a cash register, and other required equipment. This will be powered by a metered electrical box on location, and plumbed into the local water source.

Physical requirements:

- Amount of space – Because it is a non-permanent structure, space required for the concession stand is at a minimum. A 10x12 or 12 x 14 structure would be plenty of room. The rental hut for the paddled watercraft requires even a smaller space, with a 4x6 area projected.
- Type of building – Depending on the season, financial requirements, and other possibilities, no definitive plan has been made for the type of building for the concession stand, however it could be either a concession trailer, a garden shed style building, or a “grass hut” style building. The watercraft rental area would be a “grass hut” open air style construction, which could be assembled and disassembled at will.
- Zoning – We will comply with any and all zoning laws as required, as well as obtain any required permits through the town for special events.

Access:

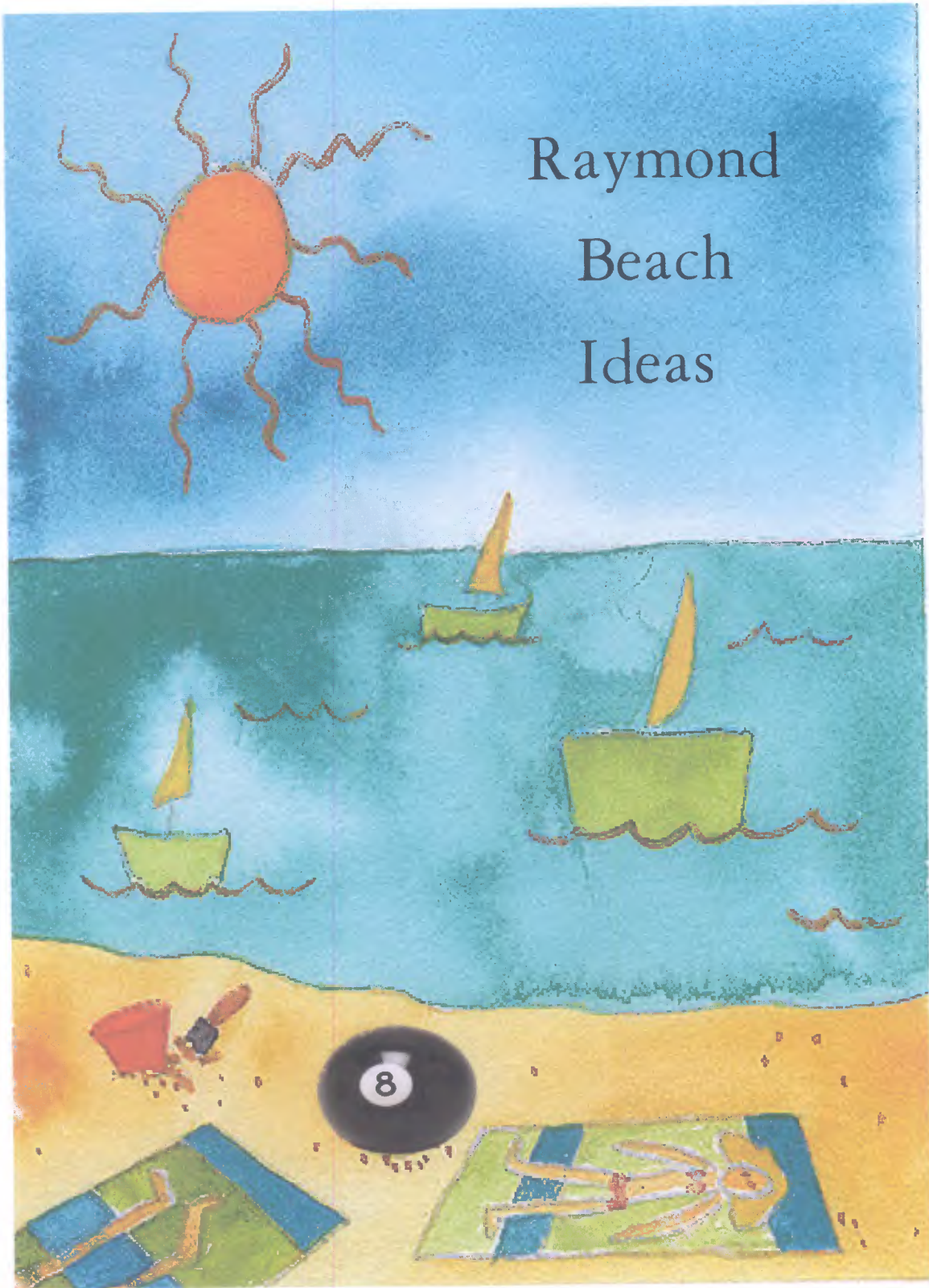
The building would be set away from the normal parking areas as to not omit any of the existing parking spots, and so that vendors can deliver to us as needed.

Gated parking would be available for beach access, which would supply the town of Raymond with a consistent cash flow.

The boat launch area would remain free of charge for people launching their watercraft.



Raymond  
Beach  
Ideas



## RAYMOND BEACH

### Raymond Beach perception / reputation:

The perception / reputation of Raymond Beach has declined to an abysmally low level particularly in this past year. I have talked with my staff and many people around town, and in other towns, as well as people who just were parking to go for a walk while I was there in the parking lot looking things over. I even spoke with an older couple from New York who had heard about the issues and the closing of Raymond Beach in New York! Their comment was that "It must be a free beach". The general consensus is that people are pigs ( which, by the way is an insult to pigs who by nature are very clean), and while people tend to clump "dirty" people into the lower class, we at Tassel Top have found that is not necessarily always the case. Most everyone that I spoke with feel that Raymond Beach is "gross" and "disgusting", and "a stain on the town". It is adorned with nick names:" syphilis beach, condom cove, hypo hangout, the swamp, degent (degenerate) beach." The behavior of late, has not only tarnished the beach, but the town of Raymond as well.

Every person that I talked to, bar none, thought that the beach should be permanently shut down for swimming. I was actually the only one that even entertained the idea of upgrading it for swimming( for discussion purposes) and was met with disbelief and anger.

Some reasons were:

\*Swimming and boats should not be in such close proximity. Many boats and the drunk people on them pollute the water as much if not more that the swimmers. People that I spoke to have actually seen boaters dumping trash and peeing over the side of the boat into the water right near the boat launch while they were at the beach.

\*Water is too shallow so it stays warm and more prone to bacteria

\* It is in such a shallow cove so close to a swamp and the fact that they actually run into each other would make it more prone to bacteria

\*The caliber of some people that go there and their disrespectful behavior ruin it for everyone

( sex on the beach at dusk, drugs, alcohol, smoking, foul language not to mentions bodily fluids of all sorts everywhere.)

There was more but not appropriate for printing.

The following are two ideas for running the beach, one as a swimming beach which truly does not seem really financially feasible because of limited parking and the fact that you would should have 2 people at a time there monitoring for starters, and second as a rest area and boat launch.

To note: I have had a lot of people feeling that it would be very dangerous for staff to be there working. Some also emphatically expressed fear of someone working there getting stabbed, shot or even killed. I agree about the danger at least initially, but feel that charging a fee and monitoring would seriously deter many of the people who would be prone to this. Also I think if it is legal, a taizer at least, would be a smart thing to have.

## RAYMOND BEACH AS A SWIMMING BEACH

It is a pretty area but would need upgrading, fees and monitoring.

\*Add picnic tables and grills perpendicular to the fence on the large straightaway. Have colorful umbrellas to attract attention to the area and for shade

\* Add benches for people to just come and sit and relax. It should look more like a park that just a roadside piece of land that happens to have a beach.

\*Keep left hand section of parking lot just for beach goers. People park there to go walking around town now.

\*Charge the same fees as Tassel Top. This is one of the few beaches on this side of the lake so you will get whatever you charge.

\*Have the same rules as Tassel Top and have a zero tolerance for infractions. Word gets around really fast if you remove / arrest a person or two and people see that you are serious about the rules etc.

\*Have handicapped port-a-potties for use as changing rooms

\*Gate House backed up to the trees directly in front of the entrance gate. You can also monitor the beach from there.

\*Define swim area with swim lines and buoys

\*Allow a hot dog vendor to work under the trees in the corner and the ice cream truck to park a couple times a day. Hot dog carts typically have drinks as well.

\* If things work there maybe in the future there could be electricity and a small snack bar.

\* Rules, fees, and monitoring will help change the clientele base. People go to this beach because it is free and they do what they do because there is no one there to call them on it.

\* Hire College age people and older....no kids (high school) and they should be in pairs for safety. Also no girls should be there with out a guy as part of the pair.

\*Allow entrance only through the one entrance gate and keep the other one locked.

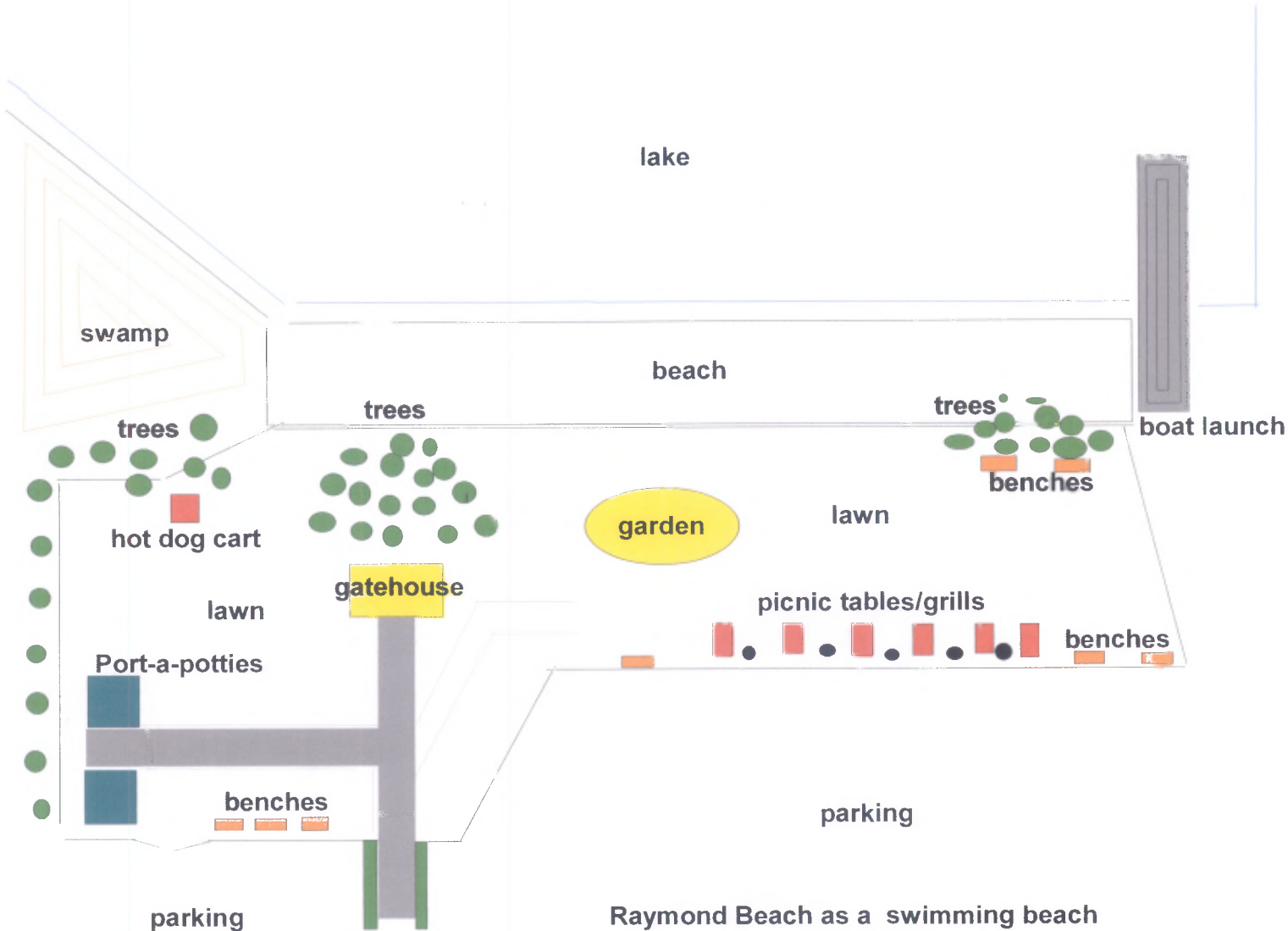
\*Have abbreviated hours, maybe 9-7 during high season , and lock the gate every night. Arrest anyone caught trespassing.

\*Have a cash box, and all the same sign in material and paperwork and tickets as Tassel Top.

\*When the beach parking is full, close the beach to excess people to prevent overcrowding, The picnic tables and benches will also take up more room on the lawn and prevent the "beached whale" effect.

\*DO NOT put out trash cans. This is too close to 302 so you will have "townies" dumping their house trash in, also, and a bigger problem is bees. Once you have 1 soda can in a barrel you will have yellow jackets. Dangerous for workers changing the barrels and for people who are allergic, liability for the town.

\* You may want to think about changing the name of the beach if you reopen it. Raymond beach has such a disgusting connotation now.

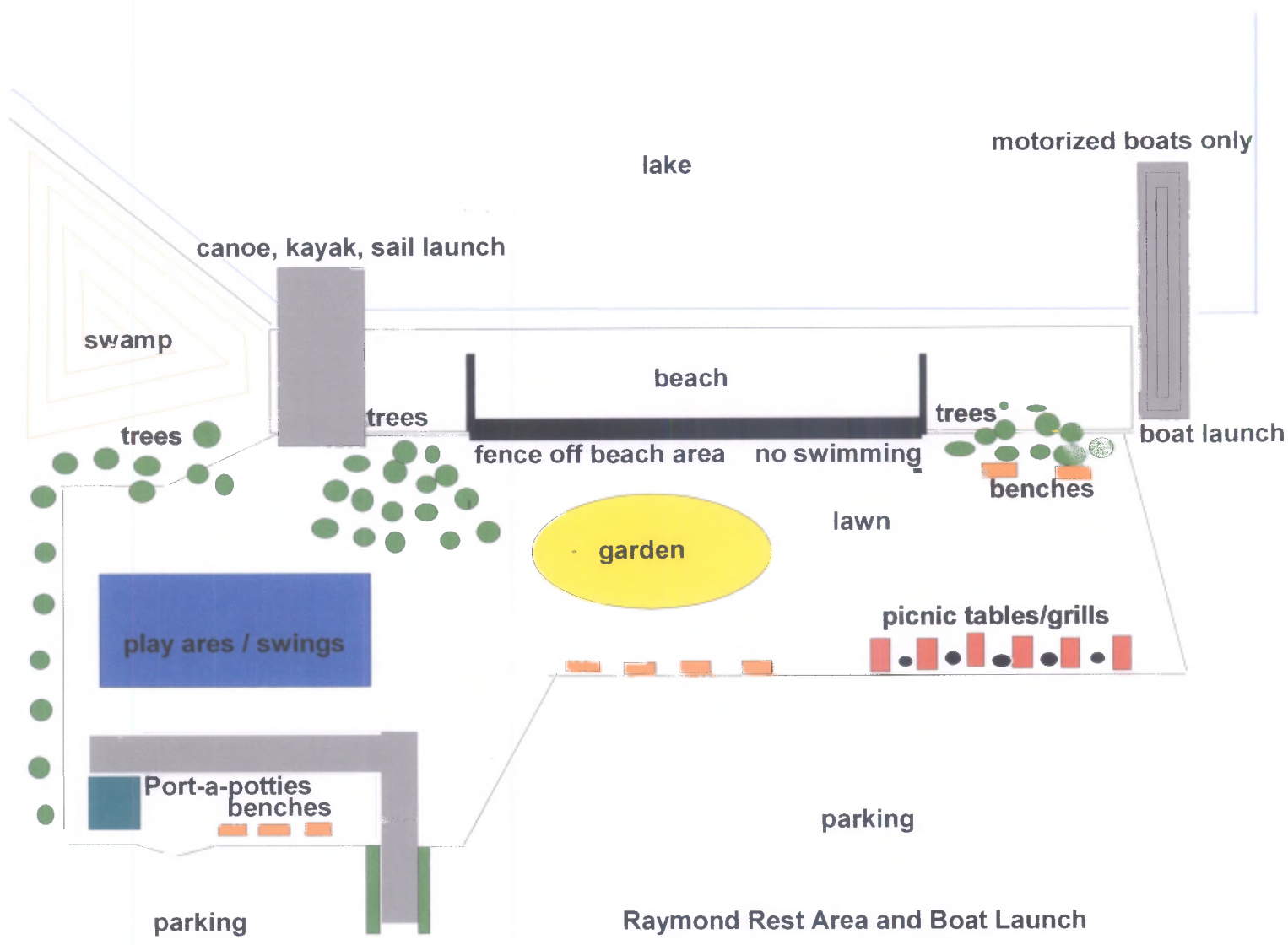


## RAYMOND REST AREA AND BOAT LAUNCH

- \*Have only motor boats and large sail boats (trailered boats) at the present boat launch area.
- \*Have an area in the left corner for launching canoes, kayaks, windsurfers, paddle boats, basically any non motorized water craft.
- \*Put benches along the fence and picnic tables with umbrellas and grills near the boat launch end of the grass
- \*Have a handicapped port-a-potty on the pad and upgrade the path to it
- \*Make a play area near the kayak launch with swings so the kids could swing and look out over the lake and maybe a slide. Nothing fancy
- \*Run a chain link fence along the edge of the grass to block off the beach and have ends on the fence that run to the water to really box it off. Post a sign that there is no swimming there and arrest trespassers
- \* Maybe a garden in the open area by the beach.
- \*Close and lock gates at the end of the day. Open 9-6 or 7

I feel, as do others, that this would be the path of least resistance. Financially, it would be much cheaper to do an esthetic upgrade and just have someone deal with the gates. If the place got trashed still, then there would be reason to close the area for good. You would have given them 2 chances to keep it nice.

These are just a few of the thoughts that I have gathered and hope that they may be of some use.



Raymond Rest Area and Boat Launch