BOARD OF SELECTMEN
AGENDA SUMMARY
September 11, 2012
7:00 p.m.
Broadcast Studio

SELECTMEN'S MEETING

1) Call to order.

2) Minutes of previous meeting dated:
- **August 14, 2012**

3) Policy Review

a) Peddler's Ordinance- Chris Hanson, CEO

Currently, two Peddler's Licenses are allowed each calendar year and are issued on or after May 1st. At the time that the license was issued for the management of Raymond Beach, it was intended that this license would not count as one of the two licenses. However, the Code Enforcement officer is still bound by the Peddler's Ordinance (attached to ePacket) and can only issue one other license per year, in addition to the beach license. Staff is requesting that the Board review the number of allowed Peddler's Licenses, clarify the issue, and amend the ordinance, via Town Meeting vote, if desired or, in the alternative, leave it at two licenses, with Raymond Beach and one other. The Board of Selectmen have directed staff to review other towns' Peddlers Ordinances and pay attention to the number issued, fees collected and duration of permits. Attached to the ePacket are ordinances from Yarmouth, Freeport, and Boothbay as well as a comparative chart.

4) New Business.

a) Consideration of Accepting Frye Road as a Public Road- Nathan White, Public Works Director

During the May 9, 2012 Planning Board meeting, the status of Frye Road as a town road was reviewed and it was determined that the Town of Raymond had never officially taken possession of the road from Cumberland County when it was discontinued by the county. Based on town records, and the duration of time that the road has been maintained by the town, the Town has acquired public easement status over the maintained portion of Frye Road. The Planning Board voted to request that the Selectmen officially adopt Frye Road as a Town Road. Attached to the ePacket is a memo from the Public Works Director Nathan White explaining the issue and which Associate Town Attorney Phil Saucier is recommending that the Selectmen accept into the public record in order to clarify the status of this road.

b) Discussion of and Setting of the 2012-13 Property Tax Commitment/Rate- Contract Assessor Curt Lebel

Contract Tax Assessor Curt Lebel will present calculations and material (attached to the ePacket) related to setting the 2012-13 property tax mil rate by the Selectmen.

c) Consideration of Warrant for November 6, 2012 Election- Louise Lester, Town Clerk

Town Clerk Louise Lester will be presenting the 2012 Presidential election and Portland Water District Representative warrants for November 6, 2012 for Selectmen approval (attached to the ePacket).

d) Consideration of Election Warden/Moderator- Louise Lester, Town Clerk

Town Clerk, Louise Lester, is recommending the appointment of Laurie Forbes to serve as the November 6th Town of Raymond Election Warden.

e) Executive Session pursuant to 1 MRSA § 405(6)(E): Meeting with CEO Regarding Pending Land Use Legal Matters

f) Consideration of Regional Study to Merge the Fire/Rescue Departments of Casco, Naples and Raymond- Selectman Mike Reynolds

The final Tri-Town Regional Public Safety report has been released and shows how a merged fire rescue department may benefit the towns of Casco, Naples and Raymond from both an operational and functional standpoint. The Raymond Fire/Rescue department and Town staff are in favor of working towards a merger after reviewing it and feel that the report offers a good road map to use to initiate the process. Selectman Mike Reynolds is requesting that the Selectmen vote to support this idea to show Raymond elected officials' support for the effort in order to encourage progress toward a future merger.

g) Thank you for Firehouse Subs Donation- Selectman Mike Reynolds

The Raymond Fire Department received a donation from a Firehouse Subs Safety Foundation Grant that enabled the acquisition of the life safety mannequin in honor of retired Chief Denis Morse's service to the Town of Raymond. A letter of thanks was sent by the Fire Department and also from the Town (attached to the ePacket). Selectman Mike Reynolds has requested to make a public Selectmen announcement of thanks as well.

h) Consideration of Quit Claim Deed as Submitted by Sue Carr, Deputy Tax Collector- Board of Selectmen

Deputy Tax Collector Sue Carr has prepared quit claim deeds without covenant for:

- Inhabitant Timothy I. Morgan, Sr. to discharge lien filed for Map 017, Lot 026 located at 13 Outlaw Ridge Road
- Inhabitant Walter R. Andrews to discharge lien filed for Map 060, Lot 008 located at 119 Deep Cove Road
- Inhabitant Adma J. Willis to discharge lien filed for Map 002, Lot 024 located at 0 Quarry Cove Road

All back taxes, interest and lien costs have now been paid in full for all parcels.

i) Consideration of Request from Planning Board to Form a New Comprehensive Plan Committee

Raymond's most recent Comprehensive Plan, which was approved in 2004, is reaching the 10 year threshold to be evaluated and revised to establish new goals and the future vision of the community. The Planning Board have requested that the Selectmen consider advertising for committee members so that work can begin by 2013 and a final plan to be prepared in time for the 2014 Annual Town Meeting.

Historically, this committee has been comprised of 9 members, not including Planning and Consulting staff. Stephanie Carver of GPCOG will be acting as consultant for this project and is currently evaluating the standards for selecting committee members from neighboring communities to help guide the process (see ePacket).

5) Old Business

a) Consideration of Changing Town Office Hours- Board of Selectmen

A survey was done of surrounding towns in August, 2011 regarding the hours of operation for municipal offices at the request of the Chairman of the Board of Selectmen. As a result, Raymond Town Office hours were subsequently changed to extend hours on Tuesday from 12:00 pm-7:00 pm to 8:30 am-7:00pm and to close on Saturdays during the fall, winter and spring. The Selectmen agreed to revisit this issue in the spring (2012) to determine if they would resume Saturday office hours for the summer months, which was approved. It was also determined to make another decision in the fall and, if approved, possibly send out notification of permanent Saturday closure in the tax bills. Attached to the ePacket is revised survey of regional town office hours.

b) Consideration of Town Report Memorial and Town Report Dedication Page- Louise Lester, Town Clerk

Per the Town Report Memorial Policy (attached to the ePacket), Town Clerk Louise Lester has prepared a list of citizens who have passed away in the last fiscal year for the Selectmen to consider regarding a possible memorial page in the 2011-12 Town Report. She has also gathered information about individuals in the community, who have made significant contributions to the town for possible Town Report dedication. Ms. Lester will be making a recommendation regarding the dedication of the Town Report.

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) Town Manager at ICMA Conference October 6-11

b) Confirm date for next regular meeting:

- **October 16, 2012**

c) Contract Assessor Update

7) Fiscal Warrants – September 11, 2012

- **Payroll Expense Warrant**
- **Treasures Warrant**
- **Cumberland County Tax Assessor's Return**

8) Adjournment.