

401 Webbs Mills Road
Raymond, Maine 04071
207-655-4742

Selectmen Meeting Minutes
Tuesday, June 15, 2004

ATTENDANCE: Betty McDermott, Chairman; Christine McClellan; Ada Brown; Mark Gendron; Mike Reynolds; Wayne Holmquist, Raymond Casco Historical Society; Laurie Forbes, Chairman Technology Committee; Nathan White, Public Works Director; Denis Morse, Fire Chief; and Don Willard, Town Manager.

1. Call to order. Betty McDermott opened the meeting at 7:00 pm at the Town Office.
2. Consideration of previous minutes dated June 1, 2004.

MOTION: Ada Brown motioned to approve the minutes as written. Seconded by Mark Gendron.

VOTE: Unanimous

3. Raymond Community Endowment Presentation – Wayne Holmquist.

DISCUSSION: Mr. Holmquist explained that he was working with a small group of citizens to establish an endowment fund in Raymond similar to the United Way. He said that they were searching for sponsors for designated areas of town, which will have some beneficial longevity of Raymond and its citizens. There was a need for more people to be involved in the organization of the entity which would be formed as one 501/3/c instead of several individual 501/3/c's for fund raising needs. The combining of these groups is more cost effective and expedient. This would also setup the ability to apply for grants. He reported that one was started in Gray which is now two years old, and they have been working on several projects in addition to acquiring 44 acres of land for recreational purposes. The premise is that people donate \$1,000 each to begin a community legacy. People will help other people. Other Cumberland County towns are having buildings and/or land donated to the town for its use and this type of entity will help support those assets. A rather small amount to begin with can establish a very lucrative endowment to be used throughout the following years. He said that they needed suggestions as to what the programs might be as well as get supportive donations. Mr. Holmquist offered that Frank McDermott and he could be asked for information. Mrs. McClellan questioned the food pantry as now being outside the town's control. Mr. Holmquist said that the library and historical society could become an appendage of this organization. Any area of need in the community could come under this auspices. Mr. Gendron agreed that this could give the smaller entities an avenue to get funding for their programs. Mr. Holmquist said that this would be totally separate from any town budget items. He explained that many grant programs won't entertain applications which have anything to do with town owned property or endeavors. This will give the people an avenue to donate funds to upgrade facilities of public use in the town. Frank McDermott had concern for the absence of

scholarship money in amounts more than what the town now has available. He felt there was a need to tap the resources of graduates from our school system and possibly have a Hall of Fame for graduates which would instigate interest in our school system. He expressed the desire to see an endowment separate from scholarships for Raymond scholars as well. There is a need for a critical mass of people who would like to go ahead with this endeavor. Gray has done very well in a short amount of time and we need to do this too. Mr. Reynolds asked how Mr. Holmquist got involved with the Gray endowment. Mr. Holmquist said that as a small business owner in Gray, he was asked to contribute and participate. Gray's endowment pays out 5% a year and the rest is invested or held i.e. land gifts.

4. Lake Region Development Council – Strategic Plan Update – Bret Doney, President & CEO.

Mr. Willard said that he will come to the July 6th meeting.

TABLED

5. Computer Services Needs Assessment – Technology Committee Recommendation.

DISCUSSION: Mr. Willard said this was a carryover from a spring meeting. The committee was asked to formulate a current inventory and plan for the future. Laurie Forbes said that they met on June 3 at a regular meeting. The unanimous thought was that there was no need for a needs assessment because of the Technology Director position being filled. She referred to her long memo and supporting information about this work. Mrs. McClellan agreed that with our current director there probably isn't a need for a needs assessment because we have a knowledgeable administrative base from which to work. Mrs. McClellan felt that when the network, hard or software needs to be expanded, this type of inventory and assessment might be necessary. Charles Leavitt noted that the Technology Committee didn't announce their meeting or provide minutes of their meeting of June 3 on the website. He felt that the Technology Committee should provide more access to the public. He commented on some of the statements made during the time that there was discussion by the Board of Selectmen about the selection of a Technology Director and how that service would be provided. Mr. Leavitt asked whether a back up maintenance plan has been formulated because of our unique network system. He felt that an assessment was necessary so that there is someone else besides Mr. Woodbrey who could come in and run the system. Mrs. McDermott asked if the Technology Committee couldn't keep it going. Mr. Leavitt replied that he didn't think that the Committee thought they could because of the comments they have made. Mrs. McDermott felt that the Committee could temporarily keep it going. Mr. Gendron concurred and didn't think that there would be a total blow to the system which would entirely shut it down. He felt that the volunteers would keep it going for a short time if there was a failure of some kind. His belief was that if there are questions, then the Committee should be asked to give their opinion to certain scenarios. Mr. Leavitt had concern that this \$11 million "business" (the town) should be at the mercy of anyone other than someone who can operate it and keep it going without doubt. Mr. Reynolds understood that the Committee used an RFP for a systems person because the town was totally dependent on a volunteer. The intent was to get someone who could deal with our system. Raymond's system is superior and the work

is moving forward in removing any problem areas in the system so that it will always be run efficiently. We now have backup systems which we didn't have a year ago. Some questions may need to be addressed but he felt that Raymond was in good shape. Mr. Leavitt said that he had concern that the Committee has seen problem areas and the RFP for an administrator was partially written by the person who formulated the RFP. He had concern that the Committee couldn't separate the information included in the proposals to determine which one was the best. Mr. Willard said that the system was run by volunteers totally and grew to be the size it is where it needed someone to keep it going. He acknowledged that at present there wasn't a backup plan but felt that we can now call someone in who could carry on. Mr. Willard added that the RFP was not written by Mr. Woodbrey. Mr. Leavitt presented a memo which said that the RFP was written by Laurie Forbes, Elisa Trepanier, and Kevin Woodbrey. Mrs. Forbes answered that Mr. Woodbrey helped formulate what Raymond would need to put into an RFP but that once Mr. Woodbrey felt that he might answer the RFP, he ceased working on the RFP document. Mr. Willard concurred in that Mr. Woodbrey commented that the RFP was not written the way that he would have done it.

MOTION: Christine McClellan motioned to address a needs assessment at such time that the Technology Committee and the town believes that it is necessary. Seconded by Ada Brown.

DISCUSSION: Mr. Gendron asked that at their next meeting they discuss what plan could be done to create a backup and document it. Mrs. Forbes said that backup was being built in and that Mr. Woodbrey was making the system secure and as protected as possible. He has also covered our base to make it possible for any professional to keep the system going. She advised that the system isn't unprotected at all.

VOTE: Unanimous.

6. Consideration of Request for Proposal (RFP) Upgrade - Pavement Management System – Nathan White, Public Works Director.

DISCUSSION: Mr. Willard reported that he and Mr. White have produced an RFP to have a professional study done to establish a protocol to upgrade our road system. He noted that Windham has done this and our RFP is similar to theirs. He felt that it could be done in house but felt that an outside office could provide more engineering and management expertise. Mrs. Brown felt this would be a positive move to improving Raymond's roads.

MOTION: Ada Brown motioned to approve the RFP and go to bid to find someone to do this work. Seconded by Mike Reynolds.

DISCUSSION: Mr. White believed that the report would cost about \$10,000. Mr. Reynolds asked how much of this damage was caused because of the fact that we haven't been keeping the roads up. Mr. White replied that the cause is somewhat long-term attrition but mostly it's the increased traffic going through town. He hoped that this would give the town a starting point and the knowledge of how much we will have to

spend annually to maintain it. Mr. Willard said that drainage, shoulders, and road condition in general must be improved to save the roads. With repairs and upgrading, the roads will eventually be put on a schedule for maintenance, which will keep them in good shape. Mr. Gendron said that many people have great concern about the condition of our roads. He felt the citizens are ready to put money into this work. Mr. White said that he was excited about getting this work done. Mr. Willard noted that all of the proposed roadwork is included in the bond to be acquired October 28th. The funding for work this summer will have to be raised now. He said that he would prefer to take advantage of the interest rates and get the whole amount now in the bond instead of going to bond annually for the next few years. He recommended taking money from surplus to pay for this study. Mr. Leavitt remembered from the discussion at town meeting that the bonds would not be applied for until after the November election. Mr. Willard said that the deadline for applications is August and that it won't be possible to delay the application. If the Palesky initiative goes through, then the bond would have to be paid for in the 10-mil limit. Mr. Gendron felt that we can't wait for road repairs and if it hurts us in the long run financially, we will have to fix our roads. Mr. McDermott asked if we had to take the money should the Palesky initiative pass. Mr. Willard said that the town could pay back the money and not use it, but there would not be any advantage from the bond bank for early payback. Chief Morse felt that asphalt and steel are going up rapidly, and we shouldn't wait. Mr. Leavitt said that he was not in favor totally with this proposal and felt that it was driven by the town management. Mr. Willard said that his idea at town meeting was based on what he knew to be true at that time.

VOTE: Unanimous.

MOTION: Ada Brown motioned to authorize \$75,134.00 to be taken from Surplus to pay for the summer construction work and to make application for the bonds not to exceed \$950,000.

VOTE: Unanimous.

7. Consideration of Requests for Bids – Fire Department pumper aerial platform truck – Fire Chief Denis Morse.

DISCUSSION: Chief Morse reported that several increases have been realized for raw steel. The vehicle we're looking at is a used truck. There will be a two-year warranty. Our last truck was built by several different companies and would like to go with just one company on this truck. In the future Chief Morse expected that the town would have this truck refurbished instead of replaced. He said they were looking at three companies. E1 showed the Department a used truck. Pierce was still looking for something for us. A new truck in October will be \$460,000 which is more than we can pay. This truck will be \$375,000 with the two-year warranty which is a longer warranty than a new truck. Mr. Gendron asked whether the truck repairs would be done by different companies or one. Chief Morse said that these companies have maintenance facilities in New England. E1 will be in Gray and Pierce in Augusta. LaFrance probably won't bid because they are behind with their orders. He added that the engines can be rebuilt and the bodies are stainless or aluminum which last a long time. Mr. Willard explained that this will have to

be financed short term with a loan and he will work with the Finance Director to find a way to bridge the loan until the bond is acquired. Chief Morse explained that the truck might not be available until the fall anyway. He would have more information at the end of the week. Mr. Gendron asked if the technology would be as good in a five-year-old truck as a newer one. Chief Morse replied that it was comparable. Mr. Willard said that the three page RFP asks that any different metals will be insulated from one another to keep the truck free of problems i.e. corrosion.

MOTION: Christine McClellan motioned to accept the proposal made by Chief Morse. Seconded by Mike Reynolds.

DISCUSSION: Chief Morse asked that he be able to give the company a commitment to buy a truck. Mr. Willard said that if the bid were within the budget, we would then come to the Selectmen for approval.

VOTE: Unanimous.

8. Consideration of appointment to the Zoning Board of Appeals – Candidates Robert O’Neil and Mary Picavet (one alternate vacancy).

MOTION: Ada Brown motioned to appoint Mary Picavet to the Zoning Board of Appeals. Seconded by Christine McClellan.

DISCUSSION: Mr. Gendron said that he didn’t know Ms. Picavet but did know Mr. O’Neil and felt that he was very conservation minded and would like to see him on the Board. He was also on the list for the Planning Board and had concern that he would lose interest in volunteering for the town if denied again.

VOTE: 2 favor (Brown, McClellan) 1 opposition (Gendron) 1 abstention (Reynolds because he didn’t know either applicant)

9. Comprehensive Plan Committee appointment – Selectman Mark Gendron.

MOTION: Chris McClellan motioned to appoint Mr. Gendron to the Comprehensive Plan Committee. Seconded by Mark Reynolds.

VOTE: 4 in favor (McClellan, Brown, McDermott, Reynolds) 1 abstention (Gendron)

10. Discussion of possible professional services cost sharing with Raymond School Department.

DISCUSSION: Mr. Willard said that this was brought forward by the School Superintendent to deal with the auditors suggestions. He felt that it would be a positive move to help the School Committee research this issue and didn’t think that it was necessarily the responsibility of the town to help pay for this. Mr. Willard said there was funding in our budget for this. Mr. Leavitt asked who requested the audit and whether it was prudent to help pay for it. He asked where would this responsibility stop and would they ask to have the town pay for further school expenses.

MOTION: Christine McClellan motioned to support \$400 to help in the One Raymond concept to share the cost of this work for the School Department. Seconded by Ada Brown.

DISCUSSION: Frank Dexter said that it was his impression that Mr. Leavitt had represented himself as a member of the Board of Selectmen at the School Committee meetings and Mr. Leavitt had said that he wanted to hear from the auditors. The School Committee felt that he was representing the Selectmen and that his request was a request by the Selectmen. Mr. Leavitt noted that he was at the School Committee meeting as a citizen and not representing the Selectmen. Mrs. McDermott said that they were trying to present the One Raymond Concept and this type of cooperation was fundamental. Mr. Reynolds had concern that Mr. Leavitt was making accusations about someone, which were unfounded. Mr. McDermott said, while he was on the School Committee, it was his opinion that Mr. Leavitt's request was made as a Selectmen. He thought that at one of the Selectmen's meetings Mr. Leavitt had expressed his concern of where this summer salary money had gone. Mr. Leavitt seemed to infer that there was something irregular done by the School Department.

VOTE: Unanimous.

11. Communications and other business.

- a. Corrected Certificate of Supplemental Commitment for signature.

DISCUSSION: Mr. Willard noted that there was an error on the commitment of June 2, 2004 and asked that the corrected supplemental commitment be signed.

NOTE: The Selectmen signed the corrected Supplemental Commitment.

- b. Water Safety Program.

Mr. Willard reported that there has been a great deal of interest in this program. This would be done only on the busiest weekends during the summer. This work was planned as a public/private endeavor. He continued that the boat was ready to go thanks to the refurbishing done by Sabre Yachts, and it has been lettered voluntarily by the Sebago Signworks. This has provoked interest in the media from as far away as New York City. There also may be a boat slip donated for dockage. Chief Morse said there were 40 or 45 people from Naples, Frye Island, and Standish who are interested in volunteering for duty. Frye Island is thinking about dispatching their police at times to man the boat for enforcement ability. He informed them that the boat was on a shake down cruise today. There will be a training program for the volunteers in driving the boat and doing emergency aid. The rubber boat will also be available for the other lakes and ponds. Chief Morse expected that the program would be ready by mid-July. He added that there would also be a neighborhood watch for the lakes where the shorefront owners will report concerns for the program to follow up. Chief Morse noted that there is 62 miles of waterfront in Raymond, which assumes that this will be a necessary program. Mr. Willard noted that Jack Cooper has worked on the motor to make it serviceable. Inland Fisheries and Wildlife will also have its use if needed. Chief Morse said that the tragedy last summer of the fatality at Frye's Leap allowed the

town's response ability a long time before the IF&W could attend. The IF&W are excited to have this option.

c. Budget/Finance Committee meeting.

Mr. Willard announced that there would be a joint meeting on June 23, 2004 with the Budget/Finance Committee, Selectmen, and the School Committee at 7:00 pm at the Town Office.

d. Roadrunner

Mr. Willard reported that the latest issue of the Roadrunner was published with donated funds for which Frank Dexter solicited and a Selectmen's stipend donation. Mrs. McDermott has heard that the Roadrunner has been very warmly received.

e. Fiscal report.

Mr. Willard reported that the town's fiscal finances are within the budget and will end the year in good shape.

f. Vision Appraisal

Frank McDermott noted that he had met one of the Vision Appraisal assessors outside his home and found him to be very nice, efficient, and personable. He felt that this employee was a very good representative for the town and Vision Appraisal.

g. Scholarship thank you.

Mr. Willard presented a thank you note for the Collins Day scholarship from Bill Yates.

h. Roadrunner delivery.

Mr. Leavitt noted that he didn't get a copy of the Roadrunner. Mr. McDermott said that he thought the mail delivery last week was hampered because of Friday being a Federal day of mourning for President Ragan's funeral.

i. High School graduates.

Mr. Leavitt congratulated the high school seniors who graduated this year.

12. Review and authorize Treasurer's Warrant dated June 15, 2004.

MOTION: Ada Brown motioned to authorize the Treasurer's Warrant in the amount of \$145,263.23. Seconded by Christine McClellan.

VOTE: Unanimous.

DISCUSSION: Mr. Gendron suggested that a protocol be set for Selectmen meetings that all inquiries go through the Board of Selectman chairman. He took exception to side comments and side attacks made during the meeting. He would like to keep everything positive. He asked that all courtesies be afford everyone equally. Mr. Willard said that our meetings have been somewhat informal but said that the meetings could become more formal. Mr. Reynolds suggested that a protocol be written and enforced.

Mr. McDermott offered that the School Committee has a short document, which says what the rules of the meeting conduct will be. It was felt that possibly MMA could help with a workshop on meeting procedure. Attending the Elected Officials Workshop by MMA was discussed.

13. Adjourn.

MOTION: Ada Brown motioned to adjourn. Seconded by Mike Reynolds.

VOTE: Unanimous.

ADJOURNMENT: Betty McDermott adjourned the meeting at 9:00 pm.

Louise H. Lester
Town Clerk