



**BOARD OF SELECTMEN  
Minutes**

December 16, 2014

Broadcast Studio

423 Webbs Mills Road

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

Selectmen in attendance: Mike Reynolds (chair), Lawrence A Taylor, Joe Bruno, Teresa Sadak, and Samuel Gifford

The meeting scheduled for December 9<sup>th</sup> was moved to December 16<sup>th</sup> due to a storm.

1) **Called to order** at 7:00pm by Chairman Reynolds.

**Motion** to allow non-residents to speak by Selectman Gifford. Seconded by Selectman Taylor.  
**Unanimously approved.**

2) **Approval of minutes** of previous meetings dated:

- November 18, 2014

**Motion** to approve the minutes from the November 18<sup>th</sup> Selectman's Meeting as presented by Selectman Bruno. Second by Selectman Gifford.  
**Unanimously approved.**

3) **Public Hearings**

- a) \*\* Special Amusement Permit for Live Music: Ben Santos-Rogers DBA A La Mexicana, 1227 Roosevelt Trail

Hearing opened at 7:22pm.

Jose Chavez – I just want to get this license. We will have mariachi every other week or so. We may have a DJ or karaoke to try to bring in customers. Inside only and not amplified.

Closed public hearing.

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\*\* Items taken out of order

**Motion** to grant the Special Amusement License to A La Mexicana by Selectman Sadak.  
Seconded by Selectman Gifford.  
**Unanimously approved.**

- b) **\*\* Liquor License Renewal:** William and Kimberly Hines of Whines Ent. Inc. DBA Cafe Sebago, 1248 Roosevelt Trail

Hearing opened at 7:02pm. Fire Chief Tupper inspected the site and found no problems.

No public comments.

Closed hearing

**Motion** to renew Cafe Sebago's Liquor License by Selectman Taylor. Seconded by Selectman Sadak.  
**Unanimously approved.**

#### 4) New Business

- a) **\*\* MDOT Transportation Enhancement Grant for Main Street Sidewalk-Project Update** – Owens McCullough, Engineer, and Danielle Loring, Project Manager

Still deciding which side of the street to put the sidewalk.

2,330 linear feet of new sidewalk, curb, and storm drainage.

Main St is a 4 rod road (66 feet) and has not be surveyed in over 100 years. The only deed we have is hand written in cursive and probably 200 years old.

This winter they will be working on the design, impacts, plans, specifications and estimates. In the spring there will be the MDOT review, and then will be establishing the construction budget and final design. Construction will not begin until the MDOT funding is in place. It will probably be an 8 to 10 week construction period and they are aiming at completion by October 2015.

They will be using slip-form concrete for the curbing. There will be 12-18" addition to the side of the road, a 6" curb and then a 5' sidewalk.

The houses are very close to the road and there may be instances where this project will require some impact to the residents. Everyone who lives along Main St (where the sidewalk will be) will receive a mailing and be invited to a public meeting. There will be probably 2 public meetings. Generally an improvement such as this increases property values or at least makes the property more desirable.

Chairman Reynolds – Is this possible with the \$160,000 budget we have?

Mr McCullough – It mostly depends on the amount of storm drainage and the bids received.

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*\*\* Items taken out of order*

b) Consideration of Appointment of Sue Look as Registrar of Voters – Board of Selectmen

**Motion** to appoint Susan L Look as the Registrar of Voters for the physical year 2015 by Selectman Gifford. Seconded by Selectman Taylor.

**Unanimously approved.**

c) Appointment of RSU#14 Withdrawal Committee – Board of Selectmen

Jennifer Moore will be the representative from the RSU.

Teresa Sadak will be the representative from the petitioning group.

The following submitted applications to be only on the Withdrawal Committee:

- David Cowens – Raymond resident
- Steve Warshaw – Raymond resident
- Kaitlin W LaCasse – Raymond resident

The following submitted applications to be either on the Withdrawal Committee or the Sub-Committee:

- Mike McClellan – State Representative – Raymond resident
- Steve Pock – Windham resident
- Tacy Hartley – Windham resident (Raymond property owner)

Chairman Reynolds would like to have as diverse a group as possible.

**Motion** by Selectman Sadak to nominate Kaitlin LaCasse. She has young children in the school system and will bring that perspective. Seconded by Selectman Taylor.

Selectman Sadak – There is so much work to do that those that are not selected for the main committee would be valuable assets to the sub-committee.

Selectman Taylor – Would it be good to have someone who has State experience like Mike McClellan?

Selectman Sadak – The main committee will require quite a time commitment and she is concerned that this may be an issue with Representative McClellan. The committee members need to be open to investigate all avenues and should be from Raymond.

Chairman Reynolds – Steve Warshaw has quite an educational background.

Selectman Taylor – Is it correct that the main committee chooses the sub committee?

Selectman Sadak – Yes. We need to be as transparent as possible and I think we need to include someone who understands the needs of young families.

Chairman Reynolds – there are 4 applications for the main committee from Raymond.

Selectman Taylor – I am hesitant to choose someone other than Representative McClellan due to his experience maneuvering with the state.

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*\*\* Items taken out of order*

Selectman Sadak – Representative McClellan would also be wonderful on the sub-committee and he has shown in the past that he has issues with time constraints.

Town Manager Willard – Possibly task Representative McClellan with being the liaison to the State. I think the main committee will be doing a good deal of detailed work and would suggest the Select Board look at the background of each applicant.

**Unanimously approved.**

**Motion** to nominate Selectman Bruno as the representative from the Select Board by Selectman Sadak. Seconded by Selectman Taylor.

Selectman Bruno will accept the position as long as they will work around his schedule.

**Unanimously approved** (Selectman Bruno abstained from voting).

d) \*\* IRT Project Update – Danielle Loring, Project Manager

Last year we submitted an application to work with the IRT. We have 3 this year:

Valley Road Public Safety Communications Tower

- Priority project and should be completed next year
- 100' self supported, free standing tower, concrete control building, gated access road
- We will be running underground power to the tower, and a land owner would like to have the conduit laid in such a way that he would be able to tap into it for power in the future

Oak Ledge Hill Fire Pond Rehabilitation

- Dredging, cutting brush, etc and move the hydrant, fix the fence
- Should come in under budget
- Will take about 2 weeks to complete

Public Safety Building storm water pond maintenance

- 2<sup>nd</sup> priority project
- Clear out retaining wall
- Remove brush and saplings
- Branch off utilities so the other side of the building will be lit
- Rebuild retention pond
- Moving forward the areas need to be mowed once or twice per year to maintain (or put a couple of horses down there :-)
- Will take about 2 weeks to complete

The troops come in 2 week rotations. They should be here late April to early May and should be finished by August.

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e) Building Permit Activity Update – Chris Hanson, Code Officer

<b>April to December</b>	<b>2013</b>	<b>2014</b>	<b>Change</b>	<b>% Change</b>
New SFDU	10	18	+8	80%
Total Building Permits	200	241	+41	21%
Estimated Construction Costs	\$4,328,393	\$9,520,045	+\$5,191,652	120%
Plumbing Permit Fees	\$13,925	\$14,355	+\$430	3%
Building Permit Fees	\$23,117	\$37,321	+\$14,204	61%
Total Fees Collected	\$37,042	\$51,676	+\$14,634	40%

Chairman Reynolds spent a day going on calls with Code Officer Hanson and it was very educational.

Code Officer Hanson – I had realized that we were busy, but until going through this exercise I did not realize how busy. We have a new software that I am using in the field. I can enter data, check ordinances, etc in the field, as well as scheduling while I am in the field. This has helped a great deal. We are showing an increase in the million-dollar homes (4 this year thus far). I see this trend continuing based on the inquiries I have had from architects. Bear in mind that my numbers are estimated cost of construction, not assessed value. Assessed value often is significantly higher. I have had several requests to look at properties with potential buyers and they stand in a million-dollar home and ask if they could tear it down and use the same footprint. I hear “quality of life”, accessibility to Portland, scenic beauty, but I do not hear anyone asking about the tax rate.

f) Discuss and Set FY2015-16 Budget Development Directives – Board of Selectmen

*FY2014-15 Goals:*

- *Increase appropriation for capital road improvement – based upon Road Improvement Committee report.*
- *Limit the use of fund balance/surplus as revenue to reduce taxes.*
- *Develop a core services driven budget, i.e., “what are we doing that we don’t need to do?”*
- *Continue to explore privatization and outsourcing of services for cost savings.*
- *Explore working with neighboring towns and Cumberland County government to cut costs and/or improve services.*
- *Maintain current service levels in roadside solid waste and recycling collection.*
- *Continue current trash contract unless it threatens LD-1 compliance.*
- *Investigate bonding for capital improvement vs. capital reserve budgeting to achieve maximum utilization of existing capital resources.*
- *Develop budget with the understanding that all budget areas may be considered.*
- *Consider department budgeting needs and anticipated needs going forward.*
- *Discussion Topics for FY2015-16 Goal Setting as received from Selectmen by Chair:*
- *Zero or minimal municipal budget increase*
- *Stay within the property tax increase for new spending, if possible*

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- *Evaluate new and expiring debt service budget impacts*
- *Continue to invest in capital improvements and infrastructure.*
- *More financial effort on Public Works equipment and possible additions in staffing (ex. Mechanic for both PS/PW)*
- *Investigate the possibility of a merit pay system for employees*
- *Consider referendum for a new recreational facility*
- *Investigate/improve health care program option for employees with emphasis on stability*
- *Discussion of benefits of rejoining the Maine Municipal Association (MMA)*
- *Municipal budget should reflect minimal budget increases (if possible) with emphasis/increases on areas of need*
- *Town should prepare a 5-10 year IT Capital Improvement Plan to keep digital systems and software progressively improving over time*
- *Study budget to ensure that citizen services and staff needs are being met*

Selectman Taylor – Town should prepare a 5 to 10 year IT plan to keep software and hardware up-to-date. This is like maintaining our roads, if we neglect it for a few years it will cost more to catch up. I don't see us at a zero for a budget increase. Also important is the merit system for employees. We should look into changing the structure for the employees. Only employees who do “over and above” should be granted a raise.

Selectman Gifford – The staff health insurance should be reviewed and MMA is a way to get better healthcare.

Selectman Sadak – I agree with the IT plan. We are already 4 years into the 5 years and need to replace some equipment.

Selectman Gifford – the zero increase may not be achievable, but should be a goal.

Selectman Bruno – the IT budget is \$100,000. How much do we need? I have networked stores and do not spend \$80,000 per year and it is on a replacement schedule.

Selectman Taylor – I don't think that the infrastructure is there and once it is in place we would be able to be on a replacement schedule. I think the town expects us to stay up with the times.

Chairman Reynolds – I have asked for a January presentation on IT. We need to go into this budget season with a better understanding of what we have and what do we need. The public record is the video and we need to understand the implications of this better.

Town Manager Willard – I can simplify these goals if you would like.

Chairman Reynolds – I think that private health care is the way to go, but we need stability. The current plan is not what we were led to believe in the beginning.

Selectman Bruno – the market for healthcare is in disarray in the private sector.

Selectman Taylor – my company no longer offers dental and the healthcare cost has doubled.

Town Manager Willard – We need to get in synch with the calendar year as the insurance agencies are. This is meaning that employees need to meet 2 deductibles some years. We would have a better program and more stability with going with MMA, as well as being more

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competitive with other towns.

Selectman Bruno – I am getting the sense that we are going to go crazy this year spending money and we need to start with a zero budget.

Chairman Reynolds – we need to understand at the beginning what our debt commitments are. We need to ask each department for their requirements. We can have a goal at zero and then discuss needs for each department.

Town Manager Willard – in the public sector where salaries are public data there is not a good way to keep morale up with a merit based salary program.

Chairman Reynolds – We do have prior background information about merit systems. The managers would need to put together how the raise monies are disbursed.

Selectman Taylor – each employee needs to bring new procedures and ideas to the town to warrant an increase.

Chairman Reynolds – The Select Board will need to determine how to implement a salary system, not the Town Manager.

Selectman Taylor – Salary will be based on revenue streams. The more you can do the more you get paid.

Selectman Sadak – I understand the concept if we had a pool of employees who all did the same work, but each of our employees do different jobs.

Selectman Bruno – I think that for the managers (Don, Chris, Nathan, etc) merit based is the way to go and for the other positions we need to continue looking at other municipalities to be comparable.

Chairman Reynolds – we do not know yet what we want to do with salaries.

Town Manager Willard – we need to survey other towns and find what they use as a model.

g) Alternate Recreation Field Project Proposal and Overview – Chairman Mike Reynolds, Selectman

Tower site off Patricia Avenue. The town owns 78 acres and the proposed site is 19 acres. There may be a way to build a road from Webbs Mills Road to access the property.

The owners of one of the abutting properties (McGoldrick Brothers) have agreed to give the town the land for the road and they will pay for the waterline from Route 302. The other abutter (Burnham family) has no interest in developing their property, but they are open to selling the town the right-of-way to create a road. This site is fairly level and mostly maintained fields.

This would be for the 2017 construction season by the IRT. When the site was walked in June there was no evidence of vernal pools.

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*\*\* Items taken out of order*

There is a lot more work to be done and the traffic patterns would be a part of this work. We will be making this project part of our budget talks.

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

None

## **6) Selectmen Comment**

Selectman Sadak – had a talk with Laurie Forbes and would like to start running spots showcasing the businesses and programs in town.

Chairman Reynolds – we have guidelines for the channels and part of this is that we can not have commercials.

Danielle Loring – we have to do it for all, not only for the new businesses and we are looking at doing something for all.

Dominic Dymond – it would be produced by our employees and would still be legally correct.

Selectman Sadak – the hardest thing we have is to get the word out.

## **7) Town Manager Report and Communications.**

- Set Town Meeting Date

**Motion** to set Wednesday, June 3<sup>rd</sup> beginning at 6pm by Selectman Bruno. Seconded by Selectman Taylor.

**Unanimously approved.**

- Citizen Survey Results

- We received 569 surveys back and the results will be reviewed at the January Selectmen's Meeting.

- Holiday Schedule

- Christmas:

- Closing at Noon on Wednesday, December 24<sup>th</sup>
- Closed December 25<sup>th</sup> - 26<sup>th</sup> (Thursday & Friday)

- New Years:

- Closing at Noon on Wednesday, December 31<sup>st</sup>
- Closed on Thursday, January 1<sup>st</sup>

- Trash Pick-up Schedule

- Christmas - Thursday, December 25<sup>th</sup>

- Collection will be on Saturday, December 27<sup>th</sup>

- New Years - Thursday, January 1<sup>st</sup>

- Collection will be on the following Thursday, January 8<sup>th</sup>

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*\*\* Items taken out of order*



- Confirm date for next regular meeting:
  - January 6, 2015 (due to consultant availability for Community Survey results presentation)  
**Consensus approved.**

Selectman Bruno – possibly add another dumpster for after Christmas.

Fire Chief Tupper – Apparatus Replacement Update

We put together a team to determine what we needed for specifications. Stainless steel body, poly tank. We got back 6 of 7 RFPs (Dingee Machine representing Sutphen Apparatus, NE Fire Equipment Apparatus – Smeal, Greenwood Emergency Vehicles – Emergency One, Pierce Manufacturing Inc, Ferrara Fire Apparatus Inc, HME Ahrens-Fox, and Lakes Region Fire Apparatus, Inc.) The RFPs all came in over budget. 2 RFPs came back with lower financing. We awarded this to Pierce Fire Apparatus at \$424,999. This is the best truck with the best warranty. Thank you to the Select Board for their support and thank you to the team who did the research.

## 8) Fiscal Warrants – December 9, 2014

- Payroll Expense Summary Warrant

**Motion** to approve Payroll Warrant totaling \$78,532.14 for 12-9-2014 by Selectman Taylor.  
Seconded by Selectman Sadak.

**Unanimously approved.**

- Treasurer's Warrant

**Motion** to approve Treasurer's Warrant dated 12-9-2014 for \$133,272.79 by Selectman Taylor.  
Seconded by Selectman Gifford.

**Unanimously approved.**

## 9) Adjournment

**Motion** to adjourn at 9:30pm by Selectman Taylor. Seconded by Selectman Sadak.  
**Unanimously approved.**

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