



**BOARD OF SELECTMEN
Minutes**

September 17, 2015

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, Lawrence Taylor, Joe Bruno, Teresa Sadak, and Samuel Gifford

Selectmen absent: none

Town Staff in attendance:

Nancy Yates – Finance Director
Sue Carr – Tax Collector
Chris Hansen – Code Enforcement Officer
Bruce Tupper – Fire Chief
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) June 30, 2015

Motion to approve by Selectman Taylor. Seconded by Selectman Sadak.
Unanimously approved.

b) July 16, 2015

Motion to approve by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

c) August 28, 2015

Motion to approve by Selectman Gifford. Seconded by Selectman Taylor.
Unanimously approved.

3) **New Business.**

a) **Presentation of Boston Post Cane to Harry J. Delan – Mike Reynolds, Chairman**

The Boston Post Cane tradition was established in 1909 by the Boston Post newspaper. A

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** Items taken out of order

special cane was presented to the Board of Selectmen in 431 towns in New England, to be presented as an honor to each town's oldest resident. The recipient held the honor as long as he/she lived. Upon his or her death the cane would be awarded to the next oldest resident.

The cane would belong to the town and not the resident who received it in order to provide for the preservation and public awareness of the tradition and protection of the cane from loss or damage.

The cane is ebony with a 14 carat gold head inscribed thus:

Presented by
THE BOSTON POST
to the
OLDEST CITIZEN
of
Raymond, Maine
to be transmitted

Today the cane remains in the Town Hall for its protection and the recipients receive a Certificate of Recognition.

Mr Delan was in attendance along with several family members. Chairman Reynolds presented Mr Delan with a certificate and their pictures were taken with the cane.

b) Consideration of Settlement and Discharge of Outgoing Tax Collector Don Willard – Curt Lebel, Contract Assessor

OVER 6 YEARS									
COMPANY	ACCOUNT	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2009/2010	DISCHARGE	TOTAL
A C DOCKS HARTLEY TOM	A0000P						\$14.17	\$100.02	\$114.19
D BUZZELL EXCAVATING & LNDSP	D0000P					\$1,530.00	\$1,620.00	\$1,666.50	\$4,816.50
ENGINE WORKS	E7305P					\$255.00	\$270.00		\$525.00
FISHERMANS NET	F0005P				\$80.07	\$80.07	\$84.78		\$244.92
MAINE STREAM CRAFTSMEN INC	M7243P					\$12.20	\$25.74		\$37.94
RAYMOND GAS	R0001P					\$140.97	\$149.27	\$446.56	\$736.80
SEBAGO BOAT WORKS	S0007P						\$83.75		\$83.75
SEBAGO SIGNWORKS INC	S0008P				\$60.74	\$60.74	\$64.31	\$192.40	\$378.19
SOLUTIONS HAIRSTYLING	S0255P	\$124.25	\$165.31	\$67.38	\$73.90	\$73.90	\$78.25	\$350.31	\$933.30
NAME									
CAVANAUGH PATRICK & CHERYL	C6002P				\$96.90	\$96.90	\$92.60		\$286.40
COLLETT LYNN	C3001P	\$39.94	\$84.15	\$98.58	\$109.14	\$102.71	\$100.75		\$535.27
COOPERSMITH MARYANN & WILLIAM	C0285P				\$32.08	\$66.50	\$70.42		\$169.00
COULSTRING JEFFREY & DIANE	C6006P				\$193.80				\$193.80
DEANDRADE LINDA & GEORGE	D0004P			\$227.85	\$237.41	\$237.41	\$231.37	\$1,063.31	\$1,997.35
GILLESPIE JAMES	G0075P				\$90.17	\$90.17	\$95.47		\$275.81
GOUZIE KIM & JOHN	G6006P						\$12.21		\$12.21
HAMILTON GEORGE	H8102P						\$121.85	\$364.52	\$486.37
HIGGINS DAVID & LAURA	H3001P	\$217.44	\$229.08	\$93.00	\$96.90				\$636.42
PARKER ALAN	B0004P				\$12.15				\$12.15
PARKER ALAN	P0004P				\$549.39	\$168.14			\$717.53
LAPPIN ALBERT & DOTTIE	L0004P			\$102.30					\$102.38
MCGEE GEORGE	M7205P					\$135.18	\$137.76	\$623.97	\$896.91
MURRAY MARTHA	M0250P						\$43.20		\$43.20
PARKER ALAN	P0004P						\$178.03	\$1,250.13	\$1,428.16
STILES KEITH & VALERIE	S7070P					\$171.93	\$237.60		\$409.53
WINSLOW LARRY	W8101P						\$246.56	\$1,247.21	\$1,493.77
Total		\$381.63	\$478.54	\$589.11	\$1,632.65	\$3,221.82	\$3,958.09	\$7,304.93	\$17,566.85

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** Items taken out of order

DISCHARGE		
ARTISAN DECKWORK OF SO MAINE	D0006P	\$75.57
JDS FIREHOUSE & GRILLE	J9500P	\$130.00
PARAGON INSTITUTE HEWSON ROGER	P0003P	\$30.89
PETERSON AUTOMOTIVE	P0008P	87.43
PLANET SUN TANNING & SPA	P0014P	\$52.17
TRI-STATE ATM	T0015P	\$79.50
WHITE PINES/SEBAGO DEVEL	W0008P	\$39.40
FONTAINE,NANCY & WILLIAM	F0008P	\$140.14
CREESY BOB & MARY	C7207P	\$135.97
DAIGLE DIANE	D8105P	\$12.26
DENEHY LORRAINE	D7203P	\$281.01
GEROSSIE BOB & SUSAN	G6002P	\$134.24
HAMILTON GEORGE	H9400P	\$127.13
HINES DOUG & LAURIE	H0005P	\$112.85
HOYT JAMES & KRISTEEN SERVETAS	H5114P	\$248.08
KAESER ED & KELLY	K6002P	\$266.40
KYLLONEN JACKIE & MIKE	G6008P	\$149.72
MCGEE GEORGE	C7205P	\$142.08
ROSADO ORLANDO	R0015P	\$99.90
TIBBETTS ED & DOROTHY	T0008P	\$62.71
WOODBREY MARY & PETER	W9404P	\$156.01

\$2,563.46

Grand total \$20,130.31

Motion to discharge Tax Collector, Don Willard for the amounts as presented above totaling \$20,130.31 which have been determined to be too burdensome or too small to collect under Title 36 Section 760-A by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

Motion to approve Tax Collectors settlement as presented and discharge Tax Collector, Don Willard for unperfected balances remaining for the FY 2014-2015 tax warrant by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

c) Consideration of Appointment of Sue Carr as Tax Collector – Curt Lebel, Contract Assessor

Motion to appoint Suzanne Carr as Tax Collector for the Town of Raymond, effective September 17, 2015, for a term expiring June 30, 2016, by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

d) Consideration of 2014-15 Re-commitment to New Tax Collector and Setting 2015-16 Mil Rate – Curt Lebel, Contract Assessor

Motion to recommit and warrant for completion of collection, all unpaid taxes assessed for FY 2014- 2015 to Suzanne Carr, Tax Collector by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved.

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PROPERTY TAX REVENUES				
	Preferred Rates		Fractional Rate	
TAX RATE	\$ 12.00	\$ 12.10	\$ 11.97	\$ 11.95
TAXABLE VALUATION	\$ 1,008,340,200.00	\$ 1,008,340,200.00	\$ 1,008,340,200.00	\$ 1,008,340,200.00
COUNTY	\$ 647,964.00	\$ 647,964.00	\$ 647,964.00	\$ 647,964.00
SCHOOL	\$ 8,523,009.41	\$ 8,523,009.41	\$ 8,523,009.41	\$ 8,523,009.41
TIF AMOUNT	\$ 225,273.54	\$ 227,150.82	\$ 224,710.36	\$ 224,334.90
MUNICIPAL	\$ 2,637,242.40	\$ 2,636,572.97	\$ 2,637,443.23	\$ 2,637,577.11
OVERLAY	\$ 66,593.05	\$ 166,219.22	\$ 36,707.07	\$ 16,789.44
TOTAL PROPERTY TAX	\$ 12,100,082.40	\$ 12,200,916.42	\$ 12,069,834.07	\$ 12,049,674.86

NON PROPERTY TAX REVENUES USED TO REDUCE MUNICIPAL APPROPRIATION				
	Preferred Rates		Fractional Rate	
	\$ 12.00	\$ 12.10	\$ 11.97	\$ 11.95
HOMESTEAD REIMB	\$ (60,660.00)	\$ (61,165.50)	\$ (60,508.35)	\$ (50,407.25)
BETE REIMB	\$ (19,671.60)	\$ (19,835.53)	\$ (19,622.42)	\$ (19,589.64)
STATE REV SHARING	\$ (130,470.00)	\$ (130,470.00)	\$ (130,470.00)	\$ (130,470.00)
OTHER REVENUES	\$ (1,287,150.00)	\$ (1,287,150.00)	\$ (1,287,150.00)	\$ (1,287,150.00)
MUNICIPAL APPROPRIATION	\$ 4,135,194.00	\$ 4,135,194.00	\$ 4,135,194.00	\$ 4,135,194.00
TOTAL NON TAX REV	\$ (1,497,951.60)	\$ (1,498,621.03)	\$ (1,497,750.77)	\$ (1,497,616.89)
TOTAL MUNICIPAL TAX REV	\$ 2,637,242.40	\$ 2,636,572.97	\$ 2,637,443.23	\$ 2,637,577.11

Last year's overlay was \$30,673 only used approximately \$4,500 for abatements and the remainder goes to fund balance.

We had some fairly large Tree Growth additions, but we are still up by \$5,000,000.

Motion to set the FY 2105-2016 tax rate at \$11.95/\$1,000, and to commit and warrant collection of said taxes to Suzanne Carr, Tax Collector by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

e) RSU #14 Strategic Planning Presentation – Sanford Price, RSU #14 Superintendent and Mike Duffy, RSU #14 Staff Member & Windham Resident

RSU #14 is developing a new strategic plan (required every 5 years). They are reaching out to many community groups. The committee showed a presentation outlining the purpose and rationale of a new, updated plan, and the process used.

Mr Duffy – We want to hear from the municipalities, citizens, parents, etc with their input to the strategic plan. The current survey will close on October 9th and then the data will be collected and analyzed.

Selectman Bruno – Thank you for coming out. This is a part of the ongoing communications between the RSU and Raymond and will go a long way to keep us from the situation we found ourselves a year ago.

Selectman Sadak – We can add information about the survey to the next Town Newsletter.

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*** Items taken out of order*

f) Consideration of “Be the Influence” Coalition Drug Free Zones – Matthew Cyr, Windham Police Department

Pursuant to Title 30-A §3253 – A municipality may designate an area of the municipality that is frequented by minors as a safe zone (as defined under Title 17-A §1101(23) to be an athletic field, park, playground, or recreational facility that is designated as a safe zone). A safe zone must be conspicuously marked by the municipality with an informational sign using wording provided by the Commissioner of Public Safety.

List of proposed public properties to be designated as “Drug Free Zones”:

Town Facilities

- Sheri Gagnon Park, Mill Street
- Tassel Top Park, Roosevelt Trail
- Patricia Avenue Lot (Recreational Open Space), Patricia Avenue
- Files Lot (Recreational Open Space), Farwell Drive (Off Egypt Road)

Town Owned Boat Landings/Beaches:

- Raymond Beach, Roosevelt Trail
- Crescent Beach, Webbs Mills Road

School Facilities:

JORDAN-SMALL MIDDLE SCHOOL

- Baseball Field
- Basketball Court
- Playground
- Community Garden
- Walking Trails

RAYMOND ELEMENTARY SCHOOL

- Recreational Field
- Playground
- Walking Trails

We have presented the “Be the Influence” to many local organizations. We have been awarded a 5 year grant through the Federal Government \$120,000/year and we have been declared a DFC (Drug Free Center).

If drugs are dealt within 1,000 feet of a “Safe Zone” the crime is enhanced to a felony or would advance the felony classification. To have this happen, the municipality must designate and mark certain areas.

Selectman Sadak – Can we list day cares as “Safe Zones”?

Officer Cyr – We would need to ask the District Attorney's Office. If Raymond designates any areas as “Safe Zones”, then a letter would need to be sent to the Cumberland County Sheriff's Office letting them know. This is a declaration, not an ordinance.

Cathy Gosselin – Why wouldn't we add the privately owned camps as well?

Chairman Reynolds – We will need to get an answer back from the DA's Office.

Officer Cyr – I will ask the DA's Office and report back the Raymond Select Board.

Chairman Reynolds – I would like to wait until Officer Cyr has a chance to get an answer from the DA's Office and have a complete list prior to making a motion.

Officer Cyr – Thank you to the Board for allowing Mr Willard and Mrs Holt the time to be so involved.

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Motion to table until October's Selectmen's Meeting by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved.

g) Consideration of Request for an Informational Kiosk at Morgan Meadows – William Fraser, Raymond Conservation Commission

The kiosk will be used to identify the Morgan Meadow area, and the 'Spiegel Trail' in Morgan Meadow. The design will be almost identical to the kiosk at the elementary school (The Frog Pond Trail Kiosk). The RCC will be using all wood for the kiosk, in other words, no asphalt shingles, no aluminum siding. Cedar shingles will be used.

Mr Fraser – I am here to request the release of funds from the Jack Spiegel funds to create the aforementioned kiosk.

Chairman Reynolds – We control the money even though the property is in both Raymond and Gray. I don't think that we can restrict the use of monies, but we would need to coordinate with Gray since the kiosk would be on Gray's property.

Mr Fraser – IF&W will be working with Gray to create a parking area.

Town Manager Willard – IF&W will be adding enhanced signage, especially for the parking area on Egypt Road.

Motion to approve the release of \$ for the Raymond Conservation Commission as bills for the kiosk are received up to \$1,100 by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

h) Consideration of New Volunteer Applications and Appointments – Board of Selectmen

● **Joseph Sousa, Zoning Board of Appeals**

I have just settled full time in Raymond and have been here for 11 years part time. I have served on ZBAs before and I enjoy volunteering my time to municipal service.

Motion to approve the appointment of Joseph Sousa to the Zoning Board of Appeals for a 3 year term ending June 30, 2018, by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

● **Sheila Bourque, Planning Board**

I have been coming to Raymond for 4 years and have now settled here. I have been involved in higher education and non-profits for year. I enjoy reading ordinances. I am now retired and since I get to pick what I do I am looking forward to delving into Raymond's ordinance. Citizens in this town can make a real difference. Town Meeting was a dream come true for me. I have attended a Planning Board meeting.

Joe – what is your philosophy on growth in the town

Sheila – I feel that is not my job to determine how the town grows, I need to go with the

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*** Items taken out of order*

state and town statutes/ordinances. If I wanted to change how the town works I would run for Selectman.

Motion to approve the appointment of Sheila Bourque to the Planning Board for a 3 year term ending June 30, 2018, by Selectman Taylor. Seconded by Selectman Sadak.

Unanimously approved.

i) Consideration of Committee Resignations

● **Jim Lewis, Veterans Memorial Park Committee**

Motion to accept Jim Lewis' resignation from the Veterans Memorial Park Committee by Selectman Gifford. Seconded by Selectman Sadak.

Unanimously approved.

● **Steve Linne, Planning Board**

Motion to accept Steve Linne's resignation from the Planning Board by Selectman Gifford. Seconded by Selectman Sadak.

Unanimously approved.

j) Consideration and Approval of Proposal for Classification and Pay Study to be Conducted by Human Resource Partners and Allocation of Funds from Contingency – Joe Bruno, Selectman and Selection Committee

Selectman Bruno – There was a selection committee made up of Nancy Yates, Rolf Olsen and myself. We reviewed 3 submitted RFPs and the recommendation is to use Human Resource Partners. The time frame is to have this complete in time for the upcoming budget season.

Motion to accept the contract as presented by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

Motion to allocated \$12,500 from the Selectmen's Contingency for this contract by Selectman Sadak. Seconded by Selectman Taylor.

Unanimously approved.

k) * Consideration of Road Names – Chris Hanson, Code Officer

● **Beverly Lane (off North Raymond Road)**

● **Cliffwood Point (off Webbs Mills Road)**

Motion to approve naming Beverly Lane and Cliffwood Point by Selectman Taylor. Seconded by Selectman Sadak.

4 in favor, 1 abstained, Motion Approved

l) Discussion of Moving Forward with a Full-time Fire Department – Joe Bruno, Selectman

The Fire Department is having a hard time staffing the department and has a very large payroll, so I would like to explore having a full-time fire department.

Deputy Chief Cathy Gosselin, Fire Chief Bruce Tupper, and Fire Fighter John Facella

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Fire Chief Tupper – We think this does need to be looked at and we are glad that the Selectman are concerned about our needs. During the day we supplement with our per diem staff. Staffing is tricky, in particular during the day and on holidays. We don't attract the young people moving in. We do have an aging staff. We have a multi-tiered system and have been able to answer up to 4 at once by accepting mutual aid. We do like the full-time theory, but we would need to hire 5 per shift which would actually be adding 16 positions to cover 24X7. For the money we spend we have a pretty good set-up. It would cost about \$1,000,000 to add 16 positions. Windham staffs 8 per shift.

Deputy Chief Gosselin – Portland is the only one who has full time only. Currently our on-call personnel are paid \$2.50 per hour to be on-call and a full time person would be paid about \$15 per hour for hours that there are no calls. In most of Raymond we need to transport water. I think we can put more people on scene (up to about 16 for calls) by our currently staffing scheme and if we had a full-time only staff we could only put 5 people on scene. We would need to rely more on mutual aid and response time would suffer. Right now we do more mutual aid than we receive. We have automatic aid at this point. Windham is stretched thin, their rescues are doing about 16 calls per day. Frye Island has increased this summer from 30 to 50. Raymond is below Windham and Casco in what we pay for our staff. Most of our paramedics do not live in town.

Mr Facella – there are problems with comparing us to a large municipality. We need at least 3 people in an ambulance because we are 40 minutes from a hospital and Portland is 5 minutes from a hospital. 60% of all calls are EMS and they are the most costly in time and money. We have numerous instances of multiple calls and these require more than 5 people to handle them. If we have a full-time staff we will lose our part-time people to other towns. Selectman Bruno' suggestion to look into better staffing is admirable. The bottom line is regionalization will not happen right away because Fire Chiefs do not want to give up the white badge. We do cooperate with other towns and regionalization is a goal.

Selectman Bruno – As the town grows we need expansion on the EMS side, we have accidents everyday in the summer. It seems that we are spending a lot of money for the coverage. Thank you for at least looking at this.

Town Manager Willard – We pushed hard to regionalize the area and met resistance and will continue to see this until the culture changes in the surrounding towns.

November 22nd is the next Elected Officials Open House at the Fire Department.

m) Discussion of Converting Payroll to Biweekly – Board of Selectmen

Chairman Reynolds – This item was added in the spring and there has been a great deal of work done. Thank you to Stacy Taylor for her hours to look at our Personnel Manual. Do we want to convert to an electronic payroll system? Do we want biweekly payroll periods?

Selectman Bruno – I have been a proponent of this for 10 years. Rita and Nancy met with ADP today and I think it is early to decide to do this. We will save money by changing to biweekly and to an electronic payroll. I have converted 4 different companies to biweekly and have had no problems.

Chairman Reynolds – Do we want to pursue an electronic payroll system?

Selectman Taylor – I am in favor of this and with biweekly pay. We should look at others,

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*** Items taken out of order*

not just ADP.

Selectman Sadak – Biweekly will not save us money. We need to keep the employees at weekly.

Selectman Taylor – Biweekly helps the Town and budgetary items, not our employees. It is a small learning curve to get used to biweekly.

Selectman Gifford – There will be concerns by the employees and they will need to be addressed.

Chairman Reynolds – I would like to see staff investigate farther into what our options are. The electronic payroll should begin as soon as practical. Once the investigation is complete we will know if the savings is thousands of dollars or hundreds of dollars. I think there is a lot of progress since we asked this question in the spring.

Town Manager Willard – There is an increased enthusiasm with the staff as they learn more about the payroll systems, etc. We will continue to collect data and we are proceeding full speed ahead.

Selectman Taylor – I would suggest that we have a goal of having any system ready for the beginning of the year.

4) Public Comment

Fire Chief Tupper – We received a grant of \$70,460 to replace our large diameter hose. Thanks to Deputy Chief Cathy Gosselin for submitting the grant.

5) Selectman Comment

Selectman Sadak – anyone can sign up for the Town Newsletter online. Raymond Elementary School is doing a Color Run to benefit the school.

Selectman Gifford – July 31st we had alarms via ADT and when we arrived home there was an officer who had already checked each door and window. We need to show our appreciation of the officers that keep us and our property safe.

Chairman Reynolds – The Library had a fair this summer which was a tremendous success. There are upcoming author series and yoga sessions. There is also an upcoming “paint the town”.

6) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- October 20, 2015
- November 10, 2015
- December 8, 2015

Approved by consensus

b) Attending International City Managers Association (ICMA) Conference from Saturday, September 26th, to Wednesday, September 30th

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7) **Fiscal Warrant – September – none this week**

8) **Executive Sessions**

a) **Executive Session pursuant to 1 MRSA §405(6)(a): Town Report Dedication**

Motion to enter executive session pursuant to 1 MRSA §405(6)(a) to discuss the annual Town Report Dedication by Selectman Taylor. Seconded by Selectman Sadak.

Unanimously approved.

Motion to leave executive session by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

Motion to direct Town Clerk, Sue Look, to do a bit of research pertaining to the dedication selection by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

9) **Adjournment**

Adjourned by consensus at 9:43pm.

Respectfully submitted, _____
Susan L Look, Town Clerk

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