



# Select Board - Regular Meeting

Tuesday, September 16, 2025 at 6:00 pm

## Meeting Location

At the Broadcast Studio & Via Zoom & on YouTube

### Virtual Meeting Details

\* URL: [Zoom Link](#)

*Resolution: We, the Raymond Select Board, 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.*

## Select Board Meeting

### 1. Call regular meeting to order

**Select Board Members:** Denis Morse (Chair), Kaela Gonzalez (Vice Chair), Samuel Gifford, Christopher Hanson, Derek Ray

### 2. Approval of Minutes from previous meetings

- a. **August 12, 2025 - Public Hearing, Special Town Meeting & Regular Select Board Meeting Minutes**

### 3. New Business

- a. **Appointment of Robert Wright to the Budget-Finance Committee**

Budget-Finance Committee recommends the appointment of Robert Wright to fulfill the vacancy until June of 2026. At the June 9, 2026 Election, a candidate will be elected to fill the vacancy for the remaining one year of this position's term.

- b. **Consideration of Business License - Kate Radlinski, FNP, PMHNP, LLC**

Kate Radlinski, FNP, PMHNP

- c. **Consideration of Business License - Skin Shift Studio**

Julia Edwards, Aesthetician

- d. **Consideration of Liquor License Renewal - East Shore Tavern**

Kyle Bancroft, owner

- e. **Revaluation Update**

Curt Lebel, Assessor's Agent

- f. **Consideration of FY2025-2026 Tax Rate and Commitment**

Curt Lebel, Assessor's Agent

- g. **Discussion on Possible New Waterline to Viola Avenue and Pine Lane**

- h. **Wrap Up and Close Out of FY23/24 Budget**

- i. **Update on FY24/25 Audit**

- j. **Consideration of Forming a JSMS Building Committee**

- k. **Consideration of Forming a Comprehensive Plan Implementation Committee**

**4. Public Comment**

**5. Select Board Comment**

**6. Town Manager's Report and Communications**

**a. Town Department Updates**

**b. Confirm Dates for Upcoming Regular Meetings**

- October 14, 2025
- November meeting date? Regular schedule falls on a holiday (Nov 11), Election Day is Nov 4.

**c. Upcoming Holidays & Closings**

- Indigenous People's Day – Monday, October 13th (Town Office is closed on Mondays)
- Veterans Day - Tuesday, November 11th
- Thanksgiving - Thursday, November 27th
- Day After Thanksgiving - Friday, November 28th

**7. Executive Session**

none

**8. Adjournment**

---

Contact: Melanie Fernald, CCM, CMC (melanie.fernald@raymondmaine.org 207-655-4742, ex 121) | Agenda  
published on 09/12/2025 at 9:06 AM



## Select Board - Regular Meeting

### Minutes

Tuesday, August 12, 2025 at 6:00 pm

### Meeting Location

At the Broadcast Studio & Via Zoom\* & on YouTube

**NOTE:** Residents must be present to vote in the Special Town Meeting, voting via ZOOM is not allowed per State Statute

### Virtual Meeting Details

**URL:** [Zoom Link](#)

*Resolution: We, the Raymond Select Board, 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.*

### Public Hearing

#### 1. Open Public Hearing

##### **Minutes:**

Chair Morse opened the Public Hearing at 6:00pm.

##### **a. Adoption of the 2025 Town of Raymond Comprehensive Plan**

##### **Minutes:**

Chair Morse opened the floor for comments and questions; the following individuals spoke:

- Bradley McCurtain, Maines Farm Road
- Select Board Member Sam Gifford
- Chair Denis Morse

Chair Morse closed the Public Hearing at 6:17pm

### Special Town Meeting

#### 2. Special Town Meeting Warrant - to adopt the “2025 Town of Raymond Comprehensive Plan” as the Town’s new Comprehensive Plan

**Minutes:**

Deputy Clerk Sue Carr opened the Special Town Meeting at 6:17pm

In the name of the State of Maine, you are required to notify and warn the inhabitants of the Town of Raymond qualified by law to vote in town affairs, to meet at the Broadcast Studio, located at 423 Webbs Mills Road, on Tuesday, the 12th day of August 2025 at 6:00 p.m., then and there to act on Articles 1 through 2 as set out below, to wit;

Article 1. To choose a moderator to preside at said meeting.

**Nomination** made and seconded for Bruce Tupper as Moderator. No further nominations were made. Call for nominations to cease.

Voted 5-0

Bruce Tupper was sworn in by Deputy Clerk Carr.

Moderator Tupper continued with Article 2.

Article 2. To see if the Town will vote to adopt the “2025 Town of Raymond Comprehensive Plan” as the Town’s new Comprehensive Plan.

**Motion** to adopt the Comprehensive Plan by Ms. Gonzalez. Seconded by Mr. Gifford. Questions asked and answered as follows: Would suggestions and additions need to be submitted formally? This meeting is outside of the timeframe to make additions and changes; that time was in the past during meetings and the feedback collection period.

**Motion** to create a timetable for a disaster evacuation plan for the area of Raymond Cape by Bradley McCurtain. Motion failed for lack of a second.

Comprehensive Plan Committee Co-Chair Peter Leavitt clarified that any changes made to the Comprehensive Plan at this point would require that the full plan be re-submitted for State approvals and the entire process would need to be repeated. Many suggestions made tonight are not within the scope of a Comprehensive Plan, and can be accomplished in other ways.

**Motion passed** to adopt the 2025 Comprehensive Plan by majority vote.  
22 Registered Voters were in attendance.

**3. Adjourn Special Town Meeting****Minutes:**

Special Town Meeting was adjourned at 6:28pm.

**Select Board Meeting****4. Call regular meeting to order****Minutes:**

**Called regular meeting to order** at 6:37pm by Chair Morse with a quorum present.

**Select Board Members Present:** Denis Morse (Chair), Kaela Gonzalez (Vice Chair),

Christopher Hanson, Derek Ray, Samuel Gifford

**Select Board Members Absent:** none

**Town Staff Present:** Joseph Crocker (Town Manager), Brenda Fox-Howard (Finance Director), Curt Lebel (Assessor's Agent), Bruce Tupper (Fire Chief), Jason Williamson (Code Enforcement Officer)

**5. Approval of Minutes from previous meetings**

**a. June 17, 2025 - Regular Select Board Minutes**

**Minutes:**

**Motion** to approve as presented by Ms. Gonzalez. Seconded by Mr. Hanson.

**Unanimously approved**

**b. July 8, 2025 - Select Board Workshop Minutes**

**Minutes:**

**Motion** to approve as presented by Ms. Gonzalez. Seconded by Mr. Hanson.

**Motion carries.** Vote 4-0-1 (Mr. Ray abstained, as he was not present for this workshop)

**c. July 8, 2025 - Regular Select Board & Community Resilience Workshop Minutes**

**Minutes:**

**Motion** to approve as presented by Ms. Gonzalez. Seconded by Mr. Gifford.

**Unanimously approved**

**6. New Business**

**a. Consideration of Community Resilience Grant Resolution – Kate Burch, NorthStar Planning**

**Minutes:**

\*Due to technical difficulties with Zoom, Kate Burch from NorthStar Planning was not able to present the proposed Resolution.

Town Manager Joe Crocker noted for the record that the Community Resilience Partnership Grant Resolution includes some action areas prioritized from the July 8 Workshop held during the Select Board Meeting. NorthStar Planning has asked that a Select Board Member also work with the group to help keep the grant application moving forward. Chris Hanson volunteered to be the Select Board representative to work with NorthStar, the Town Manager and Conservation Commission member John Rand on this grant project.

**Motion** to accept the resolution in support of the Town's enrollment in the Community Resilience Partnership by Ms. Gonzalez. Seconded by Mr. Gifford.

**Unanimously approved**

**b. Consideration of Joining Maine Municipal Association – Town Manager**

**Minutes:**

Town Manager Crocker noted the various supports that a Maine Municipal Association membership would open up for the Town. As non-members, MMA workshops and trainings cost us twice the member rate, or more. Some generic

legal services are included in the price. MMA would do a prorated membership rate for the remainder of the year: a September 1st start would be \$3255; an October 1st start would be \$2441.

There is potential The following members spoke:

- Mr. Hanson
- Chair Morse
- Mr. Ray
- Ms. Gonzalez
- Mr. Gifford

Chair Morse asked that the Board not make a vote on this matter tonight, but to continue collecting information on the benefits, costs and savings and to revisit this at a future meeting.

**c. Consideration of Personal Property Tax Abatement – Curt Lebel**

**Minutes:**

This item is to correct the tax billing for a business that is no longer in Raymond.

**Motion** to approve a Personal Property Tax Abatement in the amount of \$27.52 for the 2024-2025 Tax Bill for the Law Office of Todd H. Crawford by Ms. Gonzalez. Seconded by Mr. Ray.

**Unanimously approved**

**d. Discussion of wrap up of FY 2023-2024 and ending balances**

**Minutes:**

Town Manager Crocker shared a report compiled to clarify FY23-24 ending balances. Discussion among the Select Board Members. See video for specifics.

Chair Morse opened the floor for Public Comment; the following individuals spoke:

- Peter Leavitt, Leavitt Road

**7. Public Comment**

**Minutes:**

Chair Morse opened the floor for Public Comment; the following individuals spoke:

- Shawn McKillop, Budget-Finance Committee
- Grace Leavitt, Leavitt Road
- Frank McDermott, McDermott Road

**8. Select Board Comment**

**Minutes:**

Chair Morse opened the floor for Select Board Member Comment; the following members spoke:

- Kaela Gonzalez

**9. Town Manager's Report and Communications**

**Minutes:**

Town Manager Crocker noted that the Town Staff has found an agenda management program that will streamline the process of creating and posting agendas. This program also has website and announcement sharing modules. This software will cost the Town approximately the same as to advertise in the Road Runner portion of the Windham Eagle.

Micro-transit van service has started.

Public Safety has picked up the new pumper truck.

Public Works is currently paving Martin Heights. Intersection upgrades at North Raymond and Ledge Hill are completed.

Tennis courts grand opening was successful. Rec Department has hired Riley Small as Recreation Programmer, and Jill Lambert as the Assistant Parks & Rec Director.

Program registrations are open for fall activities.

Summer Events continue at the Library; it's been a full schedule this summer.

**a. Confirm Dates for Upcoming Regular Meetings****Minutes:**

- Ordinance Workshop 5:00PM on September 16th
- September 16, 2025 at 6pm
- October 14, 2025
- November meeting date? Regular schedule falls on a holiday (Nov 11), Election Day is Nov 4. Meeting date still to be confirmed, but likely to be November 18th.

**b. Upcoming Holiday Closings****Minutes:**

- Labor Day - Monday, September 1st (Town Office is closed on Mondays)
- Indigenous People's Day – Monday, October 13th (Town Office is closed on Mondays)
- Veterans Day - Tuesday, November 11th

**10. Executive Session**

Discussion of Personnel Matters - pursuant to 1 MRSA §405 (6) (A)

**Minutes:**

**Motion** to enter into Executive Session for the Discussion of Personnel Matters - pursuant to 1 MRSA §405 (6) (A) at 7:55pm by Ms. Gonzalez. Seconded by Mr. Gifford

**Unanimously approved**

Select Board came out of Executive Session at 8:48pm

**11. Adjournment****Minutes:**

**Motion** to adjourn at 8:49pm by Ms. Gonzalez. Seconded by Mr. Hanson.

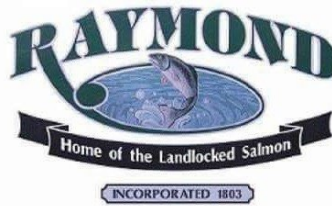
**Unanimously approved**





## VOLUNTEER APPLICATION

**Town of Raymond**  
401 Webbs Mills Rd  
Raymond, ME 04071  
[www.raymondmaine.org](http://www.raymondmaine.org)



**Town Clerk**  
Phone: 207-655-4742 Ext 121  
Fax: 207-655-3024  
[melanie.fernald@raymondmaine.org](mailto:melanie.fernald@raymondmaine.org)

If you are a Raymond resident and interested in serving on any of the following committees or boards, please fill in the information below. Submit it to the Town Clerk for distribution to the appropriate board or committee chair(s) for consideration and response concerning open positions.

- Beautification Committee
- Board of Assessment Review
- Cemetery Committee
- Conservation Commission
- Planning Board
- Recycling Committee
- Tassel Top Park Board of Directors
- Veteran's Memorial Committee
- Zoning Board of Appeals

There are many other opportunities to serve your town as an elected official, a member of a community resource organization, an election worker on Election Day, etc. Contact the Town Clerk for more information.

Please complete this form and submit to:

Town Clerk, 401 Webbs Mills Road; Raymond, ME 04071  
or via fax to (207) 655-3024  
or via email to [melanie.fernald@raymondmaine.org](mailto:melanie.fernald@raymondmaine.org)

Name:
Mailing Address:
Telephone Number:
Occupation:
E-mail Address:

Boards and/or committees you are interested in (please list in order of preference):

1.
2.
3.

Why are you interested in the board(s) and/or committee(s) chosen above?

What contributions, benefits, talents, and skills can you bring to the Town of Raymond?

What do you feel is the responsibility of the boards and/or committees you chose?

What municipal boards, volunteer organizations, or community service groups/committees have you worked with in the past and for what length of time?

Does your schedule allow the flexibility to attend meetings on a regular basis?

Yes ☐ No ☐

Thank you.

Senior Operations Executive

*Results-driven and accomplished professional with extensive experience establishing the strategic direction of the organization's operations department as well as building a culture of quality within various industries, including legal, accounting, not-for-profit, education, and military.*

Track record of restructuring organizational procedures, uncovering areas of improvements, and driving operational excellence. Recognized for saving hundreds of thousands of dollars in annual staffing, operating, and offsite storage expenses while administering multi-million-dollar budgets. Experienced in delivering mentorship to operations managers to foster professional development. Expert in developing and implementing operations-related policies, identifying staff training needs, and maintaining a strong understanding of emerging technologies / trends in operations management.

Areas of Expertise

- Corporate Operations Management
- Change Management
- Project Planning/Management
- Financial Analysis and Billing Hygiene
- Strategic Planning & Execution
- Operational Process Analysis and Improvement
- Multi-Site Operations
- Team Building & Leadership
- Facilities Management
- Total Quality Management
- Human Resources Management

Career Experience

**Firm Administrator**, Skelton Taintor & Abbott, Lewiston, ME 2024 – Present

Oversee daily operations of finance, billing, human resources, information technology, client services, administrative functions, and legal support staff ensuring efficiency, productivity, and high-quality customer service. Monitor financial performance, including revenue, expenses, and profitability, and take corrective action as needed. Established billing policies to increase billing hygiene, decrease outstanding accounts receivable, and ensure work-in-process is billed in a timely manner. Managed annual benefit renewal resulted in decreased overall cost for the firm and the employees, while increasing benefit quality. Collaborated with the Board of Directors to define and implement the strategic plan outlining the objectives and operational strategies that align with the firm’s mission and core values. Led growth strategies to expand attorney capacity and promote business development efforts. Established a business development plan with a focus on social media. Lead, mentor, and support firm staff, fostering a positive and productive team environment, and a culture of collaboration, excellence, and accountability.

- Established billing and collections policy resulting in a more than \$750,000 reduction in outstanding accounts receivables balance.
- Established a Consolidated Administrative Resource Team (CART) resulting in decreased resources needed to provide administrative support to all practice areas.
- Created and implemented the first strategic plan for the firm in more than a decade.
- Designed document retention and paperless policies decreasing risk and increasing efficiency.
- Consolidated office space resulting in a more than \$100,000 annual savings.

Provided guidance / feedback on strategic initiatives to the firm's executive board while serving as senior leadership team member. Oversaw office and legal support operations in Portland and Augusta, Maine, Boston, Massachusetts, and Westport, Connecticut, with 100K+ square feet of office space and 250 combined offices, workstations, and conference rooms. Delivered supervision and mentorship to more than 80 staff, including legal assistants, paralegals, office managers and departmental supervisors. Continually evaluated processes and implemented changes to gain efficiency and increase the level of service provided to internal and external clientele. Administered budgets for personnel, facilities, and office supplies for each office location. Ensured to meet attorney and client expectations by assessing operations policies and procedures. Created and managed an operations budget of around \$10M annually while ensuring zero inconsistencies. Guaranteed organization received maximum benefit from services provided by evaluating vendor contracts and relationships.

- Achieved \$250K in annual expense savings by renegotiating vendor contracts for copiers, cleaning services, and office supplies.
- Spearheaded acquisition and renovation efforts of new office space in the Boston market.
- Developed and implemented firm-wide Supplier Diversity Program.
- Completed combination with another law firm and merged support services.
- Executed hybrid office operations model for legal assistants, paralegals, and office services staff.
- Enhanced overall team approach through relationship development and improved communications.

**Legal Services Manager, Verrill, Portland, ME****2018 – 2021**

Led organizational facilities and operational response to the COVID-19 pandemic. Oversaw 36 legal assistants, paralegals, and office services employees providing support to over 100 attorneys. Supported overall company vision by hiring, training, and developing staff, as well as establishing team / individual goals. Drove operational effectiveness, improvement, and development by analyzing and implementing new procedures. Headed facilities management operations in Portland and Augusta, Maine, with more than 70K+ square feet of office space and 150 combined offices, workstations, and conference rooms. Ensured consistency across departments by creating standard operating procedures for each practice group.

- Improved overall customer experience by evaluating processes and implementing procedural changes focusing on quality control.
- Reduced staffing expense by \$750K+ by assessing workflow and redistributing responsibilities.
- Decreased operating expenses by \$100K+ by reviewing all vendor contracts and negotiating new rates / contract adjustments.

**Office Manager, Baker Newman & Noyes, Portland, ME****2009 – 2018**

Maintained consistency in all processes by creating SOPs for firm-wide administrative services. Upheld seamless transition for new team members by devising training processes. Managed the new client proposal process by collaborating with the director of marketing. Created 25 additional workspaces by leading multiple renovation projects, including multi-million-dollar reconfiguration. Maintained areas / equipment, layout, arrangement, and housekeeping of office facilities. Guaranteed the delivery of effective services to tax, audit, and business advisory clients by leading administrative teams.

- Achieved significant savings in overall operational expenses by analyzing areas of improvement.
- Decreased administrative errors and increased the level of service provided to internal / external clients by establishing new procedures.
- Steered transition of support services through three acquisitions in a two-year period.
- Saved \$10K in annual offsite storage expenses by building and implementing paperless processes.
- Secured significant savings by streamlining and consolidating the office supply ordering process.
- Minimized audit report and tax return processing times by 10% by implementing new systems.

---

## Additional Experience

---

**Administrative Assistant**, Berry, Dunn, McNeil & Parker, Portland, ME  
**Office Manager/Executive Assistant/Technology Assistant**, Bridgton Academy, Bridgton, Maine  
**Systems Administrator, Sergeant/E-5**, United States Army  
**Battalion Administrative Chief, Corporal/E-4**, United States Marine Corp

---

## Education

---

**Master of Science in Management**, Southern New Hampshire University, Manchester, NH  
**Bachelor of Science in Business Administration**, Southern New Hampshire University, Manchester, NH

---

## Professional Development

---

Supervision Program, University of Southern Maine, Portland, ME  
Total Army Instructor Training, U.S. Army | Primary Leadership Development Course, U.S. Army

---

## Affiliations

---

Alpha Sigma Lambda National Honor Society | The National Society of Collegiate Scholars



# Business License Application

## OFFICIAL USE:

Permit Fee: \$25.00

Application Date: 9.5.25

Map-Lot: \_\_\_\_\_

Zone: \_\_\_\_\_

Business Name: Kate Radlinski, FNP, PMHNP, LLC

Business Location: 1288 Roosevelt Trail Unit 5A

Applicant: Kate Radlinski

Mailing Address: 143 Spiller Hill Rd.

City State Zip: Raymond ME 04071

Home Telephone: 207-210-8950 Work Telephone: 240-410-3060

Email Address: Krad@kateradlinski.psychiatry.com

Description of Business: general psychiatry

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2

I have secured or am in the process of securing all State and local licenses/permits required for my business to operate. Please list required licenses/permits:

FNP - License # CNP141073

Have there been any public health, safety, or welfare problems occurring in the operation of the business or a similar business at the same location in the immediately preceding year, including but not limited to neighborhood complaints, disorderly customers, and excessively loud or unnecessary noise that initiated complaints to or required a response from the sheriff's department fire department or other municipal regulatory body or employee? ☐ Yes ☒ No

If Yes, please provide evidence of satisfactory resolution of any such complaint.

Applicant Signature: \_\_\_\_\_

The business named Kate Radlinski, FNP, PMHNP, LLC is current with all Town fees, taxes and inspections, as well as compliant with all Town of Raymond Ordinances.

Code Enforcement Officer \_\_\_\_\_

Fire Inspector \_\_\_\_\_

Tax Collector \_\_\_\_\_

Conditions of Approval by Select Board:

---

---

---

---

☐ Application Approved

☐ Application Denied. Denial Reason:

---

---

Determination Date: \_\_\_\_\_

Notified Assessing: \_\_\_\_\_

Select Board Signatures:

\_\_\_\_\_  
Select Board Chair

\_\_\_\_\_  
Select Board Vice Chair

\_\_\_\_\_  
Select Board Member

\_\_\_\_\_  
Select Board Member

\_\_\_\_\_  
Select Board Member





# Business License Application

## OFFICIAL USE

Permit Fee: \$25.00

Application Date: 9.9.25

Map-Lot: \_\_\_\_\_

Zone: \_\_\_\_\_

Business Name: SkinShift Studio

Business Location: 1288 Roosevelt Trail #4, Raymond, ME 04071

Applicant: Julia Edwards

Mailing Address: 183 Harding Bridge Road

City State Zip: Gorham, ME, 04038

Home Telephone: 207-632-7719 Work Telephone: \_\_\_\_\_

Email Address: juliaedwards@gmail.com

Description of Business: Aesthetician business - skin care + enhancement services

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2

I have secured or am in the process of securing all State and local licenses/permits required for my business to operate. Please list required licenses/permits:

Aesthetician license AE73161

Booth Rental license

Have there been any public health, safety, or welfare problems occurring in the operation of the business or a similar business at the same location in the immediately preceding year, including but not limited to neighborhood complaints, disorderly customers, and excessively loud or unnecessary noise that initiated complaints to or required a response from the sheriff's department fire department or other municipal regulatory body or employee? ☐ Yes ☒ No

If Yes, please provide evidence of satisfactory resolution of any such complaint.

Applicant Signature: \_\_\_\_\_





## Application Copy

File Number: 95255

Job Type: Renewal Application

LICENSE # CAL-20-110325	APPLICATION DATE RECEIVED 2025-08-18
LICENSE TYPE On-Premises: Beer, Wine & Spirits	LICENSEE Batali Holdings, LLC
AGENT NAME	EFFECTIVE DATE 2024-12-05
EXPIRES 2025-08-19	STATUS Active
PREMISES NAME East Shore Tavern	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Class A Lounge	PREMISES NAME East Shore Tavern
OPERATOR Batali Holdings, LLC	
PHYSICAL ADDRESS 1248 ROOSEVELT TRL RAYMOND ME 04071-6602	
MAILING ADDRESS 1248 ROOSEVELT TRL RAYMOND ME 04071-6602	
CONTACT NAME KYLE BANCROFT	PREFERRED CONTACT METHOD Email

CONTACT PHONE  
(207) 807-0842

ALTERNATE PHONE

FAX

EMAIL

kjbancroft@hotmail.com

#### QUESTIONS

### **On-Premises: Beer, Wine & Spirit**

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes

20190586DC

2. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

No

3. Is the applicant/licensee an individual, partnership, or association?

No

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

No

6. Is your license application for Vessel Corporation?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes

(document uploaded)

8. Do you allow dancing or entertainment on the licensed premises?  
If so, You need to have a a license from the Maine State Fire Marshal.  
See <https://www.maine.gov/dps/fmo/plans-review/applications> for  
more information.

Yes

DAN50726

9. Will any law enforcement officer directly benefit financially from this  
license, if issued?

No

10 Is the licensee or applicant for a license receiving, directly or indirectly,  
any money, credit, thing of value, endorsement of commercial paper,  
guarantee of credit or financial assistance of any sort from any person  
or entity within or without the State, if the person or entity is engaged,  
directly or indirectly, in the manufacture, distribution, wholesale sale,  
storage or transportation of liquor.

No

11 Is the licensee/applicant(s) directly or indirectly giving aid or assistance  
in the form of money, property, credit, or financial assistance of any  
sort, to any person or business entity holding a liquor license granted  
by the State of Maine?

No

12 Do you have a manager employed?

No

13 Has any of the listed applicants, an immediate family member of an  
applicant, or an employed manager been denied a liquor license or  
had a liquor license revoked within the last 5 years?

No

14 Is any of the listed applicants the spouse, father, mother, child or other  
immediate family member of a person whose liquor license has been  
revoked or denied in the last 6 months?

No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant(s) own the premises?

Yes

18 At which address are your business records located?

244 Meadow Road Raymond, Maine

19 What will be your business hours? Please indicate each day's open and close times.

Tuesday-Sunday 3pm-1am

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Lake Region Baptist Church  
0.2 Miles

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

50000

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

175000

## 24 Do you have a food menu?

Yes

(document uploaded)

### DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Premises Floor Plan	barfloorplan.jpg	
Food Menu	EAST SHORE TAVERN 25 MENU.docx	
Maine Health or Agriculture License	2025 Food Lic..jpg	
Corporate Supplemental Form	102 Supplemental Ownership Form and Affidavit-2.pdf	

### APPLICANT

Batali Holdings, LLC

### DECLARATION

- ☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

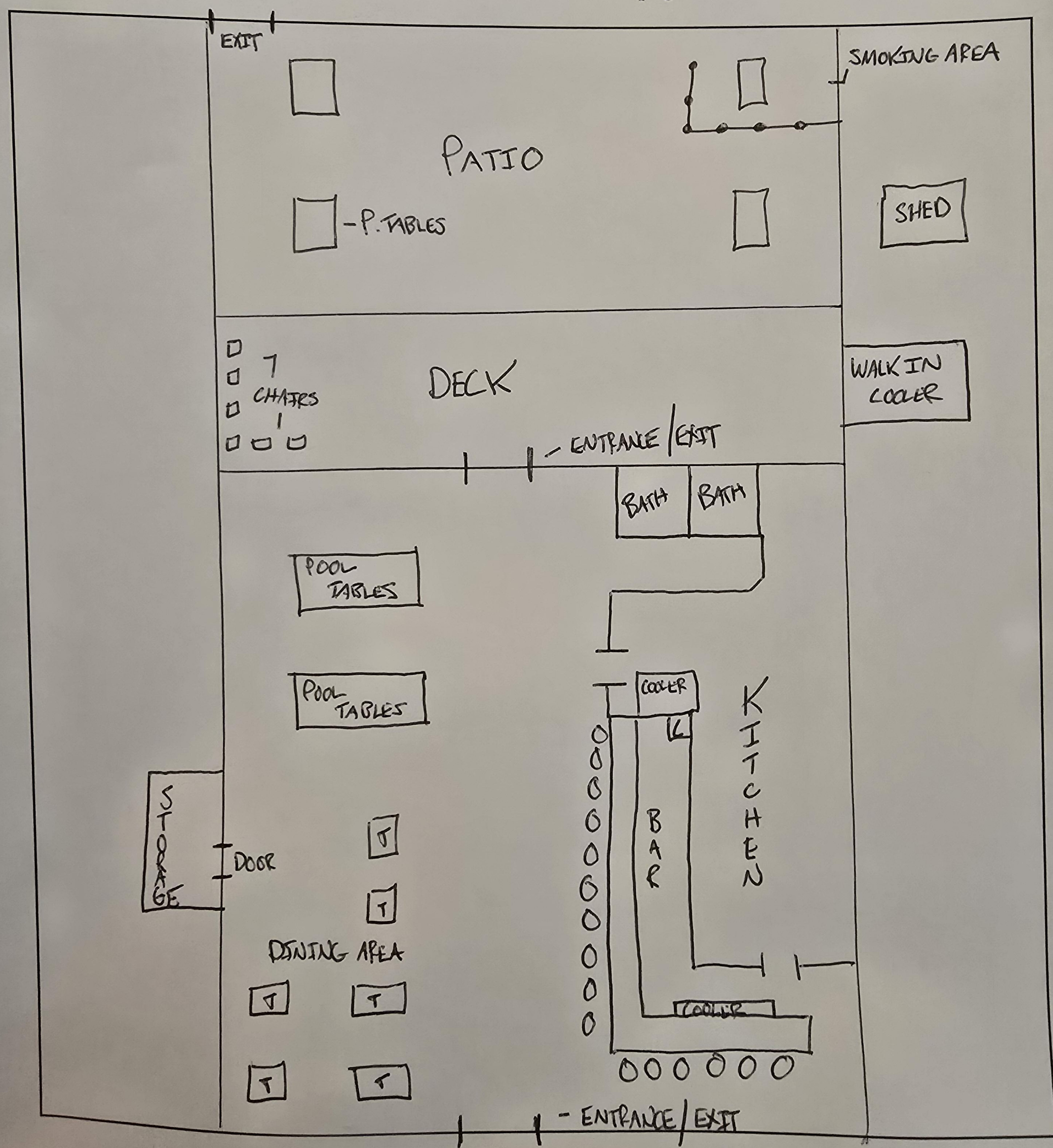
All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.



Premises Floor Plan

effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be used.

Plans should be submitted on this form and should be as accurate as possible. Be sure to label the following: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas of the premise that you are requesting approval. Attached an additional page as needed to fully describe the premises.





*Chief Bruce Tupper*



*Deputy Chief Lee O'Connor*

## ***Raymond Fire Department***

1443 Roosevelt Trail  
Raymond, ME 04071

Tel: (207) 655-1187

Email: [raymond.fd@raymondmaine.org](mailto:raymond.fd@raymondmaine.org)

Fax: (207) 655-2479

### **MEMORANDUM**

DATE: August 27, 2025

TO: East Shore Tavern / Kyle Bancroft

FROM: Wayne C. Jones – Fire Inspector & John Facella – Fire Inspector

RE: Fire & Life Safety Liquor License Inspection on August 19, 2025

Dear Kyle,

Enclosed please find a copy of our bulleted list which outlines the following findings from the Raymond Fire Rescue Department (RFRD) 2025 Fire & Life Safety – Liquor License Inspection. This Memo will be followed with the official Inspection Report when it is entered and downloaded from the new records management system.

---

#### **Bulleted List of Deficiencies – East Shore Tavern Inspection on 19 August 2025**

**by Wayne Jones & John Facella**

Note: Some of the deficiencies were corrected during this inspection.

#### **Deficiencies needing correction:**

1. Annual NFPA 72 Fire Alarm System Inspection, Testing, & Maintenance is required with a copy of the NFPA 72 Report forwarded to the RFRD.
2. Seal opening in ceiling in the side storage room (Old Entryway)



## ***Raymond Fire Department***

1443 Roosevelt Trail  
Raymond, ME 04071

Tel: (207) 655-1187

Email: [raymond.fd@raymondmaine.org](mailto:raymond.fd@raymondmaine.org)

Fax: (207) 655-2479

---

3. Outlet in storage room needs cover plate
4. Outlet to right of rear exit door is exposed, needs outlet plate
5. Open ceiling tile area over the stove left side
6. Install outlet for public address amplifier and eliminate extension cord for same in kitchen area rear
7. Knox Box key doesn't unlock rear exit door. A New key for Rear Entry Door is needed for the Knox Box
8. Front exit light sign battery will not hold a charge, and the Exit Sign will not illuminate if AC power is lost
9. Rear exit light sign battery is weak, and the Exit Sign will not illuminate if AC power is lost
10. On north (1250 Roosevelt Trl) side of building there is an outside mercury vapor style light, and the power cable coming to the light has connections that are not located inside a junction box
11. Notify the RFRD of the date of the upcoming (State Fire Marshals Office) SFMO Dance License Inspection appointment.
12. Forward a copy of the SFMO Deficiencies and Plan of Correction Report to the RFRD upon completion of this year's SFMO inspection for the Dance License.

### **Corrected While on Site:**

1. CO/gas detector installed at outlet on rear wall near rear exit door

### **Items that passed inspection included:**

1. CO detector on front wall (A side) tested OK
2. ABC extinguishers (X2) were mounted, tagged & tested (Note one was behind the bar)



*Chief Bruce Tupper*



*Deputy Chief Lee O'Connor*

## ***Raymond Fire Department***

1443 Roosevelt Trail  
Raymond, ME 04071

Tel: (207) 655-1187

Email: [raymond.fd@raymondmaine.org](mailto:raymond.fd@raymondmaine.org)

Fax: (207) 655-2479

---

3. Grease Hood Suppression system was tested in 2025
4. Grease Hood was cleaned as required within the last 6-months. The RFRD found the hood and exhaust and grease ducting system cleaned with very minimal grease accumulation, and in acceptable condition
5. Kitchen area K class fire extinguisher was mounted and tested July 2025. Sign explaining its use was installed as required above the mounted extinguisher.
6. Fire alarm system is being monitored by a new company (by Pine State Fire & Security)
7. Horn strobes in both bathrooms and in main area sounded

Please schedule a reinspection, or forward correction photos, documents, and/or a written Plan of Correction (POC) for review and approval, to the RFRD, c/o the Fire Inspector. Please contact the Fire Inspector by email @ [wayne.jones@raymondmaine.org](mailto:wayne.jones@raymondmaine.org) by telephone @ (207) 655-1187 Ext 217 or by Cell @ (207) 894-4046. Please feel free to contact the Fire Inspector with any questions or concerns.

Yours in Fire Safety,

Wayne C. Jones

Fire Inspector

Raymond Fire Rescue Department

And,

*Chief Bruce Tupper*



*Deputy Chief Lee O'Connor*

## ***Raymond Fire Department***

1443 Roosevelt Trail  
Raymond, ME 04071

Tel: (207) 655-1187

Email: [raymond.fd@raymondmaine.org](mailto:raymond.fd@raymondmaine.org)

Fax: (207) 655-2479

---

John Facella

Fire Inspector Assistant

Raymond Fire Rescue Department

Cc: Kyle Bancroft / Owner

Cc: Melanie Fernald / Town Clerk

Cc: File




---



---

## INTEROFFICE MEMORANDUM

---



---

**TO:** TOWN OF RAYMOND BOARD OF ASSESSORS  
**FROM:** CURT LEBEL, ASSESSORS AGENT  
**SUBJECT:** TAX RATE AND COMMITMENT OF FY2025-2026 PROPERTY TAXES  
**DATE:** 9/10/25  
**CC:** JOSEPH CROCKER, TOWN MANAGER

---

Dear Board Members,

Below, I have provided some statistics on the current status of the property revaluation project, which is progressing steadily. Remaining areas include the Deep Cove area, the entire Raymond Cape, areas along south side of crescent lake and commercial properties.

**Real Estate:** KRT's Data Collection efforts continue. Current status:

Total Properties in Raymond:	3,907	
Properties Visited	2,742	70% of total properties
Vacant	690	25% of visited properties
Measured Only	1244	46% of visited properties
Measured/Interior data collected	636	23% of visited properties
Posted no trespass/total refusal	170	6% of visited properties

Subset of Visited Properties/Owner present	697	Total thus far
Measured/Interior Inspection	210	30% of visited properties where owner present
Measured/gave interior info at door	426	61% of visited properties where owner present
Measured/Interior refusal	23	3% of visited properties where owner present
Total refusal	38	6% of visited properties where owner present

Letters and call back appointments for interior inspections missed will take place later in the process. Prior to commencement of the analysis/valuation model development phase around the first of the year, We will seek to schedule a workshop with the Selectboard for a briefing with KRT Appraisal staff.

**Personal Property:**

KRT's business personal property appraisers are scheduled to begin business site visits starting next week.

**Budgetary:** Revaluation Reserve expenditures

Project Component	Budget	Expended	Percentage
Revaluation (KRT)	\$315,000	\$97,372.77	31%
Assessors Agent	\$30,000	\$6,000	20%
Equip/Software/Supplies	\$20,000	\$100	<1%

Due to an omission in the FY26 Warrant, we still need to appropriate 40k to the revaluation reserve in FY27.

**Board of Assessment Review:**

Several vacancies exist on the board of assessment review, which considers appeals beyond the Select Board/Assessors. We will be soliciting interested parties in the coming few months in an attempt to populate the board with qualified individuals willing to serve. I believe these positions are Select Board appointments, but we still need to work with the Town clerks office to ensure that the board is properly seated procedurally.

---

**2025-2026 Tax Commitment:**

The assessing office has completed its annual preparation for tax commitment. Taxable valuation has increased this year by approximately 16.9 million dollars and comes in at \$1,106,468,900. New residential construction in Raymond remains good this year, with several new residential homes completed. As KRT has continued to update property data throughout this year, there have been a number of property valuation changes due to data collection activity such as sketch corrections, unassessed improvements noted such as outbuildings, heat pumps, finished basements, etc. These changes are not the result of valuation model changes and are property attribute changes only. Most of these changes appear to be in the +\$100-\$30,000 or -\$100-\$30,000 valuation range.

Due to real estate market appreciation, the town's certified assessment ratio will be 55% of market value for this year (reflective of sales through June 2023). Homestead, veterans, and blind exemptions, as well as personal property assessments have been adjusted by this amount as prescribed by law.

This year, budget appropriations approved directly by the voters, or their representatives have increased property taxes for this fiscal year by approximately 2 million (utilizing the fund balance options presented) which will necessitate an increase in the tax rate over last year's 17.20 rate.

#### TAX COMPARISON (2024-2025)

	2024 (FY25)	Mils	2025 (FY26)	Mils	Difference	% chg in Tax
School	\$ 13,268,555.18	0.01218	\$ 14,746,694.93	0.01333	\$ 1,478,139.75	11.1%
County	\$ 1,044,820.00	0.00096	\$ 1,112,501.00	0.00101	\$ 67,681.00	6.5%
Municipal	\$ 4,084,145.58	0.00375	\$ 4,582,254.77	0.00414	\$ 498,109.19	12.2%
Tax Increment Financing	\$ 295,477.85	0.00027	\$ 319,262.45	0.00029	\$ 23,784.60	8.0%
Overlay	\$ 47,661.83	0.00004	\$ 40,902.17	0.00004	\$ (6,759.66)	-14.2%
<b>Total Tax Commitment</b>	<b>\$ 18,740,660.44</b>	<b>0.0172</b>	<b>\$ 20,801,615.32</b>	<b>0.0188</b>	<b>\$ 2,060,954.88</b>	<b>11.0%</b>

\*County tax for FY24 includes \$80,574 for 6-month fiscal year transitional assessment (payment #3 of 5)

This year, the voters at the annual Town meeting have authorized the Select Board to utilize up to \$700,000 in undesignated fund balance to reduce the tax commitment, plus an additional \$75,000 in Select Board contingency.

After consultation with the Town Management and Finance Department, the audited undesignated fund balance at the conclusion of the FY24 year was 2.6 million. It is my understanding that the Town fund balance policy is to maintain at least 15% of the prior year's commitment (2.8 million). Undesignated fund balance numbers at the conclusion of FY25 (June 30, 2025) are not yet available but are not expected to significantly increase the undesignated fund balance. Because of this, I have presented tax rate options below which do not utilize any additional fund balance to reduce the tax rate. Rather, I have presented two additional options which add overlay to the assessment, which, being unappropriated, would go to the undesignated fund balance if the board concludes that the current balance is insufficient.

The options attached range from \$18.80 to \$19.00 per thousand, with each 10 cent increase to the rate adding an additional \$110,000 to the overlay. Below I have included a suggested motion #1 in the event the Board does decide to use fund balance to reduce the rate, and a suggested motion #2 for the approval of the rate itself.

#### Recommended Motions:

1. I move the Board of Selectman/Assessors approve the appropriation of \$\_\_\_\_\_dollars from undesignated fund balance to reduce the property tax commitment, as authorized by the annual 2025 town meeting, Article 8 & 11. (If necessary)
2. I move the Board of Selectmen/Assessors approve the 2025-2026 property tax commitment certification and warrants for collection, at a rate of \_\_\_\_/\$,1000 on a taxable valuation of \$1,106,468,900 Dollars.

Upon selection of a tax rate for 2025, I will load the data into trio for billing and have the necessary Warrants and Certificates prepared for Board signatures the following day.

Thank you,

Curt Lebel, Assessors Agent

**PROPERTY TAX REVENUES**

	LAST YEAR (FY 2024-25)	THIS YEAR (FY 2025-26) TAX RATE OPTIONS		
<b>TAX RATE</b>	<b>\$ 17.20</b>	<b>\$18.80</b>	<b>\$18.90</b>	<b>\$19.00</b>
<b>TAXABLE VALUATION</b>	\$ 1,089,573,310.00	\$ 1,106,468,900.00	\$ 1,106,468,900.00	\$ 1,106,468,900.00
<b>COUNTY</b>	\$ 1,044,820.00	\$ 1,112,501.00	\$ 1,112,501.00	\$ 1,112,501.00
<b>SCHOOL</b>	\$ 13,268,555.18	\$ 14,746,694.93	\$ 14,746,694.93	\$ 14,746,694.93
<b>TIF AMOUNT</b>	\$ 295,477.85	\$ 319,262.45	\$ 320,960.65	\$ 322,658.86
<b>MUNICIPAL</b>	\$ 4,084,145.58	\$ 4,582,254.77	\$ 4,580,832.19	\$ 4,579,409.61
<b>OVERLAY</b>	\$ 47,661.83	<b>\$ 40,902.17</b>	<b>\$ 151,273.44</b>	<b>\$ 261,644.70</b>
<b>TOTAL PROPERTY TAX</b>	\$ 18,740,660.44	\$ 20,801,615.32	\$ 20,912,262.21	\$ 21,022,909.10
<b>NON PROPERTY TAX REVENUES USED TO REDUCE MUNICIPAL APPROPRIATION</b>				
	<b>\$ 17.20</b>	<b>\$18.80</b>	<b>\$18.90</b>	<b>\$19.00</b>
<b>HOMESTEAD REIMB</b>	\$ (226,884.17)	\$ (218,070.60)	\$ (219,230.55)	\$ (220,390.50)
<b>BETE REIMB</b>	\$ (42,348.98)	\$ (49,374.44)	\$ (49,637.07)	\$ (49,899.70)
<b>STATE REV SHARING</b>	\$ (487,384.27)	\$ (508,520.27)	\$ (508,520.27)	\$ (508,520.27)
<b>OTHER REVENUES</b>	\$ (2,230,288.00)	\$ (3,023,704.00)	\$ (3,023,704.00)	\$ (3,023,704.00)
<b>SELECT BOARD USE OF FUND BALANCE</b>	\$ (300,000.00)	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MUNICIPAL APPROPRIATION</b>	\$ 7,371,051.00	\$ 8,381,924.08	\$ 8,381,924.08	\$ 8,381,924.08
<b>TOTAL NON TAX REV</b>	\$ (3,286,905.42)	\$ (3,799,669.31)	\$ (3,801,091.89)	\$ (3,802,514.47)
<b>TOTAL MUNICIPAL TAX REV</b>	\$ 4,084,145.58	\$ 4,582,254.77	\$ 4,580,832.19	\$ 4,579,409.61

Other Considerations:

\*The minimum rounded tax rate available is \$18.10 utilizing the full \$775,000 of fund balance approved.

\*Each 10 cent increase to the tax rate over \$18.80 would adde approximately \$110,000 to the Overlay (55k for .05 rate increase)

The Board will be asked to select an amount of fund balance (if any) to apply towards the municipal budget and approve a tax rate at its September 16, 2025 meeting. Upon approval of the rate, the necessary warrants and certificates may be completed for signatures by the board members the next day. I will be available at the meeting to answer any follow up questions the board may have. --Curt Lebel