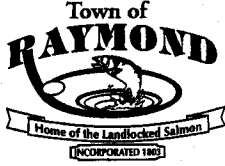




**SELECTMEN'S MEETING e-Packet**  
**List of Files**  
**September 8, 2009**

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Page 10 & 11	Final draft of Public Property Use Agreement



**BOARD OF SELECTMEN  
AGENDA**

Tuesday, September 8, 2009  
7:00 p.m.  
JSMS Broadcast Studio

**SELECTMEN'S MEETING**

- 1) Call to order.
- 2) Minutes of previous meeting dated August 11, 2009
- 3) New business.
  - a) Confirmation of new Code Enforcement Officer Chris Hanson – Board of Selectmen
  - b) Recognize Mike Higgins for service on Zoning Board of Appeals – Chairman Board of Selectmen
  - c) Improvements to Morgan Meadow and other Conservation updates – Raymond Conservation Commission Co-Chair John Rand
  - d) Health Officer Plan – Deputy Chief Cathy Gosselin
  - e) Warrant for election of officers – Board of Selectmen
- 4) Old (unfinished) business.
  - a) Executive Session – Consultation with Code Enforcement Officer on pending enforcement matter as pursuant to 1 M.R.S.A. § 405(6)(H)
  - b) Approval of the proposed policy for use of public property – Town Manager Don Willard
- 5) Town Manager Report and Communications.
  - a) ICMA Conference Saturday, September 12, 2009 to Wednesday, September 16, 2009.
  - b) Assessors Meeting to set tax rate, Tuesday, September 22<sup>nd</sup> at 7:00 pm, JSMS Broadcast Studio
  - c) Set October 2009 Selectmen's Meeting date(s).
- 6) **Selectmen Communications.** This agenda item is for the general discussion of non-agenda items by the Board of Selectmen, and for the purpose of introducing future topics for discussion. No action will be taken.
- 7) **Fiscal Warrants – Payroll and Appropriation Warrants – September 8, 2009.**
- 8) **Adjournment.**

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The Selectmen may take items out of order at their discretion.



**BOARD OF SELECTMEN  
AGENDA SUMMARY**  
Tuesday, September 8, 2009  
7:00 p.m.  
JSMS Broadcast Studio

**SELECTMEN'S MEETING**

- 1) Call to order.
- 2) Minutes of previous meeting dated August 11, 2009
- 3) New business.

**a) Confirmation of new Code Enforcement Officer Chris Hanson – Board of Selectmen**

Attached to the e-packet is a copy of Mr. Hanson's resume and a letter from the Town Manager outlining the terms and conditions of employment as communicated to Mr. Hanson on August 18, 2009. Mr. Hanson starts work on Tuesday, September 8, 2009 and as a Department Head position is subject to confirmation by the Board of Selectmen.

**b) Recognize Mike Higgins for service on Zoning Board of Appeals – Chairman Board of Selectmen**

Mike Higgins served the town as a member of the Zoning Board of Appeals for sixteen (16) years. Chairman Mike Reynolds will be presenting a certificate of appreciation from the town to recognize Mr. Higgins' service.

**c) Improvements to Morgan Meadow and other Conservation updates – Raymond Conservation Commission Co-Chair John Rand**

Attached to the e-packet is an email received from Mr. Rand outlining the issues he wished to discuss with the Board of Selectmen.

**d) Health Officer Plan – Deputy Chief Cathy Gosselin**

With the recent death of long time Health Officer Dr. Painter the town needs to appoint a new health officer. EMS Director Cathy Gosselin has put together a plan and will present it to the Selectmen for consideration.

**e) Warrant for election of officers – Board of Selectmen**

The Selectmen will be signing an election warrant for a new member of the Board of Selectmen to fill the unexpired term of Selectman Mark Gendron. Elections will be held on November 3, 2009 and the position will be effective until 2010 Annual Town Meeting.

**4) Old (unfinished) business.**

**a) Executive Session – Consultation with Code Enforcement Officer on pending enforcement matter as pursuant to 1 M.R.S.A. § 405(6)(H)**

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The Selectmen may take items out of order at their discretion.

**b) Approval of the proposed policy for use of public property – Town Manager Don Willard**

Attached to the e-packet is the final draft of the Public Property Use Agreement.

**5) Town Manager Report and Communications.**

**a) ICMA Conference Saturday, September 12, 2009 to Wednesday, September 16, 2009.**

**b) Assessors Meeting to set tax rate, Tuesday, September 22<sup>nd</sup> at 7:00 pm, JSMS Broadcast Studio**

**c) Set October 2009 Selectmen's Meeting date(s).**

**6) Selectmen Communications.** This agenda item is for the general discussion of non-agenda items by the Board of Selectmen, and for the purpose of introducing future topics for discussion. No action will be taken.

**7) Fiscal Warrants – Payroll and Appropriation Warrants – September 8, 2009.**

**8) Adjournment.**

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The Selectmen may take items out of order at their discretion.



401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742

August 18, 2009

Chris Hanson  
138 Yarmouth Road  
Gray, Maine 04039

Dear Chris:

I am writing in follow up to our meeting today, regarding your appointment as Code Enforcement Officer for the Town of Raymond. First I want to congratulate you again on your selection from amongst a field of highly qualified candidates.

Today we agreed on a starting probationary salary of \$48,000 annually for the first six months of employment. On or about January 18, 2010 a probationary employment review will be conducted. Upon successful completion of said review, your salary will be increased to the FY 09/10 budgeted level of \$52,548 annually. Vacation will be twelve days in year one, with additional accruals based upon the Town of Raymond schedule.

We agreed upon a start date of Tuesday, September 8, 2009 at business opening of 12:00 noon. I will see that you are set up with a door code and computer access information at that time. This agreement is also contingent upon a successful criminal and driving record background check as we discussed.

In the meantime, if I can provide any further information or assistance, please do not hesitate to contact me.

Sincerely,

Don Willard  
Town Manager

July 20, 2009

Christopher Hanson

Don Willard, Town Manager  
Raymond Town Office  
401 Webbs Mills Road  
Raymond, Maine

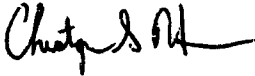
Dear Ms. Willard:

I am currently a Code Enforcement Officer/ Plan Reviewer for the City of Portland, Maine with an excellent documentable record of accomplishment and success in my field. Highlights of my background include; Lead Inspector of the New Mercy Hospital at the Fore River, Primary Commercial Plan Reviewer for the City of Portland, Fifty five lot sub-division approval in Saco, Maine. I believe that my qualifications, along with my drive and determination, would make me an excellent candidate for a position with The Town of Raymond, Maine.

I have thirty years of construction experience, as well as three years as a Code Enforcement Officer. I am a recognized problem-solver with a solid reputation for realizing municipal goals and objectives and enjoy working independently as well as in a group. Additional details are provided on my resume.

My resume is enclosed. Thank you for reviewing my credentials. I look forward to hearing from you.

Sincerely,



Christopher Hanson

Enclosure

**Christopher Hanson**

**SKILLS**

**SUMMARY**

Demonstrated expertise in the building industry. Diverse knowledge of local building codes and ordinances. Extensive knowledge of the International Residential Code (IRC) and International Building Code (IBC). Proactive, hands on style; extensive team leadership and personnel development skills. Superior communication, interpersonal and negotiation skills. Expertise in blue print reading; proven ability to review plans accurately. Expert ability to handle simultaneous projects and meet time sensitive deadlines.

**EMPLOYMENT**

**City of Portland, Code Officer/Plan Reviewer**

June 2006 - Present

- Building Inspections, responding to complaints, zoning review, food service inspections, and General Assistance inspections.
- Licensed State of Maine Plumbing Inspector
- Coordinated commercial and residential plan review.
- Instrumental in current re-organization of the Inspections Division.
- Acquired code and zoning compliance on several Portland Waterfront properties.

**Hanson Builders, Raymond, ME**

1994 -2006

- Owner/manager
- Responsible for coordinating all projects in a profitable and professional manner.
- Completed residential and commercial projects throughout Cumberland County.
- Achieved success by solid work ethic and a high standard for excellence and quality.

**Wedgewood Development, Portland, ME**

1986 - 1994

- Project Manager
- Responsible for management of construction projects ranging from condominiums, apartment complexes to rehabilitation of existing buildings in and around the Greater Portland area.
- Maintained records, hired employees, trained personnel, and prepared complex budgets.
- Negotiated and contracted sub-contractors.
- Supervised crews of up to sixty individuals in all areas of construction.
- Presented applications for development throughout Southern Maine.
- Worked with the D.E.P., L.U.R.C., the Army Corp of Engineers, and Local Code Enforcement Agencies.

**EDUCATION**

University of Maine, Orono, ME  
*Business Administration/ Management and Degree Program*

**Training and Certification**

Certified Code Enforcement Officer/Land Use  
Legal Issues and Business Standards  
Certified Plumbing Inspector  
Currently training for ICC certification for Plan Review  
Misc. Training: Zoning, Building, Shoreland, Energy Conservation, Wetlands, Plumbing and Electrical.

**Computer Skills**

PCS  
Windows/Excel/Word. Various office operating systems.

**Subject:****From:** "John B. Rand" <jbr@fairpoint.net>**Date:** Thu, 3 Sep 2009 17:51:48 -0400**To:** "Don Willard" <don.willard@raymondmaine.org>, "Lillie Collins" <lillie.collins@raymondmaine.org>**CC:** "Russ Hutchinson" <dhutchi4@maine.rr.com>, "Mark Gendron" <markyski@maine.rr.com>, "Kimberly Rowe" <minuet@maine.rr.com>, "Jim Ross" <jim-ross@idexx.com>, "ERR" <errand@maine.rr.com>, "Bill Fraser \ (home\)" <fjwj1895@earthlink.net>, "Ben Severn" <BSevern@aol.com>

Dear Don and Raymond Selectmen,

Inland Fisheries and Wildlife approached the Raymond Conservation Commission in March 2008 to see if the RCC and the Town of Raymond would support improvements to Morgan Meadow. Specifically, IFW had identified two abutting parcels which had valuable habitat and that would enhance the Wildlife Management Area. The RCC provided a letter of support for the project (without committing any funding) that was included in IF&W's application to the Land for Maine's Future grant cycle in 2008. Their application was successful and IF&W was approved for funding from LMF in 2009 (as well as from several other sources). Both parcels are mapped as priority areas in our newly adopted Raymond Open Space plan.

IF&W has invited the RCC to contribute to finalizing the purchase of at least one these parcels. The priority parcel (which provides access to North Raymond Road in Raymond) is 19 acres. (IF&W hopes to secure separate funding for the second landlocked 18 acre parcel). Funding from LMF, the Department of Conservation/Bureau of Public Land and the Casco Bay Estuary project totals \$154,000 of the \$164,000 needed for purchase and project costs associated with the 19 acre parcel.

Having polled the RCC we have support for funding this project. I would like to recommend that the Selectman authorize a contribution of up to \$10,000 from the Raymond Open Space Fund (contingent on the state's successful execution of a purchase and sale agreement with the landowner) to support this highly leveraged opportunity for the town to help make an important addition to Morgan Meadow.

I look forward to providing any additional information at the September 8, 2009 Selectmen's meeting on this project.

In addition to the above priority item, I would like to brief the Selectman on other conservation initiatives that I have been approached on, including Regional Conservation Planning and improvements to the recycling program.

Thank you for your consideration of these important opportunities.

John B. Rand  
Co-Chair RCC



**TOWN OF RAYMOND  
WARRANT FOR THE ELECTION OF OFFICERS**

Tuesday, November 3, 2009

To: Nathan White, Resident of Raymond, or Town Constable in the County of Cumberland and State of Maine:

**Greetings:**

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs to meet at Jordan-Small Middle School gymnasium in said Town on Tuesday the third day of November A.D. 2009 at 7:00 am then and there to act on the following articles:

ARTICLE 1 To elect a moderator to preside at said meeting.

ARTICLE 2 To elect all necessary Town Officers by secret ballot.

The polls for voting on Article 2 will open at 7:00 AM and close at 8:00 PM.

The Registrar of Voters will hold office hours while the polls are open to correct any error in or change a name or address on the voting list, to accept the registration of any person who is not registered as a voter. A person who is not registered as a voter may not vote in any election.

Given under our hands this 8<sup>th</sup> day of September A.D. 2009.

\_\_\_\_\_ Joseph Bruno

\_\_\_\_\_ Dana Desjardins

\_\_\_\_\_ Mark Gendron

\_\_\_\_\_ Michael Reynolds

\_\_\_\_\_ Lawrence Taylor

**SELECTMEN OF RAYMOND**

Complete and Return to:  
Attn: Town Manager  
Town of Raymond  
401 Webbs Mills Road  
Raymond, Maine 04071

Include the following:  
Public Property Use Agreement  
Proof of Insurance  
Public Safety - Parking & Traffic Approval  
Liquor Permit (if applicable)

**FINAL DRAFT**

Date of Application \_\_\_\_\_

**Town of Raymond  
Public Property Use Agreement**

Name of Organization/Applicant \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone No. (w) \_\_\_\_\_ (h) \_\_\_\_\_

Address \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Date(s) Desired \_\_\_\_\_ Hour(s) \_\_\_\_\_ to \_\_\_\_\_

Event Name \_\_\_\_\_

Event Location \_\_\_\_\_ Estimated # parking spaces needed \_\_\_\_\_

No. of people attending Youth \_\_\_\_\_ Adults \_\_\_\_\_ = \_\_\_\_\_

Will there be an admission charge? \_\_\_\_\_ \$ \_\_\_\_\_

**TERMS AND CONDITIONS:** The undersigned hereby makes application to the Town of Raymond for use of public property, and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the property itself, the surrounding property, and to hold the Town, its officers, employees and agents, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The applicant agrees to adhere to all rules and regulations on this form.

A new application must be filed each calendar year for recurring annual events.

Applicants must provide adequate chaperones, for any function that is attended by any person under the age of 18 years, as well as private security, public safety and/or police coverage as determined by the Town. See Parking and Traffic Control below.

Size of the gathering determines conditions of approval as follows: If the event is expected to draw 150 people, or fewer, then application must be received in its entirety at least one month prior to event date, and will be reviewed and approved by the Town Manager. If the event is expected to draw more than 150 people, the application must be received in its entirety at least two months prior to the event date, and will require additional approval by the Board of Selectmen, at a regularly scheduled Selectmen's Meeting. All events will also require the approval of any responsible town committee charged with care of public lands, which will be arranged by the Town Manager. Representatives of the applicant group may be required to attend public meetings and make presentations to involved town committees and/or the Board of Selectmen as determined by the Town Manager.

**PARKING AND TRAFFIC CONTROL:** All local and state traffic controls and parking regulations/signs must be observed. Right of way for emergency vehicles must be kept open at all times and event approval must be obtained from the Public Safety Department, including the possibility of providing ambulance coverage on site. The Town of Raymond reserves the right to tow or remove any vehicle from a public event when that vehicle is found to be in violation of local and state traffic rules or parking signs.

**INSURANCE:** During the full term of this agreement, the applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. The Town will be named as an additional insured party.

If the applicant does not have Commercial General Liability Insurance, they must obtain Special Events Insurance Coverage through their insurance carrier. In any case, the applicant must provide a Certificate of Insurance evidencing the required insurance before using Town property.

Use of alcohol on public property is strongly discouraged and is allowed only at the sole discretion of the Board of Selectmen. If alcohol is served or consumed, the applicant shall procure and maintain for the duration of the event Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The Town is to be named as an additional insured on the Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the Town. The applicant will also procure all required liquor permits or licenses from the State of Maine, as well as to obtain prior approval by the Board of Selectmen.

**CLEANING PROCEDURES:** The applicant is responsible for cleaning after the event and leaving the premises in clean and satisfactory condition. All cleaning must be done immediately after the event. Any applicant damaging or destroying Town property will be held responsible for all repairs and/or replacement. In the event of damages, or additional cleaning being required, applicant will accept the Town's estimate of the amount incurred.

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

\_\_\_\_\_  
Date

**APPROVAL SIGNATURES**

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of Selectboard

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Date

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