



SELECTMEN'S MEETING e-Packet
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May 11, 2010

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**BOARD OF SELECTMEN
AGENDA**

Tuesday, May 11, 2010

7:00 p.m.

JSMS Broadcast Studio

SELECTMEN'S MEETING

1) Call to order.

2) Minutes of previous meeting dated April 6, 2010

3) New business.

a) Recognition of Chris McClellan in thanks for her service on the Comprehensive Plan Implementation Committee (CPIC)

b) Discussion of Fire Department Ordinance amendments – Fire Chief Denis Morse

c) Consideration of abatement requests– Contract Assessor Michael O'Donnell

d) Signing of RSU#14 Budget Warrant for Public Hearing and referendum – Board of Selectmen

e) Discussion about selecting a Raymond representative to the GPCOG Lakes Region Planning Initiative Design Team – Board of Selectmen

f) Review Provider Agency Funding Request/ Reporting Requirements Policy – Board of Selectmen

g) Signing of Annual Town Meeting Warrant – Board of Selectmen

h) Executive Session – Discussion of acquisition of real property pursuant to 1 M.R.S.A. § 405(6)(C)

i) Executive Session – Discussion of confidential records pursuant to 1 M.R.S.A. § 405(6)(F)

j) Executive Session – Consultation with Code Enforcement Officer pursuant to 1 M.R.S.A. § 405(6)(H)

k) Executive Session – Discussion of personnel matters pursuant to 1 M.R.S.A. § 405(6)(A)

4) Old (unfinished) business.

a) Consideration of Raymond Conservation Commission request for FY 2009/2010 budget carryover – Board of Selectmen

b) Further review of Selectmen By-laws and Policies – Board of Selectmen

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

5) Town Manager Report and Communications.

a) Confirm date for June Selectmen's Meeting -- Proposed Tuesday, June 15, 2010

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 – May 11, 2010.

8) Adjournment.

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



BOARD OF SELECTMEN AGENDA SUMMARY

Tuesday, May 11, 2010

7:00 p.m.

JSMS Broadcast Studio

SELECTMEN'S MEETING

- 1) Call to order.
- 2) Minutes of previous meeting dated April 6, 2010
- 3) New business.

a) Recognition of Chris McClellan in thanks for her service on the Comprehensive Plan Implementation Committee (CPIC)

Chairman of the Board of Selectmen Mike Reynolds will recognize CPIC Chair Chris McClellan for her years of service working on the CPIC to implement the 2004 Comprehensive Plan. Under Ms. McClellan's guidance many of the goals, policies and strategies outlined under the plan have been brought to town meeting for consideration and significant changes made to improve the community. Without her strong leadership this progress would not have been possible.

b) Discussion of Fire Department Ordinance amendments – Fire Chief Denis Morse

Fire Chief Denis Morse will brief the Selectmen on recent changes on the state level with respect to the installation of sprinkler systems in single-family homes. These changes have caused the Fire Department to reconsider the previously submitted ordinance amendments which are going to Annual Town Meeting.

c) Consideration of abatement requests– Contract Assessor Michael O'Donnell

Contract Assessor Michael O'Donnell has submitted a list of abatements for review and consideration. This list is included in the e-packet.

d) Signing of RSU#14 Budget Warrant for Public Hearing and referendum – Board of Selectmen

The RSU#14 Budget Warrant for public hearing and referendum requires signatures from the Selectmen. A signature copy will be brought to the meeting by the Town Clerk.

e) Discussion about selecting a Raymond representative to the GPCOG Lakes Region Planning Initiative Design Team – Board of Selectmen

This planning initiative, previously presented by GPCOG Executive Director Neil Allen, provides a vehicle for Lakes Region area towns to work together under the auspices of his agency and requires a Raymond representative. The town has advertised the availability of this volunteer position and has not received any applications for service. GPCOG would like the town to establish a representative as soon as possible so that work can begin.

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

f) Review Provider Agency Funding Request/ Reporting Requirements Policy – Board of Selectmen

This is a new policy attached to the e-packet that will provide the Selectmen with additional information in order to evaluate the activities and benefits of various provider agencies that provide services to the town.

g) Signing of Annual Town Meeting Warrant – Board of Selectmen

The Annual Town Meeting warrant was approved at the Selectmen's Meeting of March 9, 2010. A signature copy will be brought to the meeting by the Town Clerk for final signatures.

h) Executive Session – Discussion of acquisition of real property pursuant to 1 M.R.S.A. § 405(6)(C)

i) Executive Session – Discussion of confidential records pursuant to 1 M.R.S.A. § 405(6)(F)

j) Executive Session – Consultation with Code Enforcement Officer pursuant to 1 M.R.S.A. § 405(6)(H)

k) Executive Session – Discussion of Personnel Matters pursuant to 1 M.R.S.A. § 405(6)(A)

4) Old (unfinished) business.

a) Consideration of Raymond Conservation Commission request for FY 2009/2010 budget carryover – Board of Selectmen

Conservation Commission Co-Chair John Rand is requesting that any remaining balance in the FY 2009/2010 Conservation Commission budget be carried over into the new FY 2010/2011 fiscal year in order to help fund the town's participation in the Lakes Region GreenPrint initiative. This project requires a Raymond town share of \$4,299. It is expected that approximately \$3,000 would be carried over, with the balance necessary to complete the project coming from the Conservation Commission FY 2010/2011 budget appropriation. This participation is subject to approval of the town's project involvement by Annual Town Meeting as previously established by the Board of Selectmen.

b) Further review of Selectmen By-laws and Policies – Board of Selectmen

The Selectmen are currently undertaking a comprehensive review of all existing town policies. The by-laws and policies of the Board of Selectmen were first adopted on January 18, 2005 and are attached to the e-packet. It is the aim of the Selectmen to ascertain whether all town policies are still relevant, up-to-date and/or needing amendment to bring them into compliance with any current practices not outlined within the policies. It is expected that the review of town policies will occur on approximately a one policy per month basis, until all 36 have been reviewed.

5) Town Manager Report and Communications.

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

**a) Confirm date for June Selectmen's Meeting -- Proposed Tuesday,
June 15, 2010**

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 – May 11, 2010.

8) Adjournment.

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

*Board of Selectmen Agenda Summary
May 11, 2010*

Page 3 of 3

**TOWN OF RAYMOND, MAINE
FIRE PROTECTION ORDINANCE**

**May 19, 1995
Amended March 17, 2001
Amended February 16, 2010**

ARTICLE I

Section 1. This Ordinance shall be known as the Town of Raymond Fire Protection Ordinance.

Section 2. The purpose of the Ordinance is to establish in the manner provided by law, a Municipal Fire/Rescue Department according to the provisions of 30-A M.R.S.A. §3151 and to establish an ordinance governing the installation of sprinkler systems in certain buildings in the Town of Raymond, Maine.

Section 3. A Municipal Fire/Rescue Department means an organized Firefighting/Rescue unit established pursuant to this Ordinance.

Section 4. A Municipal Firefighter shall mean an active member, whether full-time, part-time, or on call, of a municipal fire department.

Section 5. A Municipal Rescue Member shall mean an active member whether full-time, part-time, or on call, of a municipal rescue department, who aids in providing emergency medical and rescue assistance and is qualified to render such aid under current Human Services regulations governing rescue and ambulance personnel.

ARTICLE II

Section 1. There shall be a Municipal Fire/Rescue Department that is established by this Ordinance.

Section 2. The duties of the Fire/Rescue Department shall be to provide fire protection and emergency medical care to the Town of Raymond and elsewhere as provided by mutual aid or other contractual agreements approved by the municipal officials.

Section 3. The head of the Municipal Fire/Rescue Department shall be the Fire Chief, who shall be appointed by the Town Manager and confirmed by the Board of Selectmen.

ARTICLE III

Section 1. Members of the Municipal Fire/Rescue Department shall enjoy the privileges and immunities as provided them by 30-A, M.R.S.A. §3155, and 14 M.R.S.A. §8101-8118.

**ARTICLE IV
NFPA LIFE SAFETY CODE 101**

The Town of Raymond adopts the NFPA Life Safety Code 101 by reference (the most current

edition) as the basis for inspection and plans review for buildings other than single-family homes.

ARTICLE V ALARM SYSTEM REQUIREMENTS

Section 1. A monitored fire alarm system is required in any business, manufacturing facility, school, day care, church, and apartment house with more than 3 units, or other public assembly occupancy of more than 1,000 square feet. Spaces of less than 1,000 square feet housed in one building or sharing common walls, roofs, or foundations are not exempted. This requirement must be implemented by December 31, 2001.

- A. Proof of yearly alarm system testing must be forwarded to: The Raymond Fire Department, Att: Chief's Office, 401 Webbs Mills Road, Raymond, Maine 04071 by January 1st of each year.
- B. All structures that are required to have an alarm or sprinkler system shall also have a secure key box, approved by the Fire Department, containing keys to the entire building, contact information and a map of the building.

ARTICLE VI

Section 1. All trash and construction dumpsters shall be placed no closer than 10 feet from a structure, overhang, overhead wires, or be protected by an automatic suppression system if placed closer than 10 feet.

The storage of any flammable items, other than items accepted by local Fire Department, Code Enforcement, NFPA Life Safety Code, or BOCA, within 10 feet of any business, manufacturing facility, apartment house, school, day care, or public assembly occupancy is prohibited.

Section 2. Solid Fuel Burning Stove Permit

A permit is required for the installation or alteration of any solid fuel burning device in the Town of Raymond. As used in this section, the term "solid fuel burning device" includes any wood or pellet stove or any other stove which burns a solid fuel as described in the National Fire Protection Association's Standard No. 211, Standards for Chimneys, Fireplaces, Vents and Solid Fuel-Burning Appliances, and the term "alteration" means any change to the device other than routine, periodic maintenance or repair or replacement of damaged or worn components with equivalent components. Before a solid fuel burning device is utilized, the owner of the property on which it is located must contact the Fire/Rescue Department and arrange to have the device inspected. The fee for such inspection shall be \$25.00. If the Fire/Rescue Department finds that the device and its installation comply with all applicable codes and regulations, the Fire/Rescue Department shall issue a permit. Copies of permits will be kept on file at the Fire/Rescue Department and at the Code Enforcement Office.

ARTICLE VII DEFINITIONS AND REQUIREMENTS

Section 1. An approved automatic sprinkler system shall mean a system installed in accordance with the National Fire Protection Association Standard 13 or 13D.

Section 2. Any building requiring the installation of a Standard 13 System shall have a fire department connection. The location of the connection shall be approved by the Fire Chief and properly signed Fire Department Connection.

Section 3. All sprinkler systems installed under this Ordinance shall have the following:

- A. A tamper switch alarm at the system shut-off;
- B. An evacuation alarm for the building that will sound when the sprinkler system is activated. The evacuation alarm shall be audible throughout the entire building;
- C. An outside water flow alarm;
- D. Butterfly valves will not be allowed on any N.F.P.A. Standard 13 System;
- E. An automatic alarm to dispatch when the system is activated.

Section 4. Occupied or unoccupied buildings or portions thereof of any construction having a sprinkler system in place, shall maintain all sprinkler and standpipe systems and all component parts in a workable condition at all times, and it shall be unlawful for any owner or occupant to reduce the effectiveness of the protection these systems provide, except that this shall not prohibit the owner or occupant from temporally reducing or discontinuing the protection where necessary for the purpose of conducting tests, repairs, alterations, or additions. The tests, repairs, alterations or additions are to be done in such a way as to avoid the creation of a safety hazard.

The Fire Chief shall be notified before any such tests; repairs, alterations or additions are started.

Section 5. For the purpose of this Ordinance, the term building shall mean any structure except:

- A. Single-family dwelling.
- B. Two-family dwelling of two stories or less in height.
- C. Barn or stable used exclusively for agricultural purposes.
- D. Shelters having roofs supported by columns or walls and intended for storage, housing use or enclosure of persons, animals, or chattels, but not excepting any garage, out building, or any accessory buildings used for any commercial or industrial purpose.

The building also includes any garage, out buildings or any accessory building used for any

commercial or industrial purpose.

Section 6. Any building having more than one sprinkler riser shall have the risers separately zoned and wired to a local alarm energy panel to provide zone identification upon activation. The energy panel shall be located at the energy alarm panel showing each zone of the building.

Section 7. A lock box shall be provided outside the building's main entrance to any building regulated hereunder, containing a key or keys to allow access to all fire department areas.

Section 8. A permit shall be obtained from the Fire Chief before the start of construction of the sprinkler system. A set of blueprints showing the entire sprinkler system and rate of flow shall be provided when the permit is obtained.

A copy of the permit shall be forwarded to the Code Enforcement Office. No Certificate of Occupancy shall be issued until the system has been properly installed, tested and approved by the Fire Chief or his designee.

Section 9. Any building containing a sprinkler system shall have a yearly test completed on the system by a qualified sprinkler technician. A written copy of the yearly test results shall be forwarded to the Fire Chief's office.

ARTICLE VIII NEW BUILDING CONSTRUCTION

Section 1. An approved automatic sprinkler system shall be installed in all areas of new buildings meeting any or all of the following criteria:

- A. Three (3) or more stories in height;
- B. Thirty-five (35) or more feet in height, one hundred thousand (100,000) cubic feet in volume or ten thousand (10,000) square feet in floor area, structures sharing a common foundation, roof, or walls totaling 10,000 square feet;
- C. Multiple family or multiple occupant dwelling and/or all lodging units of two (2) stories in height.
- D. Any single-family dwelling attached units – such as town houses, garden apartments, with three (3) or more units attached together and/or any grouping of 3 unit style buildings.

In those instances where a proposed addition or additives will exceed twenty-five percent (25%) or the area and/or volume of the existing building or when the cost of the renovation of the existing building meet criteria of Article 5 or Article 6 – Section 1 in equal to or greater than fifty percent (50%) of the current building value as shown on the assessment records to the Tax Collector of the Town of Raymond, Maine and when the resulting building, including the addition or additions, meet the criteria in Article 5 or Article 6 – Section 1 above, the existing building and addition shall have an approved automatic sprinkler system.

- E. Any building required to have sprinklers, larger than one dwelling unit, shall have sprinkler coverage in the truss loft.
- F. In addition to the foregoing and notwithstanding anything to the contrary in the foregoing, any dwelling that is built pursuant to a building permit issued after [date of town meeting] shall be equipped with a sprinkler system that complies with the applicable requirements of the National Fire Protection Association's Standard No. 13, Standard for the Installation of Automatic Sprinkler Systems.
- G. Any subdivision with six or more dwelling units (including condominiums, apartments or single-family dwellings) shall install one 10,000 gallon cistern/tank with applicable Fire Department connections, in addition to any sprinkler systems required under this Article. With each additional six dwelling units an additional cistern/tank shall be installed and placed in an area where the Fire/Rescue Department finds it safe and reasonable. Notwithstanding anything to the contrary in 1 M.R.S.A. § 302, this requirement shall apply to any subdivision which has not been approved by the Raymond Planning Board prior to [date of town meeting].
- H. Any new dwelling constructed or any new electrical service installed in an existing building shall include an emergency electrical disconnect to be installed at the building electrical service meter. This requirement shall apply to any construction or installation for which a building permit not been issued prior to [date of town meeting]. This requirement applies to all buildings, both residential and nonresidential.

TOWN OF RAYMOND Assessing Office

401 Webbs Mills Road Raymond, Maine 04071
Phone 207.655.4742 x51 Fax 207.655.3024
assessor@raymondmaine.org

ABATEMENT DENIED

The 65 Spring Valley Trust
C/O Richard & Donna Granese
36 Daniel Lucy Way
Newburyport, MA 01950

Map-Lot 016-029

Account # G5110R

Dear Mr. and Mrs. Granese,

This letter is to inform you that the Raymond Assessors have denied your abatement request for the 2009 tax year.

The abatement was denied on the following grounds:

The assessment is consistent with the values of similar properties in the Town of Raymond.

If you are dissatisfied with the decision of the assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Raymond Board of Assessment Review, 401 Webbs Mills Road, Raymond, ME 04071.

Voted by the Raymond Assessors on: _____

TOWN OF RAYMOND Assessing Office

401 Webbs Mills Road Raymond, Maine 04071
Phone 207.655.4742 x51 Fax 207.655.3024
assessor@raymondmaine.org

ABATEMENT GRANTED

James Boyle
10 Rocky Brook Road
Perrineville, NJ 08535

Map-Lot 042-037-000-000 Account # P0300R

Dear James,

This letter is to inform you that the Raymond Assessors have reduced your property value by 65,700 and granted an abatement of **\$729.93** for the **2009** tax year. If you have paid your taxes in full, a refund will be mailed to you, if you have outstanding taxes, this amount will be removed from your total.

	2009	2009 Revised	Change
Land	62000	27700	-34300
Bldg	185600	154200	-31400
Total	247600	181900	
Exempt	0	0	
Taxable Total	247600	181900	
Mil Rate	0.01111	0.01111	0.01111
Tax	\$2,750.84	\$2,020.91	\$729.93

The abatement was granted on the following grounds:

The property does not have Panther Pond Access so the land value was lowered. The building has an unfinished area on the second floor and the building pricing was adjusted to acknowledge this.

If you are dissatisfied with the decision of the assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Raymond Board of Assessment Review, 401 Webbs Mills Road, Raymond, ME 04071.

Voted by the Raymond Assessors on: _____

**WARRANT AND NOTICE OF ELECTION
CALLING REGIONAL SCHOOL UNIT NO. 14
BUDGET VALIDATION REFERENDUM
(20-A M.R.S.A. §1486)**

TO: Michael Duffy, a resident of Regional School Unit No. 14 (the "Regional School Unit")
composed of Raymond and Windham, State of Maine:

In the name of the State of Maine, you are hereby ordered to serve upon the
Municipal Clerks of each of the municipalities within Regional School Union No. 14,
namely, Raymond and Windham, an attested copy of this Warrant and Notice of Election.
Service shall be in hand within three (3) days of the date of this Warrant and Notice of
Election. The Municipal Clerks of the above municipalities shall immediately notify
the respective municipal officers, who shall post the following Warrant and Notice of
Election.

**TOWN OF RAYMOND
REGIONAL SCHOOL UNIT BUDGET VALIDATION REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Cumberland ss.

State of Maine

TO Louise Lester, Town Clerk of Raymond: You are hereby required in the name of the State of
Maine to notify the voters of this municipality of the election described in this Warrant and
Notice of Election.

TO THE VOTERS OF RAYMOND:

You are hereby notified that a Regional School Unit budget validation referendum
election will be held in the Town of Raymond on Tuesday, June 8, 2010 for the purpose of
determining the following referendum articles:

Article 1A: To elect a Moderator to preside at said meeting.

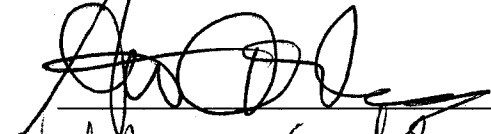
Article 1: Do you favor approving the Regional School Unit No. 14 budget for the
upcoming school year that was adopted at the latest Regional School Unit Budget
Meeting?

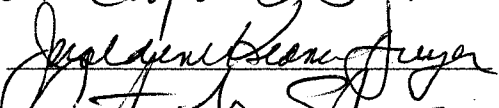
The voting on Article 1 shall be by secret ballot referendum. The polls will be opened
immediately after election of the Moderator following commencement of the meeting at 7:00
a.m. and closed at 8:00 p.m.

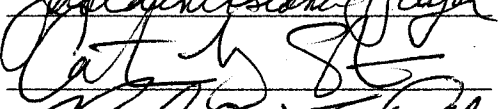
The Registrar of Voters shall hold office hours while the polls are open to correct any
error in or change a name or address on the voting list; to accept the registration of any person
eligible to vote and to accept new enrollments.

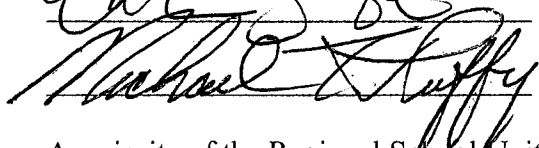
A person who is not registered as a voter may not vote in any election.

Given under our hand this day, May 5, 2010, at Windham, Maine.




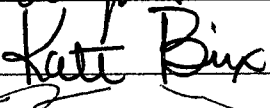
Maycie Turner



Josephine


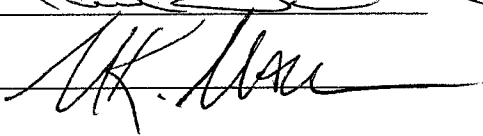
Catherine


Michael Duffy



Alyssa


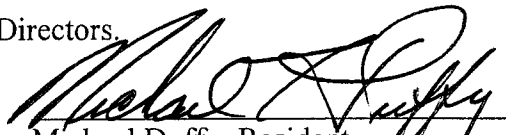
Kate Bix


[unclear]


[unclear]

A majority of the Regional School Unit No. 14 Board of Directors.

A true copy of the Warrant and Notice of Election, attest:



Michael Duffy, Resident
of Regional School Unit No. 14

Countersigned this _____ day of _____ 2010 at Raymond, Maine

_____	_____
_____	_____
_____	_____

A majority of the Municipal Officers of the Town of Raymond

A true copy of the Warrant and Notice of Election, attest:

Louise Lester, Town Clerk
Town of Raymond, Maine



April 23, 2010

Mr. Donald Willard
Raymond Town Manager
401 Route 85
Raymond, ME 04071

RE: GPCOG Lakes Region Planning Initiative

Dear Don,

I am writing to follow up on our meeting with you and your Board of Selectmen to confirm our understanding that the Town of Raymond is prepared to move forward with Phase I of GPCOG's proposed Lakes Region Planning Initiative.

As outlined in our proposal and explained to your Board, the first phase of this process only requires that the Town appoint a representative to serve on the Design Team. Anticipated to take six to twelve months to complete, the Design Team's charge will be to develop a process for creating a regional plan. They will not be creating the actual plan; that will occur in Phase II. The recommendations of the Design Team will be brought back to each of the participating communities for review, comment and support prior to moving forward with Phase II.

The Design Team is to be made up of a representative from each participating community. To date we have presented to Bridgton, Casco, Harrison, Naples, Raymond and Sebago, and are scheduled to present in a workshop to the Town of Standish on April 27th. We have also spoken with town officials from Frye Island and town staff from Windham. Bridgton, Casco, Naples, Raymond, and Sebago have registered their support for the phase one effort. Frye Island has made a preliminary commitment to the first phase and is likely to formally confirm early this summer.

We feel the six communities that have made a commitment to the first phase provide enough critical mass to commence with the first phase. As a result, we are hopeful that the first meeting of the Design Team can be scheduled in June. In order to meet this schedule we respectfully request that a representative from your community be appointed as soon as possible.

This is an exciting undertaking and we look forward to working with each of the communities to develop a planning process that is both meaningful and will produce a quality vision and plan for the future of the region.

As always, please contact me with any questions or suggestions.

Thank you and best regards.

Neal W. Allen
Executive Director

Serving the Greater Portland and Lakes Region Communities

68 Marginal Way ♦ Portland, Maine 04101 ♦ Telephone (207) 774-9891 ♦ Fax (207) 774-7149



**Town of Raymond
Provider Agency Funding Request/
Reporting Requirements Policy**

All Provider Agencies requesting funding from the Town of Raymond are required to provide the following documentation on an annual basis.

1. Completed funding request application obtained from the Town Clerk's Office.
2. Statement of current officers with telephone and email contact information.
3. Minutes from the last Annual Meeting.
4. Latest financial statement.
5. Letter outlining intended use of town funds
6. If funds were received during the previous year, statement documenting how those funds were used.

Approved by the Board of Selectmen on _____

TOWN OF RAYMOND

Tuesday, June 1, 2010

ANNUAL BUDGET/TOWN WARRANT

TO: Nathan White, a resident of the Town of Raymond, 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 the Jordan-Small Middle School gymnasium, in said Town of Raymond on Tuesday, June 1, 2010 at 7:00 P.M., then and there to act on the following articles:

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

[NOTE: The use of the word "Article" within the ordinance does not indicate a separate warrant article.]

ARTICLE 2: Shall Article 2, Section A and Article 8, Section B of the Town of Raymond Land Use Ordinance, as adopted May 21, 1994 and amended through June 2, 2009, and Section 9.A, Section 13, Section 14, Section 15, and Section 17 of the Town of Raymond Shoreland Zoning Provisions, as adopted May 21, 1994 and amended through June 2, 2009, be further amended by adding the underscored language and deleting the language in strikeover type, as shown below and shall the Land Use Map adopted December 2, 2008 as part of the Land Use Ordinance of the Town of Raymond, Maine be superseded and replaced by a new Land Use Regulation Map being that map entitled *Town of Raymond, Maine Official Land Use Map* prepared by New England Planning Concepts and filed in the office of the Town Clerk on _____, 2010 and being that map that includes Stream Protection (SP) districts?

The Planning Board recommends adoption of this article.

ARTICLE 3: Shall Article 9, Sections N and Y, and Article 12, of the Town of Raymond Land Use Ordinance, as adopted May 21, 1994 and amended through June 2, 2009, be further amended by adding the underscored language and deleting the language in strikeover type, as shown below?

The Planning Board recommends adoption of this article.

ARTICLE 4: Shall Article 5, Section E of the Town of Raymond Land Use Ordinance, as adopted May 21, 1994 and amended through June 2, 2009, be further amended by adding the underscored language and deleting the language in strikeover type, as shown below?

The Planning Board recommends adoption of this article.

ARTICLE 5: Shall Articles 3, 4, 5, 6, 8, and 9 of the Town of Raymond Subdivision Ordinance, as adopted May 21, 1994 and amended through December 8, 2008, be further amended by adding the underscored language and deleting the language in strikeover type, as shown below, and shall Article 7 be inserted in the Town of Raymond Subdivision Ordinance, as adopted May 21, 1994 and amended through December 8, 2008 by adding the underscored language, as shown below, and all following Articles be amended accordingly for renumbering?

The Planning Board recommends adoption of this article.

ARTICLE 6: Shall the Town of Raymond Addressing Ordinance as adopted March 15, 1997 be amended as shown below.

The Fire Department recommends adoption of this article.

ADDRESSING ORDINANCE

Section 1. Purpose:

The purpose of this Ordinance is to enhance the effective and rapid location of properties by public safety personnel including: law enforcement, fire, rescue, and emergency medical services personnel in the Town of Raymond.

Section 2. Authority:

This Ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

Section 3. Administration:

This Ordinance shall be administered by the Board of Selectmen, Town Manager, and E911 Coordinator. The Board of Selectmen is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Section 4 and 5. The E911 Coordinator shall also be responsible for maintaining the following records of this Ordinance:

- a) A Raymond map of official use showing road names and numbers;
- b) An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers;
- c) An alphabetical list of all roads with property owners listed in order of their assigned numbers.

Section 4. Naming System:

All roads that serve two or more properties shall be named regardless of whether the ownership of the road is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel or dirt thoroughfare. "Property" refers to any property on

which more or less a permanent structure has been erected. A road name assigned by the Town of Raymond shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

- a) No two roads shall be given the same name (e.g. no Pine Street and Pine Lane);
- b) No two roads shall have similar-sounding names (e.g. no Woodlawn Avenue and Woodland Street).
- c) Each road shall have the same name throughout its entire length, except, when authorized by the Board of Selectmen, the name may change at a significant landmark or intersection.

Section 5. Numbering System:

Numbers shall be assigned every fifty (50) to two hundred (200) feet, depending on density and geographic location (e.g. 50 feet in Village areas and up to 200 feet in rural areas), along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, determined by the number origin.

The following criteria shall govern the numbering system:

- a) All number origins shall begin from Roosevelt Trail or that end of the road closest to Roosevelt Trail. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- b) The number assigned to each structure shall be that of the numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.
- c) Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy. (i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt. 2).

Section 6. Compliance:

All owners of structures shall, by the date stipulated in Section 8, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- a) Number on the structure or residence: Where the residence or structure is located and clearly visible within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry;
- b) Number at the street line: Where the residence or structure is over fifty (50) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box (when such mailbox is located on the same side of the street where the principal structure is located), or on some structure at the property line next to the walk or access drive to the residence or structure.

- c) Size and Color of number: Numbers shall be at least 4" in height, contrasting color to the background, and shall be located to be visible from the road on a permanent structure, post or mailbox. The number should be high enough so that snow does not obstruct it in the winter months.
- d) Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this Ordinance. (Note: Historic dates identifying when the property was established or the structure was built shall be exempt from the section. Careful consideration of clear distinction between a historical date and the physical address numbers shall be made by the property owner.)
- e) Interior location: All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.
- f) The Fire/Rescue Department shall receive notification from Code Enforcement whenever a Certificate of Occupancy is issued in the Town of Raymond.
- g) Fines: Non-Compliance of this ordinance as requested by either Fire/Rescue Department, Code Enforcement, or Law Enforcement personnel will result in an annual fine of \$50.00. No certificate of occupancy shall be issued until numbering is properly installed.

Section 7. New Construction and Subdivisions:

All new construction and subdivision shall be named and numbered in accordance with the provisions of this Ordinance and as follows:

- a) New Construction: Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the E911 Coordinator. This shall be done at the time of the issuance of the building permit.
- b) New Subdivisions: Any prospective subdivider shall show a proposed road name and lot numbering system of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Board of Selectmen, shall constitute the assignment of the road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every fifty (50) feet to aid in the assignment of numbers to structures subsequently constructed.

Section 8. Effective Date:

This Ordinance shall become effective as of January 1, 1998. It shall be the duty of the Board of Selectmen to notify by mail each property owner and the Post Office of a new address at least thirty (30) days before the effective date of its use. It shall be the duty of each property owner to comply with this Ordinance, including the posting of new property numbers, within thirty (30) days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

Section 9. Enforcement:

It is expected that this Ordinance will be complied with. If for any reason, a property owner or resident fails to comply with this Ordinance, they shall be deemed to have assumed the risk of not receiving emergency assistance at the same level of service had they met the requirements of this Ordinance.

Section 10. Severability:

In the event that any portion of this Ordinance is found by a court to be invalid, the remaining provisions shall continue in full force and effect.

[NOTE: The use of the word "Article" within the ordinance does not indicate a separate warrant article.]

ARTICLE 7: Shall the Town of Raymond Fire Protection Ordinance be adopted as written.

The Fire Department recommends adoption of this article.

ARTICLE I

Section 1. This Ordinance shall be known as the Town of Raymond Fire Protection Ordinance.

Section 2. The purpose of the Ordinance is to establish in the manner provided by law, a Municipal Fire/Rescue Department according to the provisions of 30-A M.R.S.A. §3151 and to establish an ordinance governing the installation of sprinkler systems in certain buildings in the Town of Raymond, Maine.

Section 3. A Municipal Fire/Rescue Department means an organized Firefighting/Rescue unit established pursuant to this Ordinance.

Section 4. A Municipal Firefighter shall mean an active member, whether full-time, part-time, or on call, of a municipal fire department.

Section 5. A Municipal Rescue Member shall mean an active member whether full-time, part-time, or on call, of a municipal rescue department, who aids in providing emergency medical and rescue assistance and is qualified to render such aid under current Human Services regulations governing rescue and ambulance personnel.

ARTICLE II

Section 1. There shall be a Municipal Fire/Rescue Department that is established by this Ordinance.

Section 2. The duties of the Fire/Rescue Department shall be to provide fire protection and emergency medical care to the Town of Raymond and elsewhere as provided by mutual aid or other contractual agreements approved by the municipal officials.

Section 3. The head of the Municipal Fire/Rescue Department shall be the Fire Chief, who shall be appointed by the Town Manager and confirmed by the Board of Selectmen.

ARTICLE III

Section 1. Members of the Municipal Fire/Rescue Department shall enjoy the privileges and immunities as provided them by 30-A, M.R.S.A. §3155, and 14 M.R.S.A. §8101-8118.

ARTICLE IV NFPA LIFE SAFETY CODE 101

The Town of Raymond adopts the NFPA Life Safety Code 101 by reference (the most current edition) as the basis for inspection and plans review for buildings other than single-family homes.

ARTICLE V ALARM SYSTEM REQUIREMENTS

Section 1. A monitored fire alarm system is required in any business, manufacturing facility, school, day care, church, and apartment house with more than 3 units, or other public assembly occupancy of more than 1,000 square feet. Spaces of less than 1,000 square feet housed in one building or sharing common walls, roofs, or foundations are not exempted. This requirement must be implemented by December 31, 2001.

- A. Proof of yearly alarm system testing must be forwarded to: The Raymond Fire Department, Att: Chief's Office, 401 Webbs Mills Road, Raymond, Maine 04071 by January 1st of each year.
- B. All structures that are required to have an alarm or sprinkler system shall also have a secure key box, approved by the Fire Department, containing keys to the entire building, contact information and a map of the building.

ARTICLE VI

Section 1. All trash and construction dumpsters shall be placed no closer than 10 feet from a structure, overhang, overhead wires, or be protected by an automatic suppression system if placed closer than 10 feet.

The storage of any flammable items, other than items accepted by local Fire Department, Code Enforcement, NFPA Life Safety Code, or BOCA, within 10 feet of any business, manufacturing facility, apartment house, school, day care, or public assembly occupancy is prohibited.

Section 2. Solid Fuel Burning Stove Permit

A permit is required for the installation or alteration of any solid fuel burning device in the Town of Raymond. As used in this section, the term "solid fuel burning device" includes any wood or pellet stove or any other stove which burns a solid fuel as described in the National Fire Protection Association's Standard No. 211, Standards for Chimneys, Fireplaces, Vents and Solid Fuel-Burning Appliances, and the term "alteration" means any change to the device other than routine, periodic maintenance or repair or replacement of damaged or worn components with equivalent components. Before a solid fuel burning device is utilized, the owner of the

property on which it is located must contact the Fire/Rescue Department and arrange to have the device inspected. The fee for such inspection shall be \$25.00. If the Fire/Rescue Department finds that the device and its installation comply with all applicable codes and regulations, the Fire/Rescue Department shall issue a permit. Copies of permits will be kept on file at the Fire/Rescue Department and at the Code Enforcement Office.

ARTICLE VII DEFINITIONS AND REQUIREMENTS

Section 1. An approved automatic sprinkler system shall mean a system installed in accordance with the National Fire Protection Association Standard 13 or 13D.

Section 2. Any building requiring the installation of a Standard 13 System shall have a fire department connection. The location of the connection shall be approved by the Fire Chief and properly signed Fire Department Connection.

Section 3. All sprinkler systems installed under this Ordinance shall have the following:

- A. A tamper switch alarm at the system shut-off;
- B. An evacuation alarm for the building that will sound when the sprinkler system is activated. The evacuation alarm shall be audible throughout the entire building;
- C. An outside water flow alarm;
- D. Butterfly valves will not be allowed on any N.F.P.A. Standard 13 System;
- E. An automatic alarm to dispatch when the system is activated.

Section 4. Occupied or unoccupied buildings or portions thereof of any construction having a sprinkler system in place, shall maintain all sprinkler and standpipe systems and all component parts in a workable condition at all times, and it shall be unlawful for any owner or occupant to reduce the effectiveness of the protection these systems provide, except that this shall not prohibit the owner or occupant from temporally reducing or discontinuing the protection where necessary for the purpose of conducting tests, repairs, alterations, or additions. The tests, repairs, alterations or additions are to be done in such a way as to avoid the creation of a safety hazard.

The Fire Chief shall be notified before any such tests, repairs, alterations or additions are started.

Section 5. For the purpose of this Ordinance, the term building shall mean any structure except:

- A. Single-family dwelling.
- B. Two-family dwelling of two stories or less in height.
- C. Barn or stable used exclusively for agricultural purposes.

D. Shelters having roofs supported by columns or walls and intended for storage, housing use or enclosure of persons, animals, or chattels but not excepting any garage, out building, or any accessory buildings used for any commercial or industrial purpose.

The building also includes any garage, out buildings or any accessory building used for any commercial or industrial purpose.

Section 6. Any building having more than one sprinkler riser shall have the risers separately zoned and wired to a local alarm energy panel to provide zone identification upon activation. The energy panel shall be located at the energy alarm panel showing each zone of the building.

Section 7. A lock box shall be provided outside the building's main entrance to any building regulated hereunder, containing a key or keys to allow access to all fire department areas.

Section 8. A permit shall be obtained from the Fire Chief before the start of construction of the sprinkler system. A set of blueprints showing the entire sprinkler system and rate of flow shall be provided when the permit is obtained.

A copy of the permit shall be forwarded to the Code Enforcement Office. No Certificate of Occupancy shall be issued until the system has been properly installed, tested and approved by the Fire Chief or his designee.

Section 9. Any building containing a sprinkler system shall have a yearly test completed on the system by a qualified sprinkler technician. A written copy of the yearly test results shall be forwarded to the Fire Chief's office.

ARTICLE VIII NEW BUILDING CONSTRUCTION

Section 1. An approved automatic sprinkler system shall be installed in all areas of new buildings meeting any or all of the following criteria:

- A. Three (3) or more stories in height;
- B. Thirty-five (35) or more feet in height, one hundred thousand (100,000) cubic feet in volume or ten thousand (10,000) square feet in floor area, structures sharing a common foundation, roof, or walls totaling 10,000 square feet;
- C. Multiple family or multiple occupant dwelling and/or all lodging units of two (2) stories in height.
- D. Any single-family dwelling attached units – such as town houses, garden apartments, with three (3) or more units attached together and/or any grouping of 3 unit style buildings.

In those instances where a proposed addition or additives will exceed twenty-five percent (25%) or the area and/or volume of the existing building or when the cost of the renovation of the existing building meet criteria of Article 5 or Article 6 – Section 1 in equal to or greater than fifty percent (50%) of the current building value as shown on the assessment records to the Tax Collector of the Town of Raymond, Maine and when the resulting building, including the addition or additions, meet the criteria in Article 5 or Article 6 – Section 1 above, the existing building and addition shall have an approved automatic sprinkler system.

- E. Any building required to have sprinklers, larger than one dwelling unit, shall have sprinkler coverage in the truss loft.
- F. In addition to the foregoing and notwithstanding anything to the contrary in the foregoing, any dwelling that is built pursuant to a building permit issued after [date of town meeting] shall be equipped with a sprinkler system that complies with the applicable requirements of the National Fire Protection Association's Standard No. 13, Standard for the Installation of Automatic Sprinkler Systems.
- G. Any subdivision with six or more dwelling units (including condominiums, apartments or single-family dwellings) shall install one 10,000 gallon cistern/tank with applicable Fire Department connections, in addition to any sprinkler systems required under this Article. With each additional six dwelling units an additional cistern/tank shall be installed and placed in an area where the Fire/Rescue Department finds it safe and reasonable. Notwithstanding anything to the contrary in 1 M.R.S.A. § 302, this requirement shall apply to any subdivision which has not been approved by the Raymond Planning Board prior to [date of town meeting].

Any new dwelling constructed or any new electrical service installed in an existing building shall include an emergency electrical disconnect to be installed at the building electrical service meter. This requirement shall apply to any construction or installation for which a building permit not been issued prior to [date of town meeting]. This requirement applies to all buildings, both residential and nonresidential.

ARTICLE 8: To see if the Town will vote to authorize the Selectmen on behalf of the Town to sell and dispose of any property acquired by the Town for nonpayment of taxes pursuant to the policy adopted by the Selectmen, as may be amended from time to time, the policy to remain consistent with State statutes and laws. In all cases conveyance to be made by municipal quitclaim deed.

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 9: To see what date taxes will be due and to set an interest rate for unpaid amounts.

The Selectmen recommend 1st half to be due October 31, 2010 and 2nd half to be due April 30, 2011 with interest at seven percent (7%) on any unpaid balances.

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 10: To see if the Town will vote to set the interest rate to be paid by the Town on abated taxes at seven percent (7%) for the fiscal year.

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 11: To see if the Town will vote to authorize the Board of Selectmen to dispose of Town owned personal property with value not to exceed \$35,000.

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 12: To see if the Town will vote to authorize the Selectmen to borrow from or appropriate from fund balance (surplus) as they deem advisable to meet the unanticipated needs of the community that occur during the fiscal year.

The Selectmen recommend an amount not over \$75,000.
The Budget Committee recommends an amount not over \$75,000.

ARTICLE 13: To see if the Town will authorize the Selectmen, for the fiscal year 2010 - 2011, to transfer funds between appropriation accounts as long as the grand total of all appropriations is not exceeded. Any such transfers to be approved only at a properly called public meeting of the Selectmen.

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 14: To see if the Town will vote to authorize the use of Town employees and/or Town owned equipment or independent contractor(s) hired by the Town for maintenance on private roads in special and certain circumstances where in the public's interest.

Note of explanation -- Two examples of when the use of Town employees and equipment may be necessary:

- A. Tying in work done on a public road that intersects a private road;
- B. Plowing snow on a private road to clear the way for emergency response apparatus.

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 15: To see if the Town will vote to authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 16: To see if the Town will vote to appropriate from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2010 - 2011 projects proposed in the Tax Increment Financing District Development Program.
Amount requested: \$193,823

Note: Included in this item are:	Raymond-Casco Historical Society	\$ 1,800
	Raymond Waterways Association Milfoil Program	\$15,000

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 17: To see if the Town will vote to raise and appropriate for the Administration account.

Amount requested: \$468,010

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 18: To see if the Town will vote to raise and appropriate for the Assessing account.

Amount requested: \$65,669

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 19: To see if the Town will vote to raise and appropriate for the Town Hall account.

Amount requested: \$30,623

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 20: To see if the Town will vote to raise and appropriate for the Insurance account.

Amount requested: \$478,492

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 21: To see if the Town will vote to raise and appropriate for the General Assistance account.

Amount requested: \$4,000

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 22: To see if the Town will vote to raise and appropriate for the Technology Department account.

Amount requested: \$150,000

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 23: To see if the Town will vote to raise and appropriate for the Community Development account.

Amount requested: \$39,850

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 24: To see if the Town will vote to raise and appropriate for the Fire/Rescue Department account.
Amount requested: \$578,196

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 25: To see if the Town will vote to raise and appropriate for the Animal Control account.
Amount requested: \$13,771

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 26: To see if the Town will vote to raise and appropriate for the Infrastructure account.
Amount requested: \$20,930

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 27: To see if the Town will vote to raise and appropriate for the Public Works account.
Amount requested: \$589,499

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 28: To see if the Town will vote to raise and appropriate for the Solid Waste account.
Amount requested: \$471,555

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 29: To see if the Town will vote to raise and appropriate for the Cemeteries account.
Amount requested: \$16,112

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 30: To see if the Town will vote to raise and appropriate for the Parks & Recreation account.
Amount requested: \$11,697

Included are: Contract Services	\$6,697
Raymond Rattlers Snowmobile	\$2,000
Raymond Baseball/Softball	\$1,000
Agawam mowing/soccer	\$2,000

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 31: To see if the Town will vote to raise and appropriate for the Raymond Village Library.

Amount requested: \$30,900

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 32: Reserved

ARTICLE 33: To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) account.

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 34: To see if the Town will vote to raise and appropriate for the Capital Improvement account.

Amount requested: \$678,665

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 35: To see if the Town will vote to raise and appropriate for the County Tax account.

Amount requested: \$544,946

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 36: To see if the Town will vote to appropriate the total sum of \$1,566,148 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds that may be available from the federal government and any other sources.

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 37: To see if the Town will vote to authorize the Selectmen to accept or reject grants, donations and/or gifts of money to the Town of Raymond and to expend monies donated for specific purposes.

The Selectmen recommend adoption of this article.

The Budget Committee recommends adoption of this article.

ARTICLE 38: To see if the Town will vote to accept certain State Funds as provided by the Maine State Legislature during the fiscal year beginning July 1, 2010 and any other funds provided by any other entity including but not limited to:

- A. Municipal Revenue Sharing
- B. Local Road Assistance
- C. Emergency Management Assistance
- D. Snowmobile Registration Money
- E. Tree Growth Reimbursement
- F. General Assistance Reimbursement
- G. Veteran's Exemption Reimbursement
- H. State Grant or Other Funds

The Selectmen recommend adoption of this article.
The Budget Committee recommends adoption of this article.

ARTICLE 39: To see if the town will vote to participate in the Lake Region GreenPrint 'Phase 1' Planning project.

The Conservation Commission recommends \$4,299.
The Selectmen recommend \$4,299.

Explanation: A GreenPrint is a strategic planning communication and decision-making process based on local and regional priorities designed to meet community open space, park, recreation and environmental goals.

A GreenPrint results in a set of color-coded maps, interactive web-based tools, and action strategies related to the natural environment, open space protection and land use planning. Funding of \$4,299 would come from existing Conservation Commission budgets for FY 2009-2010 and 2010-2011.

Given under our hands this day of AD 2010.

Mike Reynolds

Joseph Bruno

Dana Desjardins

Charles Leavitt

Lawrence Taylor

Selectmen of Raymond

The BOS will need to formally approve your request prior to the end of the fiscal year. In speaking with Mike he would like to put this on the next agenda scheduled for May 11th at 7:00 pm at the Broadcast Studio.. Will this work for you?

Don Willard
Town Manager
Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071

(207) 655-6994 v
(207) 655-3024 f
(207) 650-9001 m

John B. Rand wrote:

Hi Don - thanks for getting the Greenprint article into the warrant.

I am requesting that you forward any balance at the end of June in our 2009/2010 RCC budget ahead into 2010/2011. I believe we have about \$3000 now and I requested \$4000 for 2010/2011 so we then should have \$7000 going into the new fiscal year. If we get our Greenprint article passed this will give us sufficient funding for our share (\$4299). Call or email with any questions and thanks again for your help.
John Rand

<don_willard.vcf>

--
Don Willard
Town Manager
Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071

(207) 655-6994 v
(207) 655-3024 f
(207) 650-9001 m

Don Willard <don.willard@raymondmaine.org>

Town Manager
Town of Raymond

5/6/2010 The initials appearing after the suggested change are of the Selectman who made the suggestion.

BYLAWS AND POLICIES
OF THE
BOARD OF SELECTMEN
TOWN OF RAYMOND, MAINE
Adopted January 18, 2005

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Board of Selectmen (Board) meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose. These rules by necessity shall be reviewed and amended from time to time as the need arises and to meet the needs of future Boards. The Selectmen are referred to State of Maine Statutes and Maine Municipal Association "Officers Handbook" for explanation of the many roles and responsibilities of the office.

Section 2. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws. A parliamentarian shall be appointed by the Board of Selectmen (JB).

Section 3. Officers and their Duties

Officers of the Board shall consist of a Chairman and a Vice Chairman to be chosen annually at the first Board meeting after the annual town meeting by and from among Board members. The election of Chairman shall be by nomination and vote of the current Board and requires no qualification other than being a duly elected and sworn Selectman. All members of the Board of Selectmen are required to vote. The office of Chairman shall be limited to 2 consecutive 1-year terms requiring and (CL) at the minimum a term of 1 year between each 2-year period. The Chairman shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board to perform its duties and conduct its affairs.

In the absence of the Chairman, the Vice Chairman shall preside and shall have the same authority. If the Chairman and the Vice Chairman are (CL) absent the most senior Selectman, based on uninterrupted (CL) years of service, shall preside as Chairman pro-tem. If there is more than one senior member, a vote of the three

5/6/2010 The initials appearing after the suggested change are of the Selectman who made the suggestion.

~~remaining members would choose a Chairman pro-tem~~ The Chairman pro-tem shall be chosen by the affirmative vote of a majority of attending membership. (CL) The temporary Chairman is to have and exercise any and all authority conferred upon the permanent Chairman. The Town Manager and/or Town Clerk shall maintain a permanent record of all Board meetings and all correspondence of the Board (CL), which shall be a public record except as otherwise provided by law. The people's right to know law shall be upheld [M.R.S.A. Title 1, Chapter 13]. (DD)

Section 4. Chairman Privileges

The Chairman may move, second, declare by unanimous consent, subject to the following limitations. As it is the function of the Chairman to preserve order and provide a fair hearing, the Chairman shall reserve the right to speak first and last on any subject before the Board. If the Chairman wants to actively participate in the debate in any other manner, he/she should stand down and call another member to take the chair with the unanimous majority (CL) consent of the other members of the Board present. The Chairman should not resume the chair until the pending question is disposed of.

Section 5. Seating Arrangement

Members shall occupy the respective seats in the Board chamber assigned to them by the Chairman, but any two or more members may exchange seats by joining in a written notice to the Chairman to that effect.

Section 6. Quorum Should be located as Section 3. (CL)

A majority of the Board constitutes a quorum. If a quorum cannot be obtained, the meeting may be adjourned until a time and place certain.

Section 7. Attendance

No Selectman shall be excused from attendance at a Board meeting without notification to the Chairman prior to the meeting. Attendance is expected except when a Board member notifies the chairman prior to the meeting.

Section 8. Meetings

Regular meetings of the Board shall be ~~held the first and third Tuesdays of the month or as otherwise necessary or required by law except that the meeting will be held on the next Tuesday whenever the regular meeting day falls on a holiday or as decided at a regular meeting prior to the Tuesday holiday meeting.~~ be at the discretion of the chairman.(JB) Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the Board, provided, however,

5/6/2010 The initials appearing after the suggested change are of the Selectman who made the suggestion.

that notice thereof shall be given to each member at least twenty-four hours in advance, whenever possible, and that no business may be conducted other than as specified in said notice.

Notice of all Board meetings shall be given as required by law by the Town ~~Manager~~ Manager (CL) or Town Clerk, and all such meetings shall be open to the public except as otherwise provided by law. This notice requirement does not preclude the Board from making a trip i.e. site walk during the meeting if circumstance requires. Whenever possible, this intention should be reflected in the agenda. (Is this necessary? CL)

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being present. The order of business at regular meetings shall be as follows:

1. Call to order
2. Minutes of the previous meeting
3. New business
4. Old (unfinished) business
5. Town Manager Report and Communications
6. Fiscal Warrants
7. Adjournment

Section 9. Special Meetings

All meetings other than regularly scheduled meetings shall be considered a Special meeting. Every reasonable effort must be made to notify all Selectmen in advance of a Special Meeting. Notice must be made to a newspaper of general circulation in the town and posted at the town office. A Special Meeting may be called by three methods:

1. The Chairman may call a Special Meeting at any time.
2. The Chairman shall call a Special Meeting if requested by a quorum of Selectmen.
3. A Special Meeting may be called by the Vice Chairman if the Chairman may not be reached by normal methods.

Section 10. Meetings to Execute Documents

If logistics require Selectmen to execute a document, approve a warrant or sign an order outside of the time of a regularly scheduled or Special Meeting, another meeting does not have to be called, providing an approved order exists from a properly noticed public proceeding and record of that proceeding reflects the actual execution will occur outside of the meeting.

Section 11. Executive Session

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA § 405 and no others. The executive session can only be entered after a motion has been made in public session to go into executive session. The nature of the business to be discussed must be a part of that motion, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process. The motion must carry by at least 3/5 of the members present. No topic other than that referred to in the motion shall be discussed during executive session. The Executive session shall be held in such place as to ensure the privacy of the meeting and the Chairman shall determine the public and staff allowed to attend in the executive session. All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board. No official action shall be finally approved at an executive session. Since Minutes of an executive session will become public record, they should only be taken when the contents of the meeting are desired to become public.

Section 12. Public to Address Board

As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor, the Town Manager shall first be allowed to present their initial comments for consideration by the public and other Board members. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the Town Manager regarding the agenda item which any Board member may have which would help to clarify the question presented by the agenda item. The Chairman shall allow questions only during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, there will be time devoted for any resident, taxpayer or authorized representative of an organization resident or taxpayer of the Town of Raymond to address the Board regarding this particular agenda item. The speakers will be required to identify themselves by stating their name, first and last, and residence address prior to sharing their comments. The speakers will be asked not to be repetitious of comments already made to the Selectmen in the interests of the most efficient use of time. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member. After listening to any input from the public present, the Chairman will close public

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comment on the issue and then provide for debate and vote of the issue by the Board. Any further information requested by the speaker shall be referred to the Town Manager to research the matter and make a recommendation to the Selectmen.

(New paragraph LHL) No complaints or allegations will be allowed in public concerning any staff member or any person connected to the Town of Raymond organization. Complaints will be referred to the town manager for investigation and resolution. If unresolved the issue can be brought to the Board of Selectmen. Complaints regarding the town manager ~~to~~ must (LHL) be brought to the chairman of the Board of Selectmen for investigation and resolution; and "to" (LHL) the full Board of Selectmen if unresolved by the chairman." (Questioned by CL)

Section 13. Workshop Sessions

Workshop sessions may be scheduled by the Chairman for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chairman, relating to the subject of the workshop session. No formal vote shall be taken on any matter under discussion nor shall any Board member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board, but an informal vote on any matter under discussion may be taken.

Section 14. Agenda Items

All agenda items shall be, under normal circumstances, submitted by the Board members to the Town Manager seven (7) working days prior to any regular or special meeting by 12:00 noon. The Town Manager will draft the agenda and obtain the Chairman's approval before distribution. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chairman as soon as possible. The first draft agenda will normally be available through public posting one week in advance of the Board of Selectmen meeting

Section 15. Continued Sessions

Any session of the Board may be continued or adjourned from day to day or for more than one day, but no adjournment shall be for longer period than until the next regular meeting.

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Section 16. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chairman, provided, however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 17. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of its attending membership of not less than three members unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote. Conflict issues shall follow established State Law. Any order may be reconsidered by motion of those voting in the affirmative, with Board approval. All other orders shall require a motion, second and recorded vote.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chairman for good cause shown. Those present, in such circumstances, who refuse to vote are regarded as having voted affirmatively, i.e. for the proposition, or to have voted with the majority.

Section 18. Meeting Length

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All Board meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:00 p.m.

Section 19. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 20. Amendments

These bylaws may be amended at any time in writing by majority vote of the Board.

Section 21. Right of Appeal

Any member may appeal to the Board from a ruling of the Chairman. If the appeal is seconded, the member making the appeal may briefly state his reason for it, and the Chairman may briefly explain his ruling. There shall be no debate on the appeal, and no other Selectmen/person shall participate in the discussion. The Chairman shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present vote in favor, the ruling of the Chairman is sustained; otherwise, it is overruled.

Section 22. Minutes

The Town Clerk shall keep an official record of all meetings, which are public proceedings, and the Chairman/Town Manager shall designate staff or a Board member to take the Minutes. The Minutes shall at the minimum reflect the following:

1. Date of meeting
2. Place of meeting
3. Selectmen present
4. Town staff present
5. Members of the public addressing the Selectmen
6. All executive orders and business considered
7. Business to be tabled for future action
8. Announcement of future meetings (special)
9. Time of adjournment
10. Person taking Minutes

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Section 23. Standing Committees, Special Committees, Board Liaison

- a. Standing Committees shall be established by the Board on the recommendation of the Chairman at a regular or special Board meeting.
- b. The Chairman shall appoint Selectmen, as appropriate, to all standing committees, but two or more members may exchange assignments by joining in a written request to the Chairman to that effect and acted upon at a regular or special Board meeting.
- c. The Chairman shall appoint members to special committees and boards except as otherwise established by Board action.
- d. Committee meetings: All committee meetings will be called by the chairperson of the respective committee with the consent of the regular members. The Chairman of the Board or his Selectman designee is an ex-officio member of all standing committees.
- e. Standing Committee action shall be referred to the next regular meeting of the Board, except that as an emergency measure the Selectman may take action at any regular or special Selectmen meeting.
- f. Actions approved by Standing Committees shall be forwarded to the full Board as affirmative motion without need of a second.

Administration Function and Compensation of Members

1. Compensation

Unless otherwise determined by Town Meeting action, the compensation for Selectmen shall be \$100 per month for holding office and serving as a member of the Board.

Each Selectman may be reimbursed for documented expenses such as mileage, tolls, meals, telephone expense and other costs encountered while providing service to the Town in their administrative or executive function. All expense requests are subject to Board approval by accounts payable warrant order. (JB)

2. Functions of the Board

1. All letters of correspondence written by one member of the Board who is representing the Board shall be pre-approved by the Selectmen at a regular meeting of the Board.
2. While in the office maintaining daily activities, one member of the Board may not take action or make any decision, but merely serve in an advisory capacity to

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bring information back to the other Board members during the regular meeting of the Board.

3. While in office, all Board members are to maintain dignity and respect for all other members of the Board.

4. Correspondence for the Board shall be reviewed by the Board at the regular or special meeting and said correspondence is not available to the public until it has been noted at a regular or special Board meeting.

Adopted by the Board on January 18, 2005 (LHL) until the first regular Board meeting after the Annual Town Meeting.

Attest:

Louise H. Lester, Town Clerk