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BOARD OF SELECTMEN AGENDA

October 11, 2011 7:00 p.m. **Broadcast Studio**

SELECTMEN'S MEETING

- 1) Call to order.
- 2) Minutes of previous meeting dated:
 - **September 13, 2011**
- 3) New business.
 - a) Presentation/Discussion of Cumberland County Civic Center Renovation Project Referendum- Chairman Neal Pratt, Cumberland County Civic Center Trustees
 - b) Consideration of Applicant for Appointment (Full Member) to the Board of Assessment Review and Planning Board: Steve Linne- Louise Lester, Town Clerk
 - c) Consideration of Beautification Committee new members, Shirley Bloom and Elaine Keith-Sharon Dodson, Chair
 - d) Review and Consideration of Appointments to Road Improvement Study Committee: Nathan White, Rolf Olsen and Sam Gifford-Louise Lester, Town Clerk
 - e) Consideration of Appointment of Laurie Forbes as Election Warden for November 8, 2011 Elections- Louise Lester, Town Clerk
 - f) Raymond Revitalization Committee Staff Assistance Request- Leader Wayne **Holmquist**
 - g) Executive Session pursuant to 1 MRSA § 405(6)(E&H): Meeting with CEO Chris Hanson regarding ongoing legal matters related to land use violations.
- 4) Old (unfinished) business.
 - a) Recall Ordinance
 - b) Appointment Ordinance
 - c) Tax Acquired Properties
 - d) Consideration of Sex Offender Ordinance
- 5) Public Comment This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.

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

- 6) Town Manager Report and Communications.
 - a) Confirm date for next regular meeting:
 - November 8, 2011
- **7) 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. Previously considered agenda items cannot be addressed under Selectmen communications unless approved by formal vote of the Board of Selectmen.
- 8) Fiscal Warrants Payroll and Appropriation Warrants October 11, 2011
- 9) Adjournment.

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- 1) Call to order.
- 2) Minutes of previous meeting dated:
 - September 13, 2011
- 3) New business.
 - a) Presentation/Discussion of Cumberland County Civic Center Renovation Project Referendum- Chairman Neal Pratt, Cumberland County Civic Center Trustees

Chairman Neal Pratt of the Cumberland County Civic Center Trustees will be joining the Selectmen to discuss the proposed Cumberland County Civic Center renovation project referendum, which will be subject to a countywide vote on November 8, 2011.

b) Consideration of Applicant for Appointment (Full Member) to the Board of Assessment Review and Planning Board: Steve Linne, 66 Musson Road-Louise Lester, Town Clerk

At the September 14th Planning Board meeting a vote was taken to unanimously approve and recommended Mr. Linne for appointment, by the Board of Selectmen. Mr. Linne owns Blacksmith Winery in Casco and has a background in engineering.

c) Consideration of Beautification Committee new members, Shirley Bloom, Sebago Road, and Elaine Keith, Quarry Road- Sharon Dodson, Chair

Beautification Committee Chair Sharon Dodson is requesting Board of Selectmen approval for the addition of two members, Shirley Bloom and Elaine Keith, who are both active volunteers and financial contributors to the Beautification Committee. This would bring the total number of committee members to nine.

d) Review and Consideration of Appointments to Road Improvement Study Committee: Nathan White, Rolf Olsen and Sam Gifford- Louise Lester, Town Clerk

Town Clerk Louise Lester is asking the Board of Selectmen to the consider the appointment of Nathan White, Rolf Olsen and Sam Gifford to the new Road Improvement Study Committee. All of these individuals are current employees and/or active board members. The purpose of this committee would be to evaluate the current condition of Raymond's public road system and to make recommendations for financial strategies to achieve necessary capital improvement work. The committee will investigate the use of long and short term construction bonds, annual Capital Improvement funding, and any other funding mechanisms available.

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

Deadline for next Agenda: October 28, 2011

e) Consideration of Appointment of Laurie Forbes as Election Warden for November 8, 2011 Elections- Louise Lester, Town Clerk

Town Clerk, Louise Lester, is recommending the appointment of Laurie Forbes to serve as the November 8th Town of Raymond Election Warden.

f) Raymond Revitalization Committee Staff Assistance Request- Leader Wayne Holmquist

Revitalization Committee leader Wayne Holmquist is requesting staff assistance from the Town to help with planning and possible future ordinance revisions. He is requesting that funding be made available from the Undesignated Reserve Contingency so that Contract Planner, Hugh Coxe, may have additional work hours to assist and consult with the Revitalization Committee on possible land use amendments (see New England Planning Concepts proposal attached to the ePacket).

g) Executive Session pursuant to 1 MRSA § 405(6)(E&H): Meeting with CEO Chris Hanson and Attorney Shana Cook-Mueller (via telephone) regarding ongoing legal matters related to land use violations.

4) Old (unfinished) business.

a) Recall Ordinance

Raymond Residents, Jack Fitch and Frank McDermott, asked the Board of Selectmen to consider creating an Elected Official's Recall Ordinance at their April 5, 2011 meeting, as authorized under Maine Law M.R.S.A. Title 30-A §2602(6). This would allow Raymond residents to petition for the removal of elected officials, with the exception of school board members, from office. Attached to the ePacket is a document that was drafted based upon the Selectmen specifications and Maine Law.

b) Appointment Ordinance

The Selectmen had requested that an appointment ordinance be drafted that would allow them to appoint an elected official if a regular election was not already scheduled within 90 days, except in the event that a vacancy was the result of a recall.

c) Tax Acquired Properties

Town Staff has prepared a summary of current Tax Acquired Properties and is requesting Selectmen guidance on whether to move toward public sale or retaining any properties for town use. Tax Acquired Property Policy is attached to the ePacket.

d) Consideration of Sex Offender Ordinance

Ms. Sadak came before the Selectmen at their September 13th meeting and requested that the Town adopt a local Sex Offender Ordinance, which would prohibit registered sex offenders from residing in the close proximity of preschools/daycares. There is already a State law which prohibits sex offenders from being living 750 feet of schools and municipal buildings (attached to ePacket).

5) Public Comment This agenda item is for the public to bring attention to any issues and concerns for

future Board of Selectmen meetings.

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- 9) Adjournment.

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401 Webbs Mills Road Raymond, Maine 04071 207.655.4742 Fax 207.655.3024

Memorandum

Date: October 4, 2011

To: Board of Selectmen

From: Danielle Loring, Planning Board Secretary

Re: Full Member Appointment

At the September 14th Planning Board meeting the Board reviewed the application for a new member, Steve Linne, and recommended him for appointment by the Board of Selectmen.

MOTION: Robert O'Neill moved to recommend Steve Linne for membership to the Planning Board and send to Board of Selectmen; Greg Foster.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

If you are a Raymond resident on any of the following please fill in the information Selectmen will consider all decisions for filling a number next few weeks and over the committees and boards however, vacancies occur on a



and interested in serving committees or boards, below. The Board of applications and make of positions over the next year. Not all currently have openings, regular basis.

The Town of Raymond Needs Volunteers
To Serve on Various Boards and Committees

Listing of Boards and Committees:

Appeals Board
Cable TV Committee
Cemetery Committee
Conservation
Commission and
Committeensive Plan
Implementation Committee
Flag Committee
One Raymond Committee
Planning Board

- Raymond Recreation Assoc.
- Recycling Committee
- Route 302 Beautification

Committee

- Tassel Top Park Board of Directors
- Technology Committee
- Town Office/Library Building

Committee

• Veteran's Memorial

Committee

Please complete this form and submit to Louise Lester, Town Clerk, Town Office, 401 Webbs Mills Road, Raymond, Maine 04071.

Name: Stephen R. Linne
Mailing Address: PO Box 86, South Casco, ME 04077 Residence: 66 Musson Rd. Raymond
Telephone Number: 207-9396917
Occupation: Winemaker
E-mail Address: steve42@maine.rr.com

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

1.	
2. Board of Assessment Review	
3. Planning Board	

Volunteer Form

Page 1 of 2

Why are you interested in the board and/or committee chosen above? I am interested in the assessment process. Also it seems more flexible time commitment than other committees.

What contributions and benefits can you bring to the Town of Raymond? I am a business owner. I handle all my own bookkeeping and most of my accounting. I have bought and sold 4 properties each of which involved extensive research into market values. I have lived in Raymond for 19 years and know the area.

What talents and skills do you feel you would contribute to this position? Accounting, engineering, MBA in economics.

What do you feel is the responsibility of the boards and/or committees you chose? To examine the assessment of properties where the owner feels they have been inaccurately assessed. To ensure the Maine law which requires similarly situated properties are similarly assessed.

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

Will your schedule be flexible enough to allow you to attend meetings on a regular basis? yes

Are you familiar with the Comprehensive Plan as adopted by the Town of Raymond? yes

Please feel free to comment on any consideration or aspect of your interest to board or committees that will directly benefit the overall advancement of the Town of Raymond. The road I am on just implemented a road association and the assessment issues have been significant. As a result of this, I have spent time researching the assessment process in Maine.

Thank you for your interest in the Town of Raymond!

From: Sharon Dodson [mailto:rdodson@maine.rr.com]

Sent: Friday, September 16, 2011 3:20 PM

To: 'Don Willard'

Subject: Beautif Committee members

Hi Don,

Today Shirley Bloom and Elaine Keith agreed to be actual members of the Beautification Committee. They have been to almost every Walk n Weed for 3+ years and have adopted gardens that they maintain regularly. They contribute financially when we need a plant here or there, and also come to meetings for the little things we do throughout the year. That will make 9 members of the committee, but 3 of the current members can't attend meetings very much and are not able to do hands-on work, due to their jobs. I think it is okay to have nine on a Town committee, but don't know for sure.

If it is okay to have nine, I would like to get them legal at the next Selectmen's meeting, or the one after that, if possible.

Thanks,

Sharon



Proposal for Consulting Services for Town of Raymond Revitalization Committee

New England Planning Concepts (NEPC) proposes to provide staff support and consultation for the Raymond Revitalization Committee (RRC) in the area of economic development and land use planning, as needed, for up to **10 hours per month** at the current hourly rate for the town (\$65/ hour).

This time commitment is to begin after the Maine RSA (cell tower)
application has been completed which is anticipated to be in December 2011
or January 2012. Prior to that, NEPC will work to provide staff support and
consultation to RRC to the extent my workload permits and with assistance
from Noel Musson.

Duties may include, but are not limited to:

- attending meetings of the RRC or other town meetings related to economic development
- consulting with committee members and town staff
- researching and writing
- making presentations
- ordinance analysis
- zoning review and mapping
- grant writing

For projects or assignments requiring time beyond 10 hours per month, NEPC will work with colleague Noel Musson, or other colleagues with knowledge and experience in the fields of economic development and land use planning, to provide services as needed.

It is understood that as the planner for the town of Raymond, NEPC can not serve as an advocate for policy positions put forward by the RRC.

Town of Raymond Recall Ordinance

Section 1. Petition for a Recall and Notice of Intention: Any person may at any time initiate a petition to recall an elected official of the Town by filing with the Town Clerk a Notice of Intention containing the name(s) and address(es) of the voters signing the Notice and designating the name and address of one such voter to receive notices from the Town. The affidavit must state the name of and the office held by the official sought to be recalled and must contain a statement of the reason or reasons for the proposed recall. Each voter must sign the Notice in the presence of a notary public or other person authorized to administer oaths under Maine law.

If more than one elected official is sought to be recalled, a separate affidavit must be filed regarding each. Only one official can be named on a recall petition.

- Section 2. Petition Forms: Upon receipt of such Notice of Intent, the Town Clerk shall prepare and issue petition forms within three (3) business days to the person designated to receive notices in Section 1. The petition forms prepared by the Clerk shall comply with the requirements of state and local law. Petition forms may be circulated by any registered voter of the Town of Raymond. The forms must include:
 - A) At the top of the form, the name and position of the official subject to recall, the name and contact information of the initiator of the petition and the date by which the signatures must be submitted to the municipal clerk under Section 3.
 - B) Spaces for each voters signature, actual street address and printed name; and
 - C) Space at the bottom of the form for the name and address of the person circulating the petition form.

The petition forms must be filed in the office of the Town Clerk during the normal business hours of the Clerk's office. In order to be accepted for filing, the petition forms must be assembled as one instrument and filed together at the same time. The Town Clerk shall make a notation on the first page of the petition of the date and time of the filing.

If there is a deadline for filing the petitions that falls on a Saturday, Sunday or a holiday on which the Town Clerk's office is closed, the deadline for filing the petition is extended to the next day during which the Town Clerk's office is open for business.

- Section 3. Collection and Submission of Signatures: A petition form under Section 2 may be circulated or signed only by a registered voter of the Town of Raymond. A circulator of the petition form shall fill in the information required under Section, paragraph C and sign the form prior to the submission of the form to the Town Clerk. The initiator of the petition under Section 1 shall collect the petition forms from all the circulators and submit the signed petition forms to the Town Clerk within 30 days of receipt of notice from the Clerk that the petition forms were available under Section 2. The Town Clerk may not accept a petition form submitted more than 30 days after sending notice of availability to the initiator under Section 2, and any voter signatures on that form are invalid.
- Section 4. **Petition Certification and Notification:** For the forms submitted within 30 days after the date the Clerk issued the petition forms, the Clerk shall review the petition pursuant to Section 2. In making those determinations, the Clerk shall apply the following criteria:
 - 1. If any individual petition form fails to comply with the requirements of Section 904, that particular petition form is invalid.
 - 2. If the affidavit of the circulator on any individual petition form has been altered or tampered with in any way, that particular petition form is invalid.

3. If any voter has signed more than one petition form, that voter's name shall be counted only once.

If the Clerk determines that the petition is sufficient and contains the signatures of a number of registered voters of the Town equal to at least 25% of the number of votes cast in Raymond in the last gubernatorial election, shall so certify the petition and immediately give written notice to the Board of Selectmen in writing and to the official sought to be recalled.

If the Town Clerk finds that the number of valid signatures submitted under Section 3 does not meet the requirements for a petition under Section 4, the Town Clerk shall file the petition and the petition forms in the Clerk's Office and notify the initiator of the petition that the petition is insufficient and may be amended within 5 working days (days when the Town Clerk's office is open for business) after the date of such notice by filing additional, supplementary petition forms, issued, circulated and filed in the same manner as the original petition. Upon timely receipt of supplementary petition forms, the Town Clerk shall review them in the same manner as the Clerk reviews an original petition. If the Clerk finds that the petition is still "insufficient, the Clerk shall notify, in writing, the Board of Selectmen and the Designated Petitioner of that determination. That determination by the Clerk shall not prevent the filing of a new petition for the same purpose.

Upon receipt of notice, the official sought to be recalled may submit his or her resignation in writing to the Board of Selectmen, as applicable, in which case the position shall become vacant as of the date of the written resignation and shall be filled pursuant MRSA Title 30-A, §2602, as applicable.

Section 5. If the official sought to be recalled does not resign from the office within 10 business days of receiving the certification of petition under Section 4, the Board of Selectmen shall proceed to call and conduct a recall election to determine if the official should be recalled. Upon receipt of the certification of sufficiency and validity from the Clerk, the Board of Selectmen shall call a public hearing to be held within 30 days of the date of the Clerk's certification. Notice of the public hearing shall be given in the same fashion as notice of proposed ordinances

The election must be held no less than 45 days nor more than 75 days after certification of the petition under Section 4 unless a regular municipal election is schedules within 90 days of the certification of petition, in which case the recall election must be held on the date of the regular municipal election. If the Board of Selectmen fail to schedule a recall election within 10 days of the certification of petition, the Town Clerk shall schedule the recall election pursuant to the date requirements of this section.

Section 6. **Ballots for Recall Election:** The ballot question for a recall election shall be substantially as follows:

"Do you authorize the recall of [name of elected official] from the position of [name of position]?" () Yes () No"

- Section 7. Results of Recall Election: Within 2 business days of the recall election under Section 5, the Town Clerk shall certify and record the election results and notify the Board of Selectmen of those results. If a majority of the voters voting in the recall election vote in the affirmative, the official shall be recalled, effective the date of the results, provided that the total number of votes cast for and against the question exceeds a number of registered voters of the Town equal to at least 30% of the number of votes cast in Raymond in the last gubernatorial election.
- Section 8. An official sought to be recalled and who has not resigned under Section 4 shall continue to perform the duties of the office until the Board of Selectmen certifies the results of the recall election. If the official is recalled, the office shall become vacant immediately upon certification of the results of the election and shall be filled in accordance with Section 9. MRSA Title 30-A, §2602, or any Appointment Ordinance, as applicable.
- Section 9. Filling Vacancies: After the results have been certified by the Board of Selectmen, the Clerk must prepare and call a special election within 30-45 days of that certification if there is not already a regularly scheduled election within 90 days of certification.

Town of Raymond Appointment of Elected Official to Fill Vacancy

Section 1. Vacancies:

The Town of Raymond office of an elected official shall be deemed vacant under one or more of the following conditions.

If the Town Official:

- A) Nonacceptance;
- B) Resignation;
- C) Death:
- D) Removal from the municipality;
- E) Permanent disability or incompetency;
- F) Failure to qualify for the office within 10 days after written demand by the municipal officers; or
- G) Failure of the municipality to elect a person to office.

Section 2. Notification

If the Town Clerk believes one or more of the above criteria are met, the Clerk shall in writing inform the Board of Selectmen and notify the affected elected official (unless deceased). A vacancy shall be declared if the Board of Selectmen determines by a majority vote of the members present that one or more of the above criteria are met.

Section 3. Appointment

Following solicitation of interested candidates, vacancies in the office, except for vacancies in the school board, shall be filled by the Board of Selectmen through appointment of a registered voter residing in the Town of Raymond and is at least 18 years of age. The Board of Selectmen shall confirm the appointment by a majority vote of the members present. The appointed official shall serve until the regularly scheduled Town election and a successor is elected and sworn. Said successor shall serve the balance of the term.

Tax Acquired Properties Summary

Account#	Previous Owner	Address	Acreage	Map/Lot	Taxes owed through 9/13/11 (Includes Lien costs)	Assessed Value	Other information
C0280R	E. Cary	0 Haskell Ave	1.75	030/016	\$6,457.47	\$83,100.00	Most of lot in Resource Protection Zone
C0310R	L. Cary	0 Bond	0.33	031/002	\$4,373.80	\$51,600.00	*See Note
C0250R	E. Cary	0 Bond	0.71	031/003	\$2,376.09	\$58,100.00	
C0260R	E. Cary	0 Haskell	1.00	030/003	\$2,717.29	\$67,100.00	
H0485R	Hamm	0 Boulder	0.12	041/050	\$3,232.94	\$27,000.00	Has right of way to Panther Pond, unbuildable lot

^{*}Note: These two lots will be combined per Shoreland Zoning Ordinance Section 12.E.2, because they are two nonconforming, contiguous lots with the same owner (Town of Raymond).

Haskell Ave and Bond St

There are four properties listed to either Elizabeth or Louis Heirs Carey. The address for all three is the same, a P.O. Box in Rangely, which is a business listed for David Carey. This past spring, they made a \$20,000 payment that paid off all the taxes for the parcel with the building on it and made a payment arrangement for the remaining (approximately \$10,000) to have it paid off by March, but no payments were ever made and now the taxes due in April are delinquent.

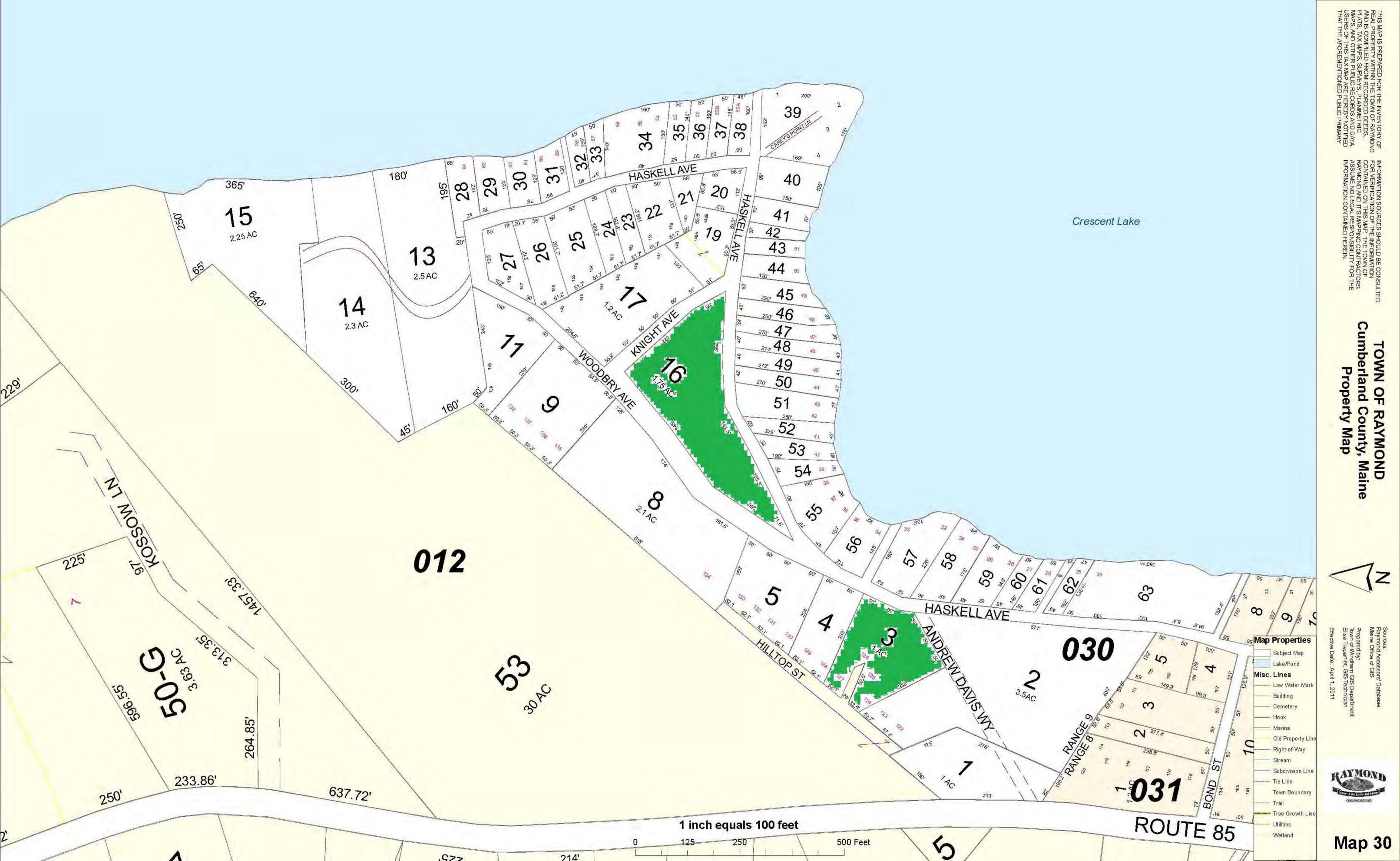
Boulder Road

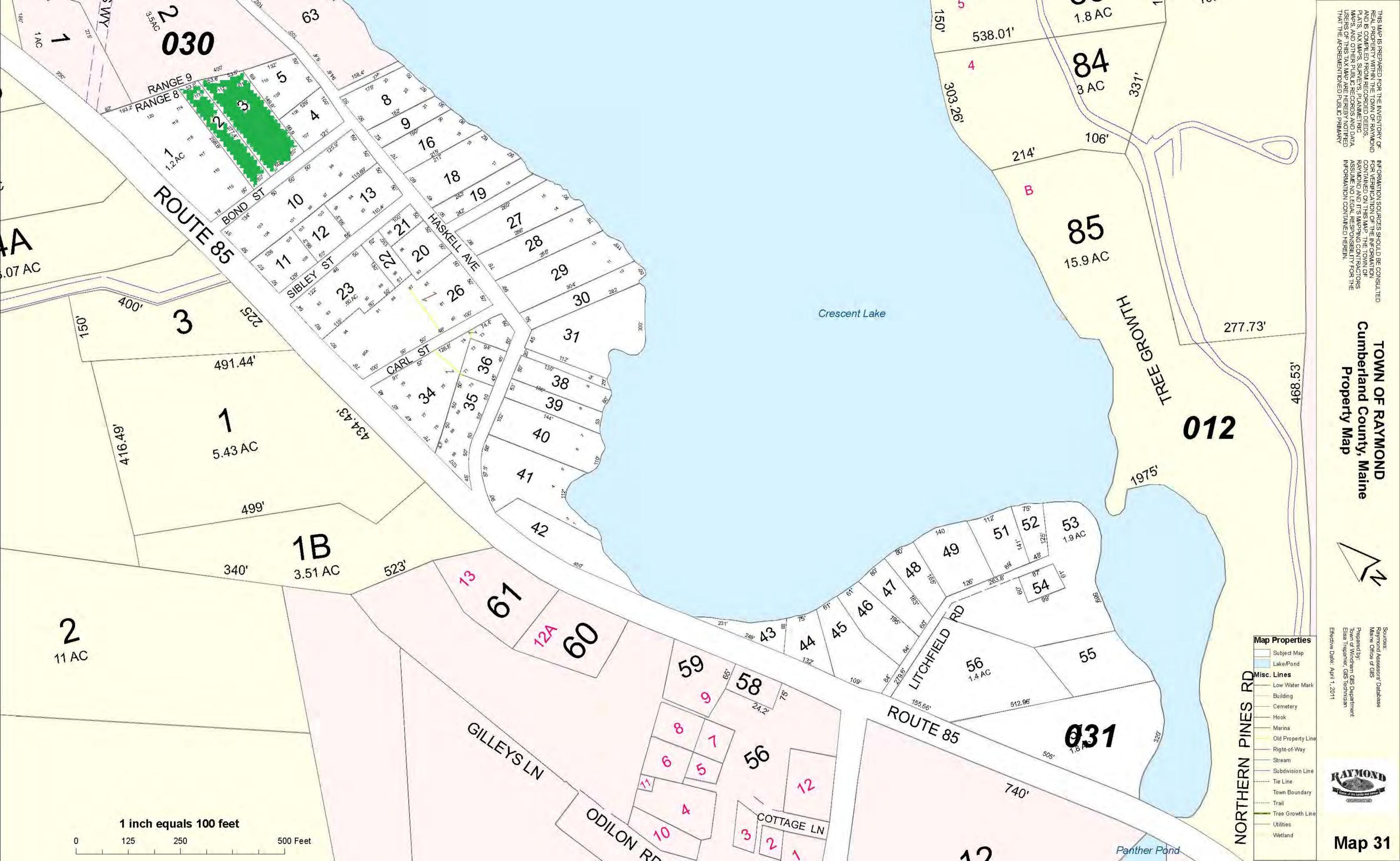
This property is listed under Joan Hamm at 190 Spring St in Westbrook. The last payment received was for the 2004/2005 fiscal year. She has never accepted any of the certified mailings and it is Sue's belief that she is just not interested in the property because there is only .12 acres. Certified mail returned as unclaimed. We have recently learned that they have been using the property because of the water access and have been trashing the right-of-way. We have several parties interested in purchasing this property.

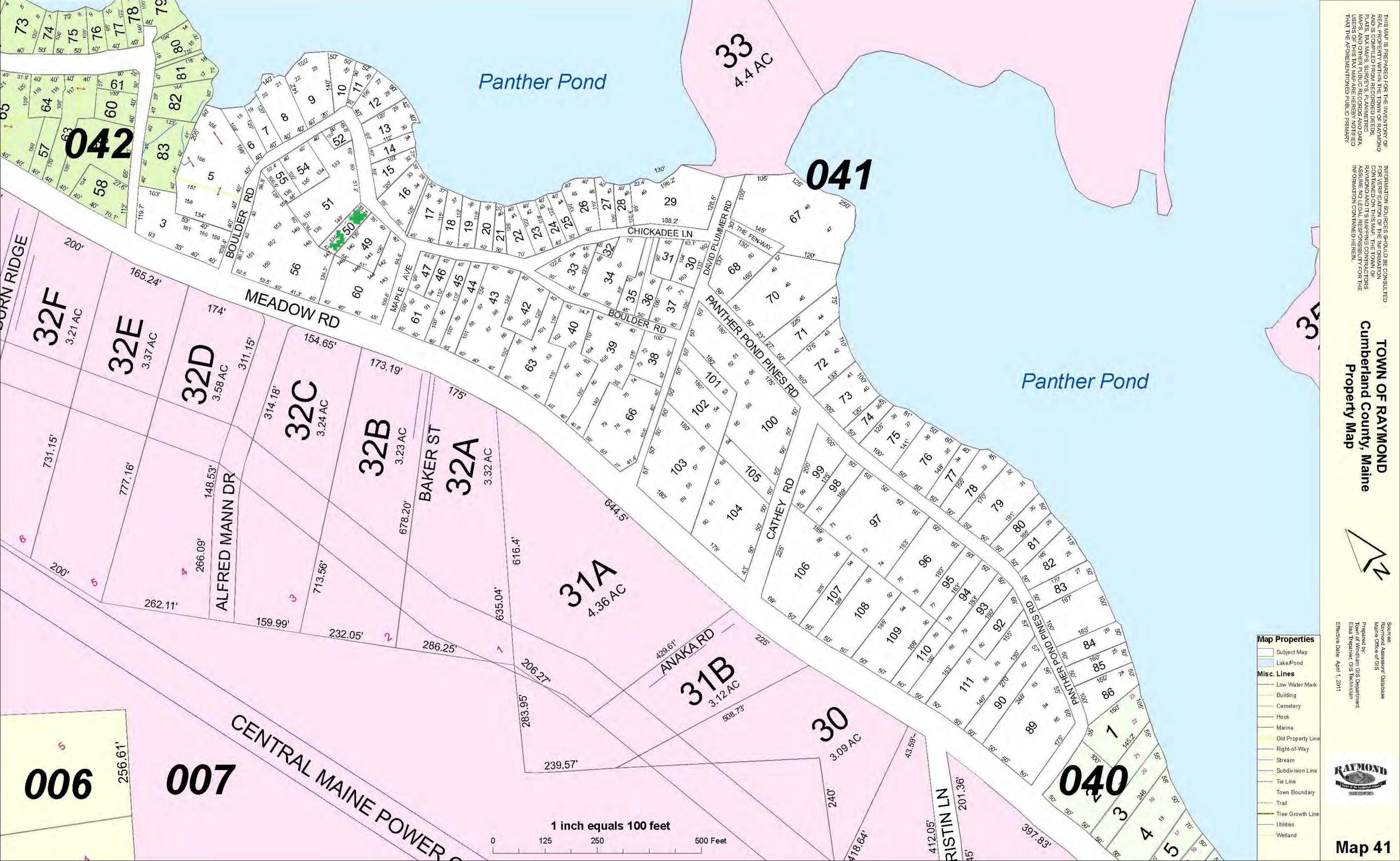
Dates:

May 10, 2011: Motion made to send demand letters in Accordance with TAP policy. Sue Carr sent out 30 Day Demand Letter sent out with notice of intent to sell

June 21, 2011: Legally drafted letter of interest sent out







30-A §3014. ORDINANCES REGARDING RESIDENCY RESTRICTIONS FOR SEX OFFENDERS

30-A §3014. ORDINANCES REGARDING RESIDENCY RESTRICTIONS FOR SEX OFFENDERS

(REALLOCATED FROM TITLE 30-A, SECTION 3013)

1. Application and scope. The State intends to occupy and preempt the entire field of legislation concerning the regulation of persons convicted of a sex offense in this State or in another jurisdiction. Except as provided in this section, a municipality may not adopt or enforce any ordinance or bylaw addressing persons who have been convicted of a sex offense in this State or in another jurisdiction that would impose on them restrictions or requirements not imposed on other persons who have not been convicted of a sex offense in this State or in another jurisdiction. As used in this section, "convicted of a sex offense in this State or in another jurisdiction" means a conviction for any current or former Maine crime listed in former Title 17, sections 2922 to 2924 or Title 17-A, chapter 11 or 12 or Title 17-A, section 556; a conviction for an attempt or solicitation of those listed crimes; or any conviction for any former or current crime in any other jurisdiction in which the person engaged in substantially similar conduct to that of the earlier specified current or former Maine crimes.

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[ 2009, c. 1, §21 (RAL) .]
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- **2. Residency restriction ordinance.** A municipality may adopt an ordinance regarding residency restrictions for persons convicted of Class A, B or C sex offenses committed against persons who had not attained 14 years of age at the time of the offense. Any such ordinance is limited as follows.
 - A. An ordinance may restrict only residence. It may not impose additional restrictions or requirements, including, but not limited to, registration and fees. [2009, c. 1, §21 (RAL).]
 - B. A municipality may prohibit residence by a sex offender up to a maximum distance of 750 feet surrounding the real property comprising a public or private elementary, middle or secondary school or up to a maximum distance of 750 feet surrounding the real property comprising a municipally owned property where children are the primary users. [2009, c. 1, §21 (RAL).]
 - C. An ordinance may not restrict the residence of a person who lived in an area restricted pursuant to paragraph B prior to the adoption or amendment of the ordinance. [2009, c. 1, §21 (RAL).]
 - D. An ordinance may not be premised on a person's obligation to register pursuant to Title 34-A, chapter 15. [2009, c. 1, §21 (RAL).]

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[ 2009, c. 1, §21 (RAL) .]

SECTION HISTORY

RR 2009, c. 1, §21 (RAL).
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