BOARD OF SELECTMEN
AGENDA SUMMARY
August 14, 2012
7:00 p.m.
Broadcast Studio

SELECTMEN'S MEETING

1) Call to order.

2) Minutes of previous meeting dated:
- **June 19, 2012**

3) PUBLIC HEARING

To obtain public input on the issues listed:

a) General Assistance Ordinance Appendices A-C 2011-12 Annual Update

This is an annual requirement from the Maine Department of Human Services to bring the Raymond General Assistance Ordinance into compliance with Maine Law, Title 22 M.R.S.A. §4305 (4), related to levels of financial assistance and eligibility. The town annually adopts the Maine Municipal Association Model Ordinance General Assistance Appendices A – C which cover the period of July 1, 2012 through July 1, 2013. The Selectmen are holding the public hearing to allow for general comment about the changes contained in the appendices.

Staff is recommending, as in prior years, that the Selectmen adopt the model appendices developed by the Maine Municipal Association with financial survey data to establish the cost of basic necessities for Raymond within the Cumberland County metropolitan area.

b) Application for New Special Amusement License:
Evelia Maher (11 Hale Road, Raymond)
A La Mexicana located at 1227 Roosevelt Trail

Owner Evelia Maher, DBA A La Mexicana, is applying for a Special Amusement License to allow for two acoustic Mariachi players to perform Wednesday and Thursday nights. Life safety and code inspections were already conducted as a part of the business's liquor license application and there are no outstanding issues.

4) Policy Review

Peddler's Ordinance- Chris Hanson, Code Enforcement Officer

Currently, two Peddler's Licenses are allowed each year and are issued on or after May 1st. At the time that the license was issued for the management of Raymond Beach, it was intended that this license would not count as one of the two licenses. However, the Code Enforcement officer is still bound by the Peddler's Ordinance (attached to ePacket) and can only issue one other license per year, in addition to the beach license. Staff is requesting that the Board review the number of allowed Peddler's Licenses, clarify the issue, and amend the ordinance, via Town Meeting vote, if desired or leave it at two licenses, with Raymond

Beach and one other.

5) New Business.

a) Presentation of Panther Pond Phase II Erosion Control Grant- Peggy Jensen, Panther Pond Association President

Peggy Jensen, President of the Panther Pond Association, will be giving a brief update regarding the conclusion of the Panther Pond Phase II of the Erosion Control Grant. Attached to the ePacket is the report and highlights from the project.

b) Presentation by Raymond Conservation and Loon Echo Land Trust Concerning Proposed "Community Forest" Off of Conesca Road- Carrie Walia (LELT) and John Rand (RCC)

The Raymond Conservation Commission and Loon Echo Land Trust met in late-May and developed a concept proposal for a development of a 347 acre "Community Forest" in Raymond on Conesca Road, including a portion of Pismire Mountain. The properties are currently assessed under Tree Growth at a combined value of $212,500.

c) Raymond Revitalization Committee Request for Dock at Panther Run- Chris Hanson, CEO

Code Enforcement Officer Chris Hanson will be discussing a proposal that was brought to him by the Raymond Revitalization Committee for a town owned Community Dock to be located at the Veterans' Memorial Park on Panther Run, which would allow boaters to dock their boats and gain access the business corridor. There have been concerns raised by a resident regarding milfoil issues in the area of the proposed dock. Staff contacted Betty Williams, Executive Director of the Raymond Waterways Protective Association (RWPA) and confirmed that RWPA is also concerned about milfoil (see attached correspondence and map).

d) Consideration of Town Owned Wood Lot Harvesting (Egypt Road/Patricia Avenue)- Greg Foster, Forester

Forester Greg Foster gave an overview for the town owned wood lots and what he projected the marketable timber wood sales to be, based on the current market, at the May 8, 2012 meeting as part of wrapping up the Project Canopy Forest Management Plan. There was discussion about how the Town should go about carrying out a responsible forest management plan. It was decided that Mr. Foster would be invited back to the August meeting to discuss the possibility of putting the wood lot harvesting out to bid. Attached to the ePacket is a draft contract from Timberstate G., Inc., that would allow Mr. Foster to put the wood out to bid for a potential woodlot sale for possible Board of Selectmen approval.

e) Consideration of Town Report Memorial and Town Report Dedication Page- Louise Lester, Town Clerk

Per the Town Report Memorial Policy (attached to the ePacket) the Town Clerk has prepared a list of citizens who have passed away in the last fiscal year for the Selectmen to consider regarding a possible memorial page in the 2011-12 Town Report. She has also gathered information about individuals in the community, who have made significant contributions to the town for possible Town Report dedication.

f) Consideration of Support for Transportation Enhancement (TE) Grant Application- Nathan White, Public Works Director

Originally, the Public Works Department had intended to apply to the Safe Routes to School Grant Program, which is a 100% funded grant program to build sidewalks within 2 miles of a school, to add a sidewalk along Webbs Mills Road from Martin Heights to Clough's General Store. However, after Dan Stewart, MDOT Program Manager, conducted a site walk, he determined that the area was too rural to be viable for competitive funding under this program, but suggested applying for the Transportation Enhancement (TE) Grant for the village area since it would connect into an existing sidewalk system on Route 302. This program requires a 20% match of the total cost of designing and constructing the sidewalk along Main Street to Meadow Road.

Nathan White, Public Works Director, will be presenting the application that was submitted and explaining his ideas on funding the project, which would not be set to start until 2014-15 if grant is approved. Attached to the ePacket is the grant application including a map of proposed sidewalks.

g) Consideration of New Road Names by Chris Hanson, Code Enforcement Officer

According to Selectmen policy, road name changes are considered twice a year. Code Enforcement Officer, Chris Hanson, has submitted road name changes for Kokatosi Camp Ground per E911 road standards and for Gordan Lane, a private way.

- **Kokatosi Camp Ground per E911 Requirements**
  - See attached maps for details/road names
- **Gordan Lane (by Mason Lane) per George Gordon**

h) Executive Session pursuant to 1 MRSA § 405(6)(H): Meeting with CEO Chris Hanson and Town Attorney Shana Mueller Regarding Pending Land Use Legal Matters

i) Consideration of Quit Claim Deeds as Submitted by Sue Carr, Deputy Tax Collector- Board of Selectmen

Deputy Tax Collector Sue Carr has prepared quit claim deeds without covenant for:

- Inhabitants Robert J. & Joanne Doherty to discharge lien filed for Map 025, Lot 005 located at 4 Chipmunk Crossing
- Inhabitants Robert J. & Joanne Doherty to discharge lien filed for Map 074 Lot 011 located at 31 Murch Landing.

All back taxes, interest and lien costs have now been paid for both properties.

j) Consideration of Auditor Engagement Letter with Smith & Associates- Don Willard, Town Manager

Per Title 30-A MRSA § 5823, each municipality must have an annual post-audit made of its accounts covering the last complete fiscal year by the Maine Department of Audit or by a qualified public accountant elected by ballot or engaged by its municipal officers.

Smith & Associates, CPA's of Yarmouth, ME have performed the audit for the Town of Raymond for a number of years. The engagement letter confirming that they will audit the Town of Raymond's financial statements for the fiscal year ending June 30, 2012 is attached for approval and signature of the Chair of the Board of Selectmen, as required under law.

k) Consideration of Appointment of Rolf Olsen as a Member of the Compensation Study Committee (CSC)- Board of Selectmen

At the April 10, 2012 meeting, the Board of Selectmen appointed a Compensation Study Committee to look at the level of pay and benefits by position, related job descriptions, overall staffing and incumbent tenure for comparable towns to Raymond. In addition to those members (see list attached), the Selectmen will be considering appointing Budget Finance Committee Chair Rolf Olsen to this committee to replace CSC Chair Sam Gifford, who is resigning from this committee.

l) Consideration and Approval of Planning, Economic Development & GIS Contracts (GPCOG/Sebago Technics)- Board of Selectmen

The Town issued a Request for Proposals (RFP) this past spring for a contractor to fill openings in the Planning and GIS departments, as well as add some Economic Development Services. There were four candidate firms that submitted proposals and, after conducting interviews and reviewing materials, it was decided to divide the work between two entities. One being Greater Portland Council of Governments (GPCOG) to complete ordinance work, visionary planning and economic development. The other is engineering firm Sebago Technics to provide development review/planning services and GIS services. The Selectmen, at that their June 19, 2012 meeting, authorized the Town Manager to enter into negotiations regarding those contracts, which have been reviewed and approved by the town attorney and are now up for consideration and approval(attached to the ePacket).

6) Old Business

a) Consideration of Changing Saturday Town Office Hours- Board of Selectmen

A survey was done of surrounding towns in August, 2011 regarding the hours of operation for town offices at the request of the Chairman of the Board of Selectmen. As a result, Raymond Town Office hours were subsequently changed to extend hours on Tuesday from 12:00 pm-7:00 pm to 8:30 am-7:00pm and to close on Saturdays. The Selectmen agreed to revisit this issue in the spring (2012) to determine if they would resume Saturday office hours for the summer months, which was approved. It was also determined to make another decision in the fall and, if approved, possibly send out notification of permanent Saturday closure in the tax bills. Attached to the ePacket is revised survey of regional town office hours.

b) Consideration of Disposition for Tax Acquired Properties (TAP) Presented by Danielle Loring- Board of Selectmen

Town Staff has prepared a summary of current Tax Acquired Properties. Property information from the previous list had been sent to the Conservation Commission for comment and they have requested that one of the properties be retained (Map 30, Lot 16; 0 Haskell Ave). Staff has conducted site visits on those properties (see brief report in ePacket) to better assess the properties' potential town use. The Tax Acquired Property Policy is attached to the ePacket. Staff is requesting Selectmen guidance on the previous 2011 list and the new 2012 list of properties.

7) Public Comment This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.

8) Town Manager Report and Communications.

a) Confirm date for next regular meeting:
- **September 11, 2012**

b) Crown Castle Tower Site (Patricia Avenue)Perpetual Easement Update

9) Fiscal Warrants – Payroll and Appropriation Warrants – August 14, 2012- Vice-Chair Lonnie Taylor

10) Adjournment.