BOARD OF SELECTMEN
AGENDA
June 18, 2013
7:00 p.m.
Broadcast Studio

SELECTMEN'S MEETING

1) Call to order.

2) Election of Selectmen Chair, Vice Chair and Parliamentarian

Each year the Selectmen elect a new Chairman, Vice-Chairman and Parliamentarian at their first meeting following annual town meeting. The chairman of the Board of Selectmen consults with the town manager on a weekly basis regarding items for inclusion on the Selectmen agenda as well as coordinates requests for agenda items and other public business from the members of the Board of Selectmen, and occasionally the public at large. The chairman presides over Selectmen meetings, represents the town and board as the chief elected official of the community, and attends to various ceremonial functions throughout the year as required.

The vice chairman fills all the same roles in the chairman's absence. On rare occasions, and at the direction of the chairman, the vice chair may preside over a meeting if the chairman has a conflict of interest or other circumstance arises that would prevent the chairman from serving in this capacity.

The function of a Parliamentarian is to advise the Selectmen about correct parliamentary procedure in order to conduct meetings in an orderly and professional manner. Qualifications for parliamentarian include a thorough knowledge of and experience in facilitating meetings under "Roberts Rules of Order Newly Revised" as adopted as the official meeting guide of the Town.

3) Minutes of previous meeting dated:
- **May 14, 2013**

4) New Business.

a) Presentation of Special Service Award- Board of Selectmen

b) Discussion of Solid Waste Collection Concerns- Walter Lunt & Jim Bunting, Thomas Pond Terrace

In an effort to reduce the municipal budget, the contract for Municipal Solid Waste (MSW) Handling (administered through Pine Tree Waste) will be reconfigured to change the service level on additional roads difficult to service via curbside pickup to a centralized container collection site. This has been done in the past with several other roads in the same situation. This action was taken to help control MSW collection costs and hold the collection contract at a no cost increase for the upcoming fiscal year. One of the affected private roads is Thomas Pond Terrace. Some residents have contacted town staff. Walter Lunt (134 Thomas Pond Terrace) and Jim Bunting (200 Thomas Pond Terrace) would like to discuss their concerns with the Board of Selectmen.

c) Consideration of Revised FY 2013-14 Fee Schedule- Louise Lester, Town Clerk

Attached to the ePacket is the 2013-14 Fee Schedule for consideration. Below is a summary of the changes being proposed:

Town Clerk's Office Fees:

- Non-certified photocopies of vital records $5.00 each [was $1.00 but takes time to research]

Tassel Top Park:

- General Admission — $4.00 Adults 11-64
  $3.00 Seniors 65 and over
  $2.00 children 10 and under
- **Daily function fees: [does not include security deposit or taxes]**
  Up to 50 people $500/day
  Up to 75 people $750/day
  Up to 1000 people $1,000/day
  Up to 1250 people $1,250/day
  Up to $150 people $1,500/day

d) Consideration of Revising Town Office Saturday Hours- Louise Lester, Town Clerk

Due to the increased use of online registration and more heavy utilization of late Tuesday night office hours, staff believes that it is beneficial from a user standpoint to operate Saturday hours from the weekend before Memorial Day through to the weekend after Independence Day. They are requesting that the Selectmen consider adjusting the Saturday summer hours as such. Attached to the ePacket is a memo from Town Clerk Louise Lester explaining data that was collected showing the seasonal fluctuation in in Town Office transactions.

e) Consideration of FY 2013-14 Annual Committee Appointments- Louise Lester, Town Clerk

Annually, Town Clerk, Louise Lester provides a slate of committee appointments, including Board of Selectmen committee assignments, for approval by the Board of Selectmen. These lists are included with the e-packet. Subsequent to appointment by the Board, all volunteers are sworn in as prescribed under Maine law and agree to adhere to the Town's Code of Ethics for Appointed and Elected Officials (Attached to the ePacket).

f) Discussion of FY2013-14 Municipal Employee Health Insurance Program- Nancy Yates, Finance Director

During the FY2013-14 Budget Deliberations, it became apparent to involved officials that the level of health insurance benefits were not consistent with other local public sector employees (towns/schools) and would need to be addressed again. Attached to the ePacket is a memo from Finance Director Nancy Yates regarding a proposed new plan offering from Harvard Pilgrim that provides a slightly better package while realizing a cost savings. The Selectmen will be discussing whether to continue with the current Anthem Program, move to the new proposed program or explore additional options.

g) Library Report- Mike Reynolds, Selectman RVL Representative

Selectman Mike Reynolds will be giving an update concerning the Raymond Village Library's current status of the Annual Appeal, summer programs, other fund raising efforts (including Garden Month/Tours) and future projects.

h) Consideration of Revising Shoreland Zoning Ordinance- Kevin Fay, Spiller Hill Road/Spiderweb Way

At the March 5, 2013 Selectmen's meeting, under the Public Comment portion of the agenda Kevin Fay explained that he would be requesting amendments to the Shoreland Zoning Ordinance regarding concerns that were raised with the recent Frye Island application for a Park & Ride Facility proposed at the intersections of Quarry Cove and Cape roads. Attached to the ePacket is the original request from Mr. Fay, a memo regarding proposed changes from his Planner Linda Krause, and a memo from Raymond's Planning Consultant Stephanie Carver.

Mr. Fay is requesting that the Board authorize his proposed revisions to go before the Planning Board as part of the changes considered for the 2014 Annual Town Meeting Warrant.

i) Consideration of Quit Claim Deeds as Submitted by Deputy Tax Collector:

- **David Thompson, 9 Peppercorn Way (016/002A);**
- **Pierre Marier, 27 Raymond Hill Road (010/108);**
- **Carl Bartolomeao, 5 Mill Street (047/008);**
- **Jordan Bay Properties, Inc., 51 Main Street (046/034) [John C. & Michelle C. Carver];**
- **Jordan Bay Properties, Inc., 71 Main Street (046/008) [Carver Enterprises, Inc.]; and,**
- **Stephen H. Long/Raymond Service Center, Inc., 2 County Road (053/005) [2 County Road, LLC.].**

Deputy Tax Collector Sue Carr has prepared quit claim deeds without covenant for the above properties. All back taxes, interest and lien costs have now been paid in full.

j) Consideration of Regionalization/Mutual Aid Service Agreement with Gray Fire Department- Bruce Tupper, Fire Chief

The Town of Raymond Public Safety Department is proposing an agreement with the Town of Gray regarding inter-municipal coverage of certain roads that are difficult for each town to service quickly, given the geography. These roads include Gore Road, Brown Road (Gray) and North Raymond Road (Raymond). Chief Bruce Tupper will present the content of the proposed Mutual Aid Agreement.

k) Consideration of Authorizing the Town Manager to finalize Perpetual Easement Sale Closing Documents with Crown Castle on June 21, 2013 as Approved at Annual Town Meeting- Board of Selectmen

At the June 4, 2013 Annual Town Meeting, the residents voted to approve the sale of a perpetual easement in the amount of $900,000 to Crown Castle for a site located off of Patricia Avenue that has an existing tower. The closing has been scheduled for June 21, 2013 and the Town Attorney recommends that the Selectmen authorize Town Manager Don Willard to execute the final legal documents (recommended motion included in the ePacket), which will be similar to the language that was voted on at Town Meeting (attached to the ePacket).

l) Consideration of Property Tax Abatements and Supplemental Property Taxes as Submitted by Contract Assessor Curt Lebel- Board of Selectmen

- ***Abatements***
  - **Ed & Dot Mason, M9402P in the amount of $143.19 (Software error)**
  - **John & Ashley Williams, W9507R in the amount of $4,171.38 (Assessed to wrong person)**
- ***Supplemental***
  - **Larry & Diane Buckley, B2566R in the amount of $4171.38 (Assessing to correct person)**

Contract Assessor Curt Lebel has a short list of administrative abatements and property tax supplements (attached to the ePacket) for Selectmen review. He will not be attendance.

m) Executive Session pursuant to 1 MRSA § 405(6)(C): Land Acquisition Discussion with Town Manager and Fire Chief

5) Unfinished Business

a) Consideration of Creating a Boat Launch Ordinance- Peggy Jensen, Meadow Road

At the May 14, 2013 meeting, Peggy Jensen, 315 Meadow Road, represented a group of concerned residents looking to develop regulatory language that would help guide the future development, operation and maintenance of public boat launch sites. This request comes in response to an offer made to Ed Hansen, 116 Mountain Road, by the State of Maine for land located off of Plains Road near Camp Timanous to develop as a public boat launch site. At that meeting, the Selectmen stated that they needed more information before deciding

whether to move forward with an ordinance. Town Manager Don Willard will report information that was gathered regarding this matter. Mrs. Jensen and the group of interested citizens met with Planning Consultant Stephanie Carver on June 13, 2013 and discussed issues concerning creating an ordinance of this nature and the protections that Raymond already has in place with its current land use regulations. Attached to the ePacket is Ms. Carver's summary of that meeting.

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

7) Town Manager Report and Communications.

a) Confirm date for next regular meeting:
- **July 9, 2013**

8) Fiscal Warrants – June 18, 2013

- **Payroll Expense Summary Warrant**
- **Treasurer's Warrant**

9) Adjournment.