



SELECTMEN'S EPACKET
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October 8, 2013

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BOARD OF SELECTMEN
AGENDA
October 8, 2013
7:00 p.m.
Broadcast Studio

SELECTMEN'S MEETING

- 1) Call to order.
- 2) Minutes of previous meeting dated:
 - August 21, 2013
 - September 10, 2013
- 3) New Business.
 - a) Consideration of Use of Public Property for Halloween Event – Brenda Dionne
 - b) Library Report – Elissa Gifford, Library Trustee
 - c) Review of New ZBA Bylaws as Submitted by Zoning Board of Appeals – Board of Selectmen
 - d) Consideration of Bids Received and Possible Awarding of Tax Acquired Property Sales – Board of Selectmen
 - e) Consideration and Acceptance of November 5, 2013 Election Warrant- Louise Lester, Town Clerk
 - f) Consideration and Acceptance of Laurie Forbes as November 5, 2013 Election Warden- Louise Lester, Town Clerk
 - g) Consideration of Reinstating the Road Runner Town Newspaper in Cooperation with the Windham Eagle- Teresa Sadak, Selectman
 - h) Consideration of Peter Leavitt's Resignation from the Zoning Board of Appeals- Board of Selectmen
- 4) Policy Review
 - a) Consideration and Acceptance of Road Bond Post Issuance Compliance Policy- Board of Selectmen
- 4) **Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.
- 6) **Town Manager Report and Communications.**
 - a) **Confirm date for next regular meeting:**
 - November 12, 2013

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

Board of Selectmen Agenda: September 10, 2013

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Deadline for October 8, 2013 Agenda: September 27 2013

7) Board of Selectmen Communications

8) Fiscal Warrants – September 10, 2013

- **Payroll Expense Summary Warrant**
- **Treasurer's Warrant**
- **Cumberland County Tax Assessor's Return**

9) Adjournment.

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

Board of Selectmen Agenda: September 10, 2013

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Deadline for October 8, 2013 Agenda: September 27 2013



BOARD OF SELECTMEN
AGENDA
October 8, 2013
7:00 p.m.
Broadcast Studio

SELECTMEN'S MEETING

1) Call to order.

2) Minutes of previous meeting dated:

- **August 21, 2013**
- **September 10, 2013**

3) New Business.

a) Consideration of Use of Public Property for Halloween Event – Brenda Dionne

This item has been withdrawn by the applicant as the event will now be held at another location.

b) Library Report – Elissa Gifford, Library Trustee

Elissa Gifford, Library Trustee, will provide a brief update regarding current activities and programs at the Raymond Village Library.

c) Review of New ZBA Bylaws as Submitted by Zoning Board of Appeals – Board of Selectmen

The Zoning Board of Appeals have drafted Bylaws (attached to the EPacket) to codify expectations of members regarding attendance, conflicts of interest and training. The Town's attorney will review the draft Bylaws before final enactment and has also indicated that the ZBA has the legal authority to adopt such rules under Title 30-A MRSA §2691(2)(C) but suggested, as a courtesy, they forward the draft Bylaws to the Selectmen for comment before officially adopting the document.

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

Board of Selectmen Agenda: September 10, 2013

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d) Consideration of Bids Received and Possible Awarding of Tax Acquired Property Sales – Board of Selectmen

At the Selectmen's direction from the July 30, 2013 meeting, staff published the notice of sale via sealed bid for the below tax acquired properties. A pre-bid meeting was held on September 18th (minutes attached to the ePacket). Bids and deposits were due on September 26th at 3:00pm, and opened on September 27th at 10:00am (minutes attached). Also attached to the ePacket is the Informational Packet regarding the sale of the properties, including draft Purchase & Sale Agreement and Draft Tax Release Deed. Staff is recommending that the Selectmen accept the high bidder for the three of the four properties that received bids.

Raymond Tax Map	Address	Interests to be Sold	Back Taxes Plus Interest Through September 27, 2013
Map 030, Lot 003	0 Haskell Ave Raymond, Maine	Land – 1.00 Acre Assessed value: \$67,000.00	\$3,947.37
Map 031, Lot 003 (includes 031/002)	0 Bond Street Raymond, Maine	Land – 1.05 Acres Assessed value: \$68,600.00	\$8,488.46
Map 033, Lot 011	0 Cobb Road Raymond, Maine	Land-- 0.32 Acres Assessed value: \$33,500.00	\$16,336.64
Map 041, Lot 050	0 Boulder Road Raymond, Maine	Land -- 0.12 Acres Assessed value: \$27,000	\$3,235.74

e) Consideration and Acceptance of November 5, 2013 Election Warrant- Louise Lester, Town Clerk

Town Clerk Louise Lester will be presenting the November 5, 2013 Election Warrant, which does not require any signatures because the document is already posted through the Secretary of State Elections' Office.

f) Consideration and Acceptance of Laurie Forbes as November 5, 2013 Election Warden- Louise Lester, Town Clerk

Town Clerk Louise Lester is requesting that the Selectmen approve the appointment of Laurie Forbes as Election Warden for the November 5, 2013 Election.

g) Consideration of Reinstating the Road Runner Town Newspaper in Cooperation with the Windham Eagle- Teresa Sadak, Selectman

Selectman Teresa Sadak has been exploring the possibility of reinstating the Raymond Road Runner with representatives from the Windham Eagle as an addition to their newspaper. Attached to the ePacket is information regarding the cost, frequency and length of publication. Technology Chair Laurie Forbes and

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

Board of Selectmen Agenda: September 10, 2013

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Deadline for October 8, 2013 Agenda: September 27 2013

Executive Assistant Danielle Loring have also offered to help administer this project.

h) Consideration of Peter Leavitt's Resignation from the Zoning Board of Appeals- Board of Selectmen

Vice-chairman and longtime member Peter Leavitt has submitted his letter of resignation from the Zoning Board of Appeals.

4) Policy Review

a) Consideration and Acceptance of Road Bond Post Issuance Compliance Policy- Board of Selectmen

Richard Ranaghan, Senior Vice President of Public Finance for Gorham Savings Bank, has recommended the Town adopt a Post Issuance Compliance Policy related to the \$2 million road bond. The policy attached to the ePacket has been recommended and vetted by the Town's attorney. Staff is recommending acceptance of this policy.

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

6) Town Manager Report and Communications.

- a) Confirm date for next regular meeting:**
- **November 12, 2013**

7) Board of Selectmen Communications

8) Fiscal Warrants – September 10, 2013

- **Payroll Expense Summary Warrant**
- **Treasurer's Warrant**
- **Cumberland County Tax Assessor's Return**

9) Adjournment.

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

Board of Selectmen Agenda: September 10, 2013

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Please submit the DRAFT Zoning Board of Appeals bylaws to the Raymond Board of Selectmen for their review/revision/approval. The Board of Appeals has spent the last year working on the basic structure of this document keeping it brief while referring much of the functional directives to existing state statute. While the Board of Appeals has operated for years without bylaws it was decided that at this point in time it would be of benefit to have a set of procedural rules specific to the appeals process.

Thanks,

Peter Leavitt

Town of Raymond
Zoning Board of Appeals
Bylaws and Rules of Conduct
DRAFT

ARTICLE I Purpose and General Provisions

Section 1. The purpose of these bylaws is to provide written rules of procedure for the Town of Raymond Zoning Board of Appeals (ZBA).

Section 2. The RBA derives its authority from 30-M.R.S.A., Section 4963 (2), Article 6 of the Raymond Land Use Ordinance and Section 16 Administration (G) Appeals of the Raymond Shoreland Zoning Provisions.

ARTICLE II Membership

Section 1. Appointment to and composition of the ZBA is governed by Article 6, Section A of the Town of Raymond Land Use Ordinance.

Section 2. In order to maintain the status of a member in good standing all members are required to attend both regularly scheduled and special meetings. Absence from more than two consecutive meetings without notification to the ZBA chairperson will be cause for disciplinary action as outlined in Section 4 of this Article.

Section 3. It is strongly encouraged that all members attend as many meetings, workshops and trainings as possible in order to gain experience and insights into the operational and procedural workings of the ZBA. This is especially important for new members.

Section 4. The ZBA chairperson shall recommend to the Town of Raymond Board of Selectmen the dismissal of any member of the ZBA unable to maintain the status of a member in good standing. A ZBA member may be dismissed for cause by the municipal officers before the expiration of that members term.

ARTICLE III Election and Responsibilities of the RBA Chairperson

Section 1. The ZBA shall annually elect from their membership a chairperson to preside at all meetings. This election will take place at the first regularly scheduled meeting of the year.

Section 2. The responsibilities of the RBA chairperson include:

- Spokesperson for the ZBA
- Development of meeting agenda
- Conduct of efficient, orderly, impartial and respectful meetings
- Assignment of a pro tern chairperson at any time
- Utilization of the alternate member to establish a quorum

ARTICLE IV Conduct of Meetings, Workshops and Executive Sessions

Section 1. All meetings of the ZBA will be announced through public notice per Maine statute.

Section 2. All meetings will be conducted according to Roberts' Rules of Order Newly Revised in all cases to which they are applicable, and which they are not in conflict with these bylaws. The chairperson may waive any rule of order upon showing good cause.

Section 3. A quorum shall consist of three (3) ZBA members. All actions shall be determined by vote. A majority of the quorum present is needed to pass any motion. When a vote on a motion ends in a tie vote, the motion fails. The determination of a quorum for any vote shall not include any member who cannot participate in that vote due to a conflict of interest.

Section 4. All comments/questions from applicants, applicant representatives, or the public shall be made through the chairperson. The chair-person shall rule any applicant, applicant representative, member of the public or ZBA member out of order for making inappropriate statements or comments. The chairperson reserves the right to limit the time allotted for testimony or public comment.

Section 5. All meetings, special meetings and workshops of the ZBA are open to the public and governed by the Freedom of Information Act with the exception of executive sessions. At regular and special ZBA meetings the public is allowed to comment on specific agenda items. During workshops the public may be allowed to comment provided there is a majority vote in the affirmative by the ZBA members present.

ARTICLE V Amendments to Bylaws

The ZBA shall have the authority to amend these bylaws by vote at a regular or special meeting provided that all members receive written notice of potential bylaws amendments at least seven (7) days prior to the date of the meeting.

Effective Date: _____

----- Original Message -----

Subject: RE: Zoning Board of Appeals Questions

Date: Thu, 11 Oct 2012 17:39:29 +0000

From: Philip Saucier <psaucier@bernsteinshur.com>

To: Danielle Loring <danielle.loring@raymondmaine.org>, Shana Cook Mueller
<smueller@bernsteinshur.com>

Hi Danielle,

I wanted to make sure to get back to you as soon as possible with an answer to your question on the Board of Appeals rules of procedure. The state law that governs municipal Boards of Appeals states:

“The board may provide, by regulation which shall be recorded by the secretary, for any matter relating to the conduct of any hearing, provided that the chair may waive any regulation upon good cause shown.” 30-A M.R.S.A. § 2691 (2)(C).

This provision gives the Board of Appeals the authority to adopt its own rules of procedure, as long as the rules are procedural only and not substantive. While review by the Board of Selectmen is not necessary under the statute, we think it would be prudent for the BOA to submit its draft rules of procedure to the Selectmen for their review and comment before formally adopting the rules.

I am still researching your question related to the reduction from minimum setbacks and will get back to you on that as soon as possible. Please let me know if you have any further questions.

Take care,

Phil

30-A §2691. BOARD OF APPEALS

30-A §2691. BOARD OF APPEALS

This section governs all boards of appeals established after September 23, 1971. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Establishment. A municipality may establish a board of appeals under its home rule authority. Unless provided otherwise by charter or ordinance, the municipal officers shall appoint the members of the board and determine their compensation.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Organization. A board of appeals shall be organized as follows.

A. The board shall consist of 5 or 7 members, serving staggered terms of at least 3 and not more than 5 years, except that municipalities with a population of less than 1,000 residents may form a board consisting of at least 3 members. The board shall elect annually a chairman and secretary from its membership. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Neither a municipal officer nor a spouse of a municipal officer may be a member or associate member of the board. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting on that issue shall be decided by a majority vote of the members, excluding the member who is being challenged. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. The municipal officers may dismiss a member of the board for cause before the member's term expires. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

E. Municipalities may provide under their home rule authority for a board of appeals with associate members not to exceed 3. If there are 2 or 3 associate members, the chairman shall designate which will serve in the place of an absent member. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

3. Procedure. The following provisions govern the procedure of the board.

A. The chairman shall call meetings of the board as required. The chairman shall also call meetings of the board when requested to do so by a majority of the members or by the municipal officers. A quorum of the board necessary to conduct an official board meeting must consist of at least a majority of the board's members. The chairman shall preside at all meetings of the board and be the official spokesman

of the board. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. The secretary shall maintain a permanent record of all board meetings and all correspondence of the board. The secretary is responsible for maintaining those records which are required as part of the various proceedings which may be brought before the board. All records to be maintained or prepared by the secretary are public records. They shall be filed in the municipal clerk's office and may be inspected at reasonable times. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. The board may provide, by regulation which shall be recorded by the secretary, for any matter relating to the conduct of any hearing, provided that the chair may waive any regulation upon good cause shown. [1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §24 and Pt (AMD).]

D. The board may receive any oral or documentary evidence but shall provide as a matter of policy for the exclusion of irrelevant, immaterial or unduly repetitious evidence. Every party has the right to present the party's case or defense by oral or documentary evidence, to submit rebuttal evidence and to conduct any cross-examination that is required for a full and true disclosure of the facts. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

E. The transcript or tape recording of testimony, if such a transcript or tape recording has been prepared by the board, and the exhibits, together with all papers and requests filed in the proceeding, constitute the public record. All decisions become a part of the record and must include a statement of findings and conclusions, as well as the reasons or basis for the findings and conclusions, upon all the material issues of fact, law or discretion presented and the appropriate order, relief or denial of relief. Notice of any decision must be mailed or hand delivered to the petitioner, the petitioner's representative or agent, the planning board, agency or office and the municipal officers within 7 days of the board's decision. [1991, c. 234, (AMD).]

F. The board may reconsider any decision reached under this section within 45 days of its prior decision. A request to the board to reconsider a decision must be filed within 10 days of the decision that is to be reconsidered. A vote to reconsider and the action taken on that reconsideration must occur and be completed within 45 days of the date of the vote on the original decision. The board may conduct additional hearings and receive additional evidence and testimony as provided in this subsection.

Notwithstanding paragraph G, appeal of a reconsidered decision must be made within 15 days after the decision on reconsideration. [2003, c. 635, §1 (AMD).]

G. Any party may take an appeal, within 45 days of the date of the vote on the original decision, to Superior Court from any order, relief or denial in accordance with the Maine Rules of Civil Procedure, Rule 80B. This time period may be extended by the court upon motion for good cause shown. The hearing before the Superior Court must be without a jury. [1991, c. 234, (AMD).]

[2003, c. 635, §1 (AMD) .]

4. Jurisdiction. Any municipality establishing a board of appeals may give the board the power to hear any appeal by any person, affected directly or indirectly, from any decision, order, regulation or failure to act of any officer, board, agency or other body when an appeal is necessary, proper or required. No board may assert jurisdiction over any matter unless the municipality has by charter or ordinance specified the precise

subject matter that may be appealed to the board and the official or officials whose action or nonaction may be appealed to the board. Any board of appeals shall hear any appeal submitted to the board in accordance with Title 28-A, section 1054.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

SECTION HISTORY

1987, c. 737, §§A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§A24,C8,C10 (AMD). 1991, c. 234, (AMD). 2003, c. 635, §1 (AMD) .

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TOWN OF RAYMOND
401 Webbs Mills Road
Raymond, Maine 04071

TAX ACQUIRED PROPERTY
BID OPENING
MINUTES
Friday, September 27, 2013
10:00 AM AT THE TOWN OFFICE

ATTENDANCE: Don Willard, Town Manager; Nancy Yates, Finance Director; Danielle Loring, Executive Assistant; Rita Theriault, Deputy Treasurer; and Sue Carr, Deputy Tax Collector.

Note:

Raymond Tax Map	Address	Interests to be Sold	Back Taxes Plus Interest Through September 27, 2013
Map 030, Lot 003	0 Haskell Ave Raymond, Maine	Land – 1.00 Acre Assessed value: \$67,000.00	\$3,947.37
Map 031, Lot 003 (includes 031/002)	0 Bond Street Raymond, Maine	Land – 1.05 Acres Assessed value: \$68,600.00	\$8,488.46
Map 033, Lot 011	0 Cobb Road Raymond, Maine	Land-- 0.32 Acres Assessed value: \$33,500.00	\$16,336.64
Map 041, Lot 050	0 Boulder Road Raymond, Maine	Land -- 0.12 Acres Assessed value: \$27,000	\$3,235.74

Don Willard began opening the TAP bids at 10:00 am at the Town Office.

Map 030, Lot 003- 0 Haskell Avenue:

- MGM Builders, LLC: Mike Manning
Bid: \$16,005 Deposit: \$1,600.50
Received 9/20/13
- Camp Kokatosi: Todd Southwick
Bid: \$14,001.99 Deposit: \$1,400.20
Received 9/25/2013 @ 2:08pm
- Robert Viola
Bid: \$11,110.00 Deposit: \$1,111.00
Received: 9/26/2013 @10:04am
- Beth Cormier & Joanne Stinson
Bid: \$8,000.00 Deposit: \$800.00
Received: 9/25/2013 @ 1:45pm

Map 031, Lot 003 – 0 Bond Street

- Robert Viola
Bid: \$9,002.00 Deposit: \$900.20
Received: 9/26/2013 @10:04am

Map 033, Lot 011 – 0 Cobb Road

- Lawrence & Rebecca Post
Bid: \$16,336.64 Deposit: \$1,633.66
Received: 9/26/2013 @11:15am

Mrs. Loring explained that all bids to be reviewed by the Raymond Board of Selectmen on October 8, 2013 at their regular meeting. The Town of Raymond, in its sole discretion and right, reserves the right to accept or reject any bid or modify the terms of the bid process or sale.

Danielle Loring
Recording Secretary

TOWN OF RAYMOND, MAINE
Public Sale of Tax Acquired Property

Bid Response Form

In order to bid in the Town of Raymond, Maine Public Sale of Tax Acquired Property, all bidders must complete and return this form and conform to all other conditions of the sale.

Please note that the Town will rely on the information you supply on this form in administering the bid and sale process and awarding the bid. Bid Response forms and deposits must be stamped and signed as received by the Town of Raymond on or before 3:00 p.m. on Thursday, September 26, 2013. Late bids or bids submitted without required deposits will not be accepted. Bids will be opened and read publicly by the Town Manager at the Town Office at 10:00 a.m. on Friday, September 27, 2013.

1. Parcel or property to be bid on: MAP 30 LOT 3
2. Name of Bidder: MGM BUILDERS INC. (MICHAEL MANNING)
(Please print your name. If a business name, please also provide the name of a contact person(s).)
3. Bidder's Address: 76 TANDBERG TRAIL WINDHAM, ME 04062
(Please provide your postal address. Note: The Town will use this address for all correspondence related to the bidding, bid process and sale of the property).
4. Daytime Telephone: 207-650-2050 Fax: _____
(Telephone number(s). Note the Town will use these numbers for communications related to the bidding, bid process and sale of the property).
5. Bid Amount: \$ 16,005.00 SIXTEEN THOUSAND, FIVE 00/100 U. S. Dollars
(Bid Amount. Please include here numerically and written out the full amount of your bid for the property. All bids must be in United States Dollars).
6. Bid Deposit: \$ 1601.00 SIXTEEN HUNDRED, ONE 00/100 U. S. Dollars
(To qualify as a bid in the sale, you must return with this form a bid deposit in the amount of 10% of your bid price or \$200, whichever is greater; the funds to be either a bank check or certified funds payable to "The Town of Raymond").
7. Bidder's signature and date: Michael Manning 9/20/13
(All bids must be signed and dated by the Bidder or his or her designated agent).

This form is a legal document and may bind the signer to certain obligations and consequences if accepted by the Town. The Town recommends that all bidders consult with their attorneys to review title, encumbrances, occupancy and other conditions related to the property and the sale which is the subject of this bid before executing and submitting this form. The Town of Raymond reserves the right to reject or accept any bid and the right to make or not make any award of any bid that the Town in its sole discretion, determines will be or will not be in the best interests of the Town. Successful bidders will forfeit their deposit in the event that they fail to complete the terms of the sale.

TOWN OF RAYMOND, MAINE
Public Sale of Tax Acquired Property

Bid Response Form

In order to bid in the Town of Raymond, Maine Public Sale of Tax Acquired Property, all bidders must complete and return this form and conform to all other conditions of the sale.

Please note that the Town will rely on the information you supply on this form in administering the bid and sale process and awarding the bid. Bid Response forms and deposits must be stamped and signed as received by the Town of Raymond on or before 3:00 p.m. on Thursday, September 26, 2013. Late bids or bids submitted without required deposits will not be accepted. Bids will be opened and read publicly by the Town Manager at the Town Office at 10:00 a.m. on Friday, September 27, 2013.

1. Parcel or property to be bid on: Map 033, Lot 011
2. Name of Bidder: Lawrence and Rebecca Post
(Please print your name. If a business name, please also provide the name of a contact person(s).)
3. Bidder's Address: PO Box 673 Raymond, ME 04071
(Please provide your postal address. Note: The Town will use this address for all correspondence related to the bidding, bid process and sale of the property).
4. Daytime Telephone: 508 3200246 Fax: _____
(Telephone number(s). Note the Town will use these numbers for communications related to the bidding, bid process and sale of the property).
5. Bid Amount: \$ 16,336.64 U. S. Dollars
(Bid Amount. Please include here numerically and written out the full amount of your bid for the property. All bids must be in United States Dollars).
6. Bid Deposit: \$ 1633.66 U. S. Dollars
(To qualify as a bid in the sale, you must return with this form a bid deposit in the amount of 10% of your bid price or \$200, whichever is greater; the funds to be either a bank check or certified funds payable to "The Town of Raymond").
7. Bidder's signature and date: Rebecca Post / [Signature]
(All bids must be signed and dated by the Bidder or his or her designated agent).

This form is a legal document and may bind the signer to certain obligations and consequences if accepted by the Town. The Town recommends that all bidders consult with their attorneys to review title, encumbrances, occupancy and other conditions related to the property and the sale which is the subject of this bid before executing and submitting this form. The Town of Raymond reserves the right to reject or accept any bid and the right to make or not make any award of any bid that the Town in its sole discretion, determines will be or will not be in the best interests of the Town. Successful bidders will forfeit their deposit in the event that they fail to complete the terms of the sale.

TOWN OF RAYMOND, MAINE
Public Sale of Tax Acquired Property

Bid Response Form

In order to bid in the Town of Raymond, Maine Public Sale of Tax Acquired Property, all bidders must complete and return this form and conform to all other conditions of the sale.

Please note that the Town will rely on the information you supply on this form in administering the bid and sale process and awarding the bid. Bid Response forms and deposits must be stamped and signed as received by the Town of Raymond on or before 3:00 p.m. on Thursday, September 26, 2013. Late bids or bids submitted without required deposits will not be accepted. Bids will be opened and read publicly by the Town Manager at the Town Office at 10:00 a.m. on Friday, September 27, 2013.

1. Parcel or property to be bid on: MAP 031 LOT 003 O BOND ST. RAYMOND, Me.
2. Name of Bidder: ROBERT VIOLA
(Please print your name. If a business name, please also provide the name of a contact person(s).)
3. Bidder's Address: 29 ARBOR VIEW LANE, SCARBOROUGH, ME. 04074
(Please provide your postal address. Note: The Town will use this address for all correspondence related to the bidding, bid process and sale of the property).
4. Daytime Telephone: (207) 653-8409 Fax: (207) 885-4170
(Telephone number(s). Note the Town will use these numbers for communications related to the bidding, bid process and sale of the property).
5. Bid Amount: \$ 9002.00 NINE THOUSAND & TWO U. S. Dollars
(Bid Amount. Please include here numerically and written out the full amount of your bid for the property. All bids must be in United States Dollars).
6. Bid Deposit: \$ 902.00 NINE HUNDRED & TWO U. S. Dollars
(To qualify as a bid in the sale, you must return with this form a bid deposit in the amount of 10% of your bid price or \$200, whichever is greater; the funds to be either a bank check or certified funds payable to "The Town of Raymond").
7. Bidder's signature and date: Robert Viola 9-25-2013
(All bids must be signed and dated by the Bidder or his or her designated agent).

This form is a legal document and may bind the signer to certain obligations and consequences if accepted by the Town. The Town recommends that all bidders consult with their attorneys to review title, encumbrances, occupancy and other conditions related to the property and the sale which is the subject of this bid before executing and submitting this form. The Town of Raymond reserves the right to reject or accept any bid and the right to make or not make any award of any bid that the Town in its sole discretion, determines will be or will not be in the best interests of the Town. Successful bidders will forfeit their deposit in the event that they fail to complete the terms of the sale.

TOWN OF RAYMOND, MAINE
Public Sale of Tax Acquired Property

Bid Response Form

In order to bid in the Town of Raymond, Maine Public Sale of Tax Acquired Property, all bidders must complete and return this form and conform to all other conditions of the sale.

Please note that the Town will rely on the information you supply on this form in administering the bid and sale process and awarding the bid. Bid Response forms and deposits must be stamped and signed as received by the Town of Raymond on or before 3:00 p.m. on Thursday, September 26, 2013. Late bids or bids submitted without required deposits will not be accepted. Bids will be opened and read publicly by the Town Manager at the Town Office at 10:00 a.m. on Friday, September 27, 2013.

1. Parcel or property to be bid on: MAP 030, LOT 003 0 HASKELL AVE, RAYMOND
2. Name of Bidder: ROBERT VIOLA
(Please print your name. If a business name, please also provide the name of a contact person(s).)
3. Bidder's Address: 29 ARBOR VIEW LANE SCARBOROUGH, Me. 04074
(Please provide your postal address. Note: The Town will use this address for all correspondence related to the bidding, bid process and sale of the property).
4. Daytime Telephone: (207) 653-8409 Fax: (207) 885-4170
(Telephone number(s). Note the Town will use these numbers for communications related to the bidding, bid process and sale of the property).
5. Bid Amount: \$ 11,110.00 ELEVEN THOUSAND ONE HUNDRED + TEN U. S. Dollars
(Bid Amount. Please include here numerically and written out the full amount of your bid for the property. All bids must be in United States Dollars).
6. Bid Deposit: \$ 1,111.00 ONE THOUSAND ONE HUNDRED + ELEVEN U. S. Dollars
(To qualify as a bid in the sale, you must return with this form a bid deposit in the amount of 10% of your bid price or \$200, whichever is greater; the funds to be either a bank check or certified funds payable to "The Town of Raymond").
7. Bidder's signature and date: Robert Viola 9-25-2013
(All bids must be signed and dated by the Bidder or his or her designated agent).

This form is a legal document and may bind the signer to certain obligations and consequences if accepted by the Town. The Town recommends that all bidders consult with their attorneys to review title, encumbrances, occupancy and other conditions related to the property and the sale which is the subject of this bid before executing and submitting this form. The Town of Raymond reserves the right to reject or accept any bid and the right to make or not make any award of any bid that the Town in its sole discretion, determines will be or will not be in the best interests of the Town. Successful bidders will forfeit their deposit in the event that they fail to complete the terms of the sale.

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1. Parcel or property to be bid on: Map 30, Lot 003 O Haskell Ave
2. Name of Bidder: Todd Southwick
(Please print your name. If a business name, please also provide the name of a contact person(s).)
3. Bidder's Address: 635 Webb's Mills Rd Raymond ME
(Please provide your postal address. Note: The Town will use this address for all correspondence related to the bidding, bid process and sale of the property).
4. Daytime Telephone: 627-4642 Fax: 627-7042
(Telephone number(s). Note the Town will use these numbers for communications related to the bidding, bid process and sale of the property).
5. Bid Amount: \$ 14,001.99 U. S. Dollars
(Bid Amount. Please include here numerically and written out the full amount of your bid for the property. All bids must be in United States Dollars).
6. Bid Deposit: \$ 1,500.00 U. S. Dollars
(To qualify as a bid in the sale, you must return with this form a bid deposit in the amount of 10% of your bid price or \$200, whichever is greater; the funds to be either a bank check or certified funds payable to "The Town of Raymond").
7. Bidder's signature and date: Todd Southwick 9-25-2013
(All bids must be signed and dated by the Bidder or his or her designated agent).

This form is a legal document and may bind the signer to certain obligations and consequences if accepted by the Town. The Town recommends that all bidders consult with their attorneys to review title, encumbrances, occupancy and other conditions related to the property and the sale which is the subject of this bid before executing and submitting this form. The Town of Raymond reserves the right to reject or accept any bid and the right to make or not make any award of any bid that the Town in its sole discretion, determines will be or will not be in the best interests of the Town. Successful bidders will forfeit their deposit in the event that they fail to complete the terms of the sale.

TOWN OF RAYMOND, MAINE
Public Sale of Tax Acquired Property

Bid Response Form

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1. Parcel or property to be bid on: Map 030, Lot 003 : Ø Haskell Avenue, Raymond, Me.
2. Name of Bidder: Beth Cormier and Joanne Stinson
(Please print your name. If a business name, please also provide the name of a contact person(s).)
3. Bidder's Address: 51 Haskell Avenue Raymond, Me 04071
(Please provide your postal address. Note: The Town will use this address for all correspondence related to the bidding, bid process and sale of the property).
4. Daytime Telephone: (207) 627-1029 Fax: Same
(Telephone number(s). Note the Town will use these numbers for communications related to the bidding, bid process and sale of the property).
5. Bid Amount: \$ 8,000.00 U. S. Dollars
(Bid Amount. Please include here numerically and written out the full amount of your bid for the property. All bids must be in United States Dollars).
6. Bid Deposit: \$ 800.00 (check # 072733345) U. S. Dollars
(To qualify as a bid in the sale, you must return with this form a bid deposit in the amount of 10% of your bid price or \$200, whichever is greater; the funds to be either a bank check or certified funds payable to "The Town of Raymond").
7. Bidder's signature and date: Beth Cormier Joanne Stinson 09/25/13
(All bids must be signed and dated by the Bidder or his or her designated agent).

This form is a legal document and may bind the signer to certain obligations and consequences if accepted by the Town. The Town recommends that all bidders consult with their attorneys to review title, encumbrances, occupancy and other conditions related to the property and the sale which is the subject of this bid before executing and submitting this form. The Town of Raymond reserves the right to reject or accept any bid and the right to make or not make any award of any bid that the Town in its sole discretion, determines will be or will not be in the best interests of the Town. Successful bidders will forfeit their deposit in the event that they fail to complete the terms of the sale.



Tax Acquired Property Pre-Bid Meeting
MINUTES
September 18, 2013

Present: Don Willard, Town Manager; Danielle Loring, Executive Assistant; and Chris Hanson, Code Officer.

Other: Joanne Stinson, Larry Post, Robert Viola, John & Charolette Calhoun, and Todd Southwick.

Subject Parcels:

Raymond Tax Map	Address	Interests to be Sold	Back Taxes Plus Interest Through September 27, 2013
Map 030, Lot 003	0 Haskell Ave Raymond, Maine	Land – 1.00 Acre Assessed value: \$67,000.00	\$3,947.37
Map 031, Lot 003 (includes 031/002)	0 Bond Street Raymond, Maine	Land – 1.05 Acres Assessed value: \$68,600.00	\$8,488.46
Map 033, Lot 011	0 Cobb Road Raymond, Maine	Land-- 0.32 Acres Assessed value: \$33,500.00	\$16,336.64
Map 041, Lot 050	0 Boulder Road Raymond, Maine	Land -- 0.12 Acres Assessed value: \$27,000	\$3,235.74

1) Call to order: The Town Manager called the pre-bid meeting to order at 2:01pm and stated that the purpose was to answer questions before the sealed bids were due the following week.

Danielle Loring announced that there was a clarification with the property listing. She stated that map 031, lot 003 also included map 031, lot 002 because they had been combined by the town but the change had not been recorded on the tax maps.

2) Questions:

Mrs. Loring stated that they were going to review the questions that had already been submitted and would take additional questions after.

- 1. Question:** What are the building restrictions on Map 030, Lot 003, building permit, variances...etc.
Answer: This lot is considered a buildable lot in the LRR1 zone as an existing nonconforming lot of record and would be held to outlined setbacks (30' front/rear, 20' sides and 100' high water) and zoning. Would have to submit for building permit as well submit appropriate site evaluation showing the location of well, subsurface design and building envelop.
- 2. Question:** Would the driveway access to any building on Map 030, Lot 003 have to come off Haskell Ave or are there other options?
Answer: This parcel has road frontage on Haskell Ave and Andrew Davis Way, which means that it

could have a driveway on either but the appropriate entrance needs to be applied for and approved by the Code Officer and Public Works Director.

3. **Question:** Could Map 030, Lot 003 be subdivided?

Answer: No. It does not have the acreage and does not currently meet the minimum acreage for that zone.

4. **Question:** What are the annual taxes for Map 030, Lot 003?

Answer: Based on the assessed value at \$67,000 and the current mill rate of \$11.25, the taxes would be \$753.75.

5. **Question:** Will the town accept the highest bid no matter how low, or is there a minimum bid for the properties?

Answer: There is no minimum bid for the property but the town is looking to at least capture the back taxes and interest for the property, which has been calculated through the date of the bid opening. However, the Selectmen will not be considering these properties until their October meeting and there may be additional interest that will need to be paid. Bidders should also consider the real value of the property and have their bids come in somewhere in between the two.

6. **Question:** Will back taxes be paid out of the winning bids?

Answer: Yes.

7. **Question:** Is the setback for a septic 50' from the property line?

Answer: No. The Town follows the State plumbing code which is 10' from the property line but that could be reduced to 5' with a variance. Wells had to be 100' back from septic but could also get variances with additional shielding.

8. **Question:** Acreage for combined lots Map 031, Lots 002 & 003?

Answer: 1.05 acres

9. **Question:** What is the inset line depicted on the map that goes into Map 030, Lot 003?

Answer: It appears to be a right-of-way. Bidders will need to do their deed research and due diligence to see if anyone can assert rights to the listed properties.

- a) **Followup Question:** Due to the right-of-way, would it be hard to meet setbacks.

Answer: Could be.

- b) **Followup Question:** Could the right-of-way be moved?

Answer: Possibly. If all those with access were agreeable, but the language would have to be reviewed by an attorney.

10. **Question:** Is o Cobb Road a buildable lot?

Answer: No. It is too small, in Resource Protection and does not proper access, but could have a winding path to the water or a campsite but no RV's.

11. **Question:** If o Haskell was purchased by the campground, could they do any commercial business out of there?

Answer: Possibly. It would require Planning Board approval.

12. **Question:** Is o Boulder Road buildable?

Answer: No, but has water access to Panther Pond.

13. **Question:** What happens if the town does not receive bids for a property?

Answer: The Town would keep the property and may send out for rebid.

14. **Question:** No minimum bid?

Answer: No, but the Selectmen can reject any bid, but the bidder needs to make an offer based on their comfort levels.

15. **Question:** What are the taxes for o Cobb?

Answer: The annual taxes, based on the assessed value of \$33,500 and the current mill rate of \$11.25, would be \$376.85.

16. **Question:** What are the taxes for o Bond Street?

Answer: The annual taxes, based on the assessed value of \$68,600 and the current mill rate of \$11.25, would be \$771.75.

- a) **Followup Answer:** Because the properties were in the Town's name as of April 1, 2013, they were not assessed taxes for the FY2013-14 year.

There were no more questions regarding the properties. Mrs. Loring reminded the group that sealed bids were due in no later than 3:00pm on Thursday, September 26, 2013 and that their bids should be checked in by a member of staff. She pointed out that there were updated packets available that also included the

bid sheet, estimated back taxes, sample Purchase and Sale Agreement, and Tax release deed.

9) Adjournment.

Mr. Willard closed the pre-bid meeting at 2:23pm.

Danielle Loring

Town of Raymond, Maine

Notice of Public Sale of Tax Acquired Property

OFFICIAL NOTICE

Please take notice that the Town of Raymond will conduct a public sale of the following properties in Raymond, subject to the following procedures and conditions of sale:

Raymond Tax Map	Address	Interests to be Sold	Back Taxes Plus Interest Through September 27, 2013
Map 030, Lot 003	0 Haskell Ave Raymond, Maine	Land – 1.00 Acre Assessed value: \$67,000.00	\$3,947.37
Map 031, Lot 003 (includes 031/002)	0 Bond Street Raymond, Maine	Land – 1.05 Acres Assessed value: \$68,600.00	\$8,488.46
Map 033, Lot 011	0 Cobb Road Raymond, Maine	Land-- 0.32 Acres Assessed value: \$33,500.00	\$16,336.64
Map 041, Lot 050	0 Boulder Road Raymond, Maine	Land -- 0.12 Acres Assessed value: \$27,000	\$3,235.74

These properties were acquired by the Town through the foreclosure of tax liens filed under 36 M.R.S.A. sections 942 and 943. The sale will be conducted through a sealed bid process according to the following terms and schedule.

1. There will be a pre-bid meeting at the Raymond Broadcast Studio Modular, 423 Webbs Mills Road, Raymond, Maine 04071 on Wednesday, September 18, 2013 at 2:00 p.m. to give bidders the opportunity to ask questions regarding properties. Those who cannot make the meeting may submit their questions in advance to danielle.loring@raymondmaine.org and the answers will be released with the Pre-bid meeting minutes on Thursday, September 19, 2013 by 12:00 p.m.
2. All bids must be submitted on the attached **Bid Response Form** and submitted to the Town of Raymond in a sealed envelope addressed to “**Town of Raymond, Tax Acquired Property Sale, c/o Danielle Loring, Executive Assistant.**”
3. To qualify for consideration, all bids must be stamped and signed as received by the Town of Raymond at 401 Webbs Mills Road., Raymond, ME 04071 on or before 3:00 PM on Thursday, September 26, 2013, and a deposit in the amount of 10% of the total bid amount must accompany all bids. The deposit must be in the form of certified funds or a cashier’s check made out to “**Town of Raymond.**” Personal checks will not be accepted. Bid deposits submitted by the successful bidder shall be applied to the total purchase price paid at closing.

4. The Town of Raymond, in its sole discretion and right, reserves the right to reject any bid or modify the terms of the bid process or sale. Bids will be opened publicly and read by the Town Manager at the Town Office at 10:00 a.m. on Friday, September 27, 2013.
5. Successful bidders must execute a Purchase and Sale Agreement (see website) substantially in the form of the document available for inspection at the Town Office within 15 days of the Town's acceptance of a successful bidder's bid. If a successful bidder does not execute the Purchase and Sale Agreement within 15 days of being awarded the bid the Town shall retain the successful bidder's deposit.
6. Upon the identification of the successful bidders, other bidders may then elect to withdraw their bids by providing written notice of the withdrawal to the Town. Unsuccessful bidders who elect to withdraw and not continue their bids after the successful bidders have been identified shall have their deposit checks returned.
7. If a successful bidder fails to execute the required Purchase and Sale Agreement, the Town may in its discretion award a bid to another qualified bidder who has not withdrawn his or her bid. In the event that the Town accepts a bid of another qualified bidder, the remaining unsuccessful bidders may then withdraw or continue their bids according to the terms and requirements of Paragraph 5. New successful bidders shall execute the required Purchase and Sale Agreement within 15 days of the date of being awarded the bid or the Town will retain their deposit check.
5. Upon transfer of properties that are sold, the Town will return all remaining bid checks to unsuccessful bidders by mail to unsuccessful bidders at the address they include on the bid form.
9. Conveyance of all properties will be by a Maine statutory Municipal Tax Release Deed. Transfers shall also be subject to any and all encumbrances, other liens of record and tenancies or occupancies as of the date of the conveyance.
10. **Bidders are strongly encouraged to seek legal assistance concerning matters related to the properties, including but not limited to: title, encumbrances, permitted activities or uses, occupancy or tenants. All properties are offered and sold by the Town on an "as is" basis with no express or implied warranties as to title, condition, acreage or boundaries, encumbrances, environmental matters, suitability or fitness for any purpose.**
11. Bid materials may be obtained from the Executive Assistance's Office, Town of Raymond, 401 Webbs Mills Road, Raymond, ME 04071, telephone (207) 655-4742 x 133.

2013 Tax Acquired Property Sealed Bid Schedule

Date/Time	Location	Event
Wed., Sept. 18, 2013 @ 2:00 pm	423 Webbs Mills Rd, Raymond	Pre-bid meeting
Thurs., Sept. 19, 2013 @ 12:00 pm	Online	Pre-bid minutes released
Thurs., Sept. 26, 2013 @ 3:00 pm	401 Webbs Mills Road, Raymond	Bids & deposits due
Fri., Sept. 27, 2013 @ 10:00 am	401 Webbs Mills Road, Raymond	Bid Opening
Fri., Oct. 11, 2013 @ 4:00 pm	401 Webbs Mills Road, Raymond	Final Payment Due By

TOWN OF RAYMOND, MAINE
Public Sale of Tax Acquired Property

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1. Parcel or property to be bid on: _____
2. Name of Bidder: _____
(Please print your name. If a business name, please also provide the name of a contact person(s)).
3. Bidder's Address: _____
(Please provide your postal address. Note: The Town will use this address for all correspondence related to the bidding, bid process and sale of the property).
4. Daytime Telephone: _____ Fax: _____
(Telephone number(s). Note the Town will use these numbers for communications related to the bidding, bid process and sale of the property).
5. Bid Amount: \$ _____ U. S. Dollars
(Bid Amount. Please include here numerically and written out the full amount of your bid for the property. All bids must be in United States Dollars).
6. Bid Deposit: \$ _____ U. S. Dollars
(To qualify as a bid in the sale, you must return with this form a bid deposit in the amount of 10% of your bid price or \$200, whichever is greater; the funds to be either a bank check or certified funds payable to "The Town of Raymond").
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CURRENT OWNER				TOPO.		UTILITIES		STRT./ROAD		LOCATION		CURRENT ASSESSMENT															
TOWN OF RAYMOND 401 WEBBS MILLS ROAD RAYMOND, ME 04071 Additional Owners:				4	Rolling			3	Unpaved	3	Rural	Description		Code	Appraised Value		Assessed Value										
													EXM LAND	9035	67,100		67,100										
				SUPPLEMENTAL DATA																							
				Other ID: 030003000000 TIF CODE USE PROGRAM TG ENROLL YF TG PLAN YR LD1 TYPE GIS ID: 030003000000				SEND VALUI TAP Field 8 Field 9 Field 10 ASSOC PID#						Total		67,100		67,100									
RECORD OF OWNERSHIP				BK-VOL/PAGE		SALE DATE		q/u	v/i	SALE PRICE		V.C.	PREVIOUS ASSESSMENTS (HISTORY)														
TOWN OF RAYMOND				29838/ 7		08/15/2012		U	I	0		1L	Yr.	Code	Assessed Value		Yr.	Code	Assessed Value		Yr.	Code	Assessed Value				
TOWN OF RAYMOND				28887/ 18		08/12/2011		U	I	0		1L	2012	9035	67,100		2011	1300	67,100		2005	1300	67,100				
TOWN OF RATMOND				27989/ 11		08/13/2010		U	I	0		1L															
TOWN OF RAYMOND				27261/ 121		09/18/2009		U	I	0		1L															
TOWN OF RAYMOND				26335/ 332		09/12/2008		U	I	0		1L															
TOWN OF RAYMOND				25536/ 236		10/12/2007		U	I	0		1L															
				Total:									67,100		Total:		67,100		Total:		67,100						
EXEMPTIONS								OTHER ASSESSMENTS								This signature acknowledges a visit by a Data Collector or Assessor											
Year	Type	Description		Amount		Code	Description		Number		Amount		Comm. Int.														
				Total:																							
ASSESSING NEIGHBORHOOD												APPAISED VALUE SUMMARY															
NBHD/ SUB		NBHD NAME		STREET INDEX NAME		TRACING		BATCH		Appraised Bldg. Value (Card) 0 Appraised XF (B) Value (Bldg) 0 Appraised OB (L) Value (Bldg) 0 Appraised Land Value (Bldg) 67,100 Special Land Value 0 Total Appraised Parcel Value 67,100 Valuation Method: C Exemptions 0 Adjustment: 0 Net Total Appraised Parcel Value 67,100																	
0001/A																											
NOTES																											
WATER-ACCESS																											
BUILDING PERMIT RECORD												VISIT/ CHANGE HISTORY															
Permit ID	Issue Date	Type	Description		Amount		Insp. Date	% Comp.	Date Comp.	Comments		Date	Type	IS	ID	Cd.	Purpose/Result										
												9/16/2004			RK	00	Measur+Listed										
LAND LINE VALUATION SECTION																											
B #	Use Code	Use Description		Zone	D	Frontage	Depth	Units	SF	Unit Price	I. Factor	S.A.	Acre Disc	C. Factor	ST. Idx	Adj.	Notes- Adj		Special Pricing		Adj. Unit Price	Land Value					
1	903V	Town of Raymond 00		LRR1				43,560		0.80	0.80	4	1.0000	1.00	CA	2.40	WA				1.54	67,100					
Total Card Land Units:												1.00 AC		Parcel Total Land Area: 1 AC				Total Land Value:								67,100	

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CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)																			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description																
Model	00		Vacant																				
				MIXED USE																			
				Code	Description		Percentage																
				903V	Town of Raymond 00		100																
				COST/MARKET VALUATION																			
				Adj. Base Rate:		0.00																	
				Section. RCN:		0																	
				Net Other Adj:		0.00																	
				Replace Cost		0																	
				AYB																			
				EYB		0																	
				Dep Code																			
				Remodel Rating																			
				Year Remodeled																			
				Dep %																			
				Functional ObsInc																			
				External ObsInc																			
				Cost Trend Factor		1																	
				Condition																			
				% Complete																			
				Overall % Cond																			
				Apprais Val																			
				Dep % Ovr		0																	
				Dep Ovr Comment																			
				Misc Imp Ovr		0																	
				Misc Imp Ovr Comment																			
				Cost to Cure Ovr		0																	
Cost to Cure Ovr Comment																							
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)																							
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value											
BUILDING SUB-AREA SUMMARY SECTION																							
Code	Description	Living Area		Gross Area		Eff. Area		Unit Cost		Undeprec. Value													
Ttl. Gross Liv/Lease Area:				0		0		0															

No Photo On Record

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No Photo On Record

CURRENT OWNER				TOPO.		UTILITIES		STRT./ROAD		LOCATION		CURRENT ASSESSMENT												
TOWN OF RAYMOND 401 WEBBS MILLS ROAD RAYMOND, ME 04071 Additional Owners:				4	Rolling			3	Unpaved	3	Rural	Description		Code	Appraised Value		Assessed Value							
												EXM LAND	9035	68,600		68,600								
				SUPPLEMENTAL DATA										Total		68,600		68,600						
				Other ID: 031003000000 TIF CODE USE PROGRAM TG ENROLL YF TG PLAN YR LD1 TYPE GIS ID: 031003000000				SEND VALUI TAP Field 8 Field 9 Field 10 ASSOC PID#				<div>3218 Raymond, ME</div> <div>VISION</div>												
RECORD OF OWNERSHIP				BK-VOL/PAGE		SALE DATE		q/u	v/i	SALE PRICE										V.C.	PREVIOUS ASSESSMENTS (HISTORY)			
TOWN OF RAYMOND				29838/ 6		08/15/2012		U	I	0		1L	Yr.	Code	Assessed Value		Yr.	Code	Assessed Value		Yr.	Code	Assessed Value	
TOWN OF RAYMOND				28887/ 17		08/12/2011		U	I	0		1L	2012	9035	68,000		2011	1300	58,100		2005	1300	58,100	
TOWN OF RAYMOND				27989/ 10		08/13/2010		U	I	0		1L												
TOWN OF RAYMOND				27261/ 122		09/18/2009		U	I	0		1L												
TOWN OF RAYMOND				26335/ 302		09/12/2008		U	I	0		1L												
TOWN OF RAYMOND				25536/ 235		10/12/2007		U	I	0		1L												
				Total:								Total:		68,000		Total:		58,100		Total:		58,100		
EXEMPTIONS						OTHER ASSESSMENTS										This signature acknowledges a visit by a Data Collector or Assessor								
Year	Type	Description		Amount		Code	Description		Number		Amount		Comm. Int.											
				Total:																				
ASSESSING NEIGHBORHOOD														<div>Appraised Bldg. Value (Card)</div> <div>Appraised XF (B) Value (Bldg)</div> <div>Appraised OB (L) Value (Bldg)</div> <div>Appraised Land Value (Bldg)</div> <div>Special Land Value</div> <div>Total Appraised Parcel Value</div> <div>Valuation Method:</div> <div>Exemptions</div> <div>Adjustment:</div> <div>Net Total Appraised Parcel Value</div>										
NBHD/ SUB		NBHD NAME		STREET INDEX NAME		TRACING		BATCH																
0001/A																								
NOTES																								
WATER-ACCESS																								
BUILDING PERMIT RECORD														VISIT/ CHANGE HISTORY										
Permit ID	Issue Date	Type	Description		Amount		Insp. Date	% Comp.	Date Comp.	Comments		Date	Type	IS	ID	Cd.	Purpose/Result							
												9/17/2004			RK	00	Measur+Listed							
LAND LINE VALUATION SECTION																								
B #	Use Code	Use Description		Zone	D	Frontage	Depth	Units	SF	Unit Price	I. Factor	S.A.	Acre Disc	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing		Adj. Unit Price	Land Value			
1	903V	Town of Raymond 00		LRR1				45,738		0.78	0.80	4	1.0000	1.00	CA	2.40	WA			1.50	68,600			
Total Card Land Units:										1.05	AC	Parcel Total Land Area:					1.05	AC	Total Land Value:					68,600
																		Page 31 of 48						

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)								
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description					
Model	00		Vacant									
				MIXED USE								
				Code	Description	Percentage						
				903V	Town of Raymond 00	100						
				COST/MARKET VALUATION								
				Adj. Base Rate:		0.00						
				Section. RCN:		0						
				Net Other Adj:		0.00						
				Replace Cost		0						
				AYB								
				EYB		0						
				Dep Code								
				Remodel Rating								
				Year Remodeled								
				Dep %								
Functional ObsInc												
External ObsInc												
Cost Trend Factor		1										
Condition												
% Complete												
Overall % Cond												
Apprais Val												
Dep % Ovr		0										
Dep Ovr Comment												
Misc Imp Ovr		0										
Misc Imp Ovr Comment												
Cost to Cure Ovr		0										
Cost to Cure Ovr Comment												
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
BUILDING SUB-AREA SUMMARY SECTION												
Code	Description	Living Area		Gross Area		Eff. Area		Unit Cost		Undeprec. Value		
Titl. Gross Liv/Lease Area:		0		0		0						

No Photo On Record

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CURRENT OWNER				TOPO.		UTILITIES		STRT./ROAD		LOCATION		CURRENT ASSESSMENT								
TOWN OF RAYMOND 401 WEBBS MILLS RD RAYMOND, ME 04071 Additional Owners:				4	Rolling			3	Unpaved	7	Waterfront	Description		Code	Appraised Value		Assessed Value		3218 Raymond, ME 	

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)								
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description					
Model	00		Vacant									
				MIXED USE								
				Code	Description	Percentage						
				903V	Town of Raymond 00	100						
				COST/MARKET VALUATION								
				Adj. Base Rate:		0.00						
				Section. RCN:		0						
				Net Other Adj:		0.00						
				Replace Cost		0						
AYB												
EYB		0										
Dep Code												
Remodel Rating												
Year Remodeled												
Dep %												
Functional ObsInc												
External ObsInc												
Cost Trend Factor		1										
Condition												
% Complete												
Overall % Cond												
Apprais Val												
Dep % Ovr		0										
Dep Ovr Comment												
Misc Imp Ovr		0										
Misc Imp Ovr Comment												
Cost to Cure Ovr		0										
Cost to Cure Ovr Comment												
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
BUILDING SUB-AREA SUMMARY SECTION												
Code	Description	Living Area		Gross Area		Eff. Area		Unit Cost		Undeprec. Value		
Titl. Gross Liv/Lease Area:		0		0		0						

No Photo On Record

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Print Date: 09/05/2013 09:25

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CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)								
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description					
Model	00		Vacant									
				MIXED USE								
				Code	Description	Percentage						
				903V	Town of Raymond 00	100						
				COST/MARKET VALUATION								
				Adj. Base Rate:		0.00						
				Section. RCN:		0						
				Net Other Adj:		0.00						
				Replace Cost		0						
				AYB								
EYB		0										
Dep Code												
Remodel Rating												
Year Remodeled												
Dep %												
Functional ObsInc												
External ObsInc												
Cost Trend Factor		1										
Condition												
% Complete												
Overall % Cond												
Apprais Val												
Dep % Ovr		0										
Dep Ovr Comment												
Misc Imp Ovr		0										
Misc Imp Ovr Comment												
Cost to Cure Ovr		0										
Cost to Cure Ovr Comment												
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
BUILDING SUB-AREA SUMMARY SECTION												
Code	Description	Living Area		Gross Area		Eff. Area		Unit Cost		Undeprec. Value		
Titl. Gross Liv/Lease Area:		0		0		0						

No Photo On Record

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AGREEMENT FOR THE PURCHASE AND SALE OF REAL ESTATE

AGREEMENT made and entered into this _____ day of _____, 2013 by and between _____ ("Buyer") and the Town of Raymond, Maine ("Seller").

WITNESS AS FOLLOWS:

1. **PURCHASE AND SALE.** Seller agrees to sell and Buyer agrees to buy, on the terms and conditions hereinafter set forth, the land and any improvements presently thereon located on _____, Raymond, Maine (the "Premises"), as shown on the Official Tax Maps for the Town of Raymond as Map _____, Lot _____.

2. **PURCHASE PRICE.** Subject to any adjustments and pro-rations hereinafter described, Buyer agrees to pay for the Premises _____ dollars (\$ _____), this sum is comprised of the following:

(a) The sum of _____ dollars (\$ _____) as a deposit (the "Deposit"), the receipt whereof is hereby acknowledged by Seller, which Deposit shall be credited towards the purchase price.

(b) The sum of _____ dollars (\$ _____) shall be paid to Seller at the closing by certified funds or bank cashier's check payable to the Town of Raymond.

3. **TITLE.** Seller makes no representations as to title in the property and shall convey the Premises to Buyer at the closing by statutory short form municipal quitclaim deed.

4. **CLOSING AND FURTHER OBLIGATIONS OF THE PARTIES.** The closing shall take place at Raymond Town Hall on _____. Seller further agrees to execute and deliver to Buyer at the closing such other Affidavits and Certificates as may be reasonably necessary for Buyer's acquisition of the Premises and as are consistent with the statutory short form municipal quitclaim deed.

5. **RISK OF LOSS, DAMAGE AND INSURANCE.** All risk of loss to the Premises before closing shall be borne by Seller.

6. **INSPECTION.** Buyer may arrange with Seller to enter the Premises at a mutually convenient time before the closing in order to inspect the Premises. Seller makes no representations as to condition of the Premises and Buyer takes Premises as is and where is. _____

7. **POSSESSION OF THE PREMISES.** In the event that the Premises are vacant and not occupied, the Buyer may take possession of the Premises immediately after closing. In the event that the Premises are occupied, Buyer takes the Premises subject to such occupancy and shall be solely responsible for evicting any and all occupants and removing any and all personalty in conformance with all applicable laws.

8. **DEFAULT AND REMEDIES.** In the event that Seller fails to close hereunder for a

reason other than the default of Buyer, Buyer's remedies shall be limited to return of Buyer's deposit. In the event that Buyer fails to close hereunder for a reason other than the default of Seller, Seller shall have all remedies available at law and equity and shall also keep Buyer's deposit.

9. BROKERAGE. Seller and Buyer represent and warrant to each other that neither party has engaged the services of any real estate broker with respect to this transaction.

10. ADJUSTMENTS, PRO-RATIONS AND CLOSING COSTS.

(a) The recording of the deed of conveyance and the fee associated therewith is the sole responsibility of the Buyer.

(b) Maine real estate transfer tax as applicable shall be paid by Seller and Buyer in accordance with 36 M.R.S.A. § 4641-A.

11. GENERAL PROVISIONS. This Agreement may be executed in duplicate originals and is to be construed under the laws of Maine. Time is of the essence of this Agreement. This Agreement is binding and inures to the benefit of the parties hereto, their respective heirs, successors and assigns, and may be cancelled, modified, or amended only by a writing executed by the parties hereto or their legal representatives. All notices, demands and other communications hereunder shall be in writing and shall be deemed as duly given on the date of service of served personally or on the date of mailing if mailed. If mailed, all notices are to be sent by first class mail, postage prepaid, certified, return receipt requested, addressed as follows:

TO SELLER:

Treasurer
Town of Raymond, Town Hall
401 Webbs Mills Road
Raymond, ME 04071

TO BUYER:

If any provision of this Agreement is determined to be invalid or unenforceable, it shall not affect the validity and enforcement of the remaining provisions hereof. The signatories hereto represent and warrant that they are duly authorized to enter this Agreement on behalf of their respective interests and that their signatures below bind the parties to the terms hereunder.

IN WITNESS WHEREOF, Seller and Buyer have executed this Agreement as of the date above written.

WITNESS:

BUYER:

WITNESS:

BUYER:

WITNESS:

SELLER:
TOWN OF RAYMOND, MAINE

By: _____
[Treasurer's Name]
Treasurer

MUNICIPAL TAX RELEASE DEED

The Inhabitants of the Town of Raymond, Maine, a body corporate and politic located in Cumberland County, Maine **FOR CONSIDERATION PAID**, releases to _____, _____, whose mailing address is _____, the Town's interests in the real property located at _____, Raymond, Maine, which property is also described as Map ____, Block ____, Lot ____ on the Official Tax Maps for the Town of Raymond, prepared by _____, in _____, as updated, amended and maintained by the Town of Raymond Assessor and on file in the Raymond Town Office.

The Town's interest in this property acquired by virtue of the following tax liens recorded in the Cumberland County Registry of Deeds as follows:

Book _____, Page _____

The Town conveying hereunder no other interests; and further excepting and reserving from this conveyance any liens securing payment of property taxes on the premises as are not currently due or payable.

The Town of Raymond, Maine has caused this instrument to be signed in its corporate name by its Treasurer, duly authorized, this ____ day of _____, 2010.

WITNESS:

TOWN OF RAYMOND, MAINE

By: _____
[Treasurer's Name]
Treasurer, Raymond, Maine

STATE OF MAINE
COUNTY OF CUMBERLAND, ss. _____, 2010

Personally appeared the above named _____, in his/her capacity as Treasurer of the Town of Raymond, Maine and acknowledged the foregoing instrument to be his/her free act and deed and in his/her said capacity for the municipal corporation.

Before me,

My Commission Expires:



TAX ACQUIRED PROPERTY POLICY

Adopted by the Board of Selectmen - May 18, 1995

Amended - August 3, 1999

Amended – March 9, 2010

1. The purpose of this policy is to provide guidance regarding properties acquired by the Town for non-payment of taxes.
2. If the former owner, after the property has achieved tax acquired status, requests a reasonable payment schedule that will provide for the repayment of all outstanding taxes, the Tax Collector will allow a payment schedule for up to 60 months from the date of automatic foreclosure. (a) If the payment schedule, as established by the Tax Collector, is not acceptable to the taxpayer, appeal may be made to the Board of Selectmen.
3. If the Taxpayer becomes more than 90 days delinquent in meeting the payment schedule as established, or is not current as of June 30th of any given year, the account will be referred to the Board of Selectmen for redemption and/or sale.
4. If the Selectmen determine that a property should not be retained under Section 5 and that the taxpayer is delinquent under Section 3, the Taxpayer or other party in interest will be offered the right of immediate redemption by paying all outstanding taxes, interest and costs within 30 days of receiving notice.
5. Retention of Property: The Selectmen shall retain property for the benefit of the Town, if they deem it in the best interest of the town to do so. By way of example, but not of limitation, the Selectmen might deem it in the best interest of the town to retain property where: (a) The property has or will have recreational value or economic value to the Town, (b) The property has or will have potential for a public facility or additions to public facilities, (c) Retention of the property will provide a residence for an individual or individuals who otherwise will require public assistance from the Town.
6. Sale: If a property is not retained by the Selectmen under Section 5, and if the property is not redeemed under Section 4, the property shall be sold by sealed bid or any other method approved by the Selectmen which maximizes the return to the Town. The Selectmen shall reserve the right to accept or reject bids in any bid process. A notice of intent to sell the property shall be published in the newspaper; shall be posted in those areas where warrants are posted; and shall be sent to the Taxpayer or Taxpayers who lost the property by certified mail, return receipt requested to their last known address.



401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742
655-3024 (Fax)

MEMO

To: Don Willard, Town Manager

Date: September 25, 2013

From: Louise Lester, Town Clerk

Subject: State Bond Referendum
November 5, 2013

I would appreciate the Board of Selectmen approving the scheduling for the Maine State Bond Referendum scheduled for Tuesday, November 5, 2013 from 7:00 am to 8:00 pm at Jordan Small Middle School.

I would also appreciate the Board of Selectmen appointment Laurie Forbes as warden for that event.

I had a meeting with Kelly Mank, Windham Eagle, several weeks ago. We talked about what it would take to get the Windham Eagle and the Road Runner merged together.

- Windham Eagle delivers to every home and p.o. box in Raymond every Friday.
- Windham Eagle will format, print and deliver the newspaper with a Road Runner section in it.
- We can either do it weekly or once a month (I suggest once a month).
- They said we can have as many pages as we need to put all our articles in.
- They will do a cover page article regarding the two merging together.
- We pay them \$1,000 a month to do all this. (This is a starting figure).

- We would not have to pay someone to organize the paper. We would not have to pay for printing and delivering of the paper.

People are asking for the paper to come back because that was their way of keeping connected with the Town. Not everyone has internet or television.

There are so many committees and organizations in the Town of Raymond that we would have no problem getting lots of articles. I propose that we make this one of the Committees that a board member volunteers for. I will volunteer to start this committee. I would send out emails to all the committees and organizations informing them of the newspaper.

Also, Laurie Forbes has volunteered to monitor the Town forum site. She has done this before and is very aware of protocol. One thing she said it will not become is a town bashing site. It will remain appropriate. It is fine if people have concerns or complaints but keeping them in check.

I ask that the Board consider both these options.

Thank you

Teresa

From:
PLeavitt@stmarysmaine.com
Date:
10/1/2013 8:43 AM
To:
sgifford1@maine.rr.com

Effective immediately I am resigning my position on the Town of Raymond Zoning Board of Appeals.

Peter J. Leavitt

POST ISSUANCE COMPLIANCE POLICY

DRAFT

The Town issues tax-exempt bonds from time to time to finance various capital improvements. As an issuer of such tax-exempt bonds, the Town is required by the Internal Revenue Code of 1986, as amended, (the “Code”) and regulations promulgated by the United States Treasury Department to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of the bonds.

The Town recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of a bond issue, and is an integral component of the Town's overall debt-management responsibilities. These requirements apply equally to capital leases. Accordingly, the implementation of these requirements will require on-going monitoring and consultation with Bond Counsel.

Issuance:

The Select Board shall approve the terms and structure of bonds issued by the Town. Such bonds shall be issued in accordance with United States Treasury Department Regulations, the Internal Revenue Code of 1986, as amended, and State statutes. Specific post-issuance compliance procedures are addressed below.

General Procedures:

The following guidelines will be used to monitor compliance with post-issuance requirements:

1. The Town Treasurer, or the Treasurer's designee, shall serve as the Compliance Officer and shall be the person primarily responsible for ensuring that the Town successfully carries out its post-issuance responsibilities. The Compliance Officer shall be assisted by the following persons or entities:

- a. Bond Counsel
- b. Financial Advisor
- c. Paying Agent
- d. Rebate Specialist

The Compliance Officer shall be responsible for assigning post-issuance responsibilities to other staff, Bond Counsel, the Financial Advisor, the Paying Agent, and the Rebate Specialist, and shall utilize such other professional services as are necessary to ensure compliance with all post-issuance requirements.

2. The Compliance Officer shall verify that the following post-issuance actions have been taken on behalf of the Town with respect to each issue of tax-exempt bonds:
- a. Ensure that a full and complete record for the principal documents of each issue has been completed by Bond Counsel and the Financial Advisor;

- b. Ensure that the Internal Revenue Service (IRS) forms 8038 are properly filed with the IRS by Bond Counsel within the time limits imposed by Section 149(c) of the Code;
 - c. Account for the allocation of the proceeds of the tax-exempt bonds to expenditures as required by the Code;
 - d. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditures of the issue proceeds;
 - e. Identify proceeds of tax-exempt obligations, in consultation with Bond Counsel and the Financial Advisor, that are yield-restricted and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the bond yield to which such investments are restricted;
 - f. Determine, in consultation with Bond Counsel and the Financial Advisor, whether the Town is subject to the rebate requirements of Section 148(f) of the Code and related Treasury Regulations with respect to each issue of the Town. The Compliance Officer shall contact a Rebate Specialist, as required, prior to the fifth anniversary of the date of issuance of each issue and each fifth anniversary thereafter until the obligation has matured to arrange for calculation of the rebate requirements, as needed, to be paid by the Town. If any rebate is required to be paid to the IRS, the Town Compliance Officer will file Form 8038-T, along with the required payment.
 - g. Shall monitor the use of all financed facilities in order to determine whether private business uses of financed facilities have exceeded the de minimus limits set forth in Section 141(b) of the Code (generally a value or benefit equal to 10% of issue proceeds) that provide special legal entitlements to non-governmental persons.
3. The Compliance Officer shall collect and retain the following records with respect to each issue of tax-exempt obligations and with respect to the facilities financed with the proceeds of such Obligations:
- a. Audited financial statements of the Town;
 - b. Appraisals, surveys, feasibility studies, if any, with respect to the facilities to be financed with issue proceeds;
 - c. Trustee or Paying Agent statements;
 - d. Records of all investments and the gains (or losses) from such investments;
 - e. Expenditures reimbursed with the issue proceeds;
 - f. Allocation of issue proceeds to expenditures (including cost of issuance) and the dates and amounts of each expenditure (including requisitions, draw down schedules, invoices, bills, and canceled checks as related to each expenditure);
 - g. Construction or renovation contracts for financed facilities or projects;
 - h. Maintain an asset list of all tax-exempt financed depreciable property and sales of tax-exempt financed assets;
 - i. Arbitrage rebate reports and records of rebate and yield reduction payments, if any;
 - j. Orders, Resolutions, and other actions, if any, adopted by the Town subsequent to the date of issue of the obligations; and
 - k. Relevant correspondence relating to such bonds.

The records collected by the Town shall be stored in any format deemed appropriate by the Compliance Officer and shall be retained for a period equal to the life of the tax-exempt obligations, including the life of any obligations issued to refund obligations, plus three (3) years.

4. In addition to its post-issuance compliance requirements under the Code and Treasury Regulations, the Town has agreed to provide Continuing Disclosure, such as annual financial information and material event notices. The continuing disclosure obligations are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12 under the Securities and Exchange Act of 1934, as amended and officially interpreted from time to time.

:

TAX ASSESSOR'S RETURN

Pursuant to a Warrant from Peter J. Crichton, Clerk of Cumberland County, dated February 14, 2013 we have assessed the polls and estates of the residents and non-residents of the Town/City of RAYMOND, County of Cumberland in the amount of \$ 627,814 and have forwarded lists thereof to Donald Willard, Collector of said Town/City. Said assessment of taxes to be paid to Treasurer, Cumberland County, on or before the first day of September 2013.

Assessors,

Town/City of

RAYMOND, MAINE

\$ 627,814

TO BE FILLED IN AND FORWARDED TO THE COUNTY TREASURER, 142
FEDERAL STREET, PORTLAND, MAINE 04101-4196 WITH PAYMENT OF
TAXES BY SEPTEMBER 1, 2013.

INTEREST RATE ON UNPAID TAXES SET AT 7% AND SHALL BE
ASSESSED SIXTY (60) DAYS AFTER SEPTEMBER 1, 2013.