Town of RAYMOND
Home of the Landlocked Salmon
INCORPORATED 1803

BOARD OF SELECTMEN
AGENDA SUMMARY

May 13, 2014
7:00 p.m.
Broadcast Studio
423 Webbs Mills Road

SELECTMEN'S MEETING

1) Call to order.

2) Minutes of previous meeting dated:
- **April 8, 2014**
- **April 17, 2014**
- **April 22, 2014**

3) Public Hearing

a) Application for a Malt Liquor License Renewal, William Coppersmith, Jr., DBA Fisherman's Catch (1270 Roosevelt Trail)- Town Clerk Louise Lester

The Public Safety Department performed the requisite life safety and fire protection ordinance inspections and is recommending approval of this renewal liquor license. Raymond Fire Inspector David Mains has reported that no life safety code violations were found at the establishment (Report Attached to the ePacket). No complaints of any kind have been lodged with the Town against Fisherman's Catch regarding their operations.

4) New Business.

a) Consideration of appointment of Joanne Stinson as New Zoning Board of Appeals Member – Board of Selectmen

The Zoning Board of Appeals has unanimously voted to recommend appointment of Joanne Stinson as a new member to the Zoning Board of Appeals. This will leave one (alternate) position vacant.

b) Application for Use of Town Property for "U Can 5K" - Brenda Dionne, Organizer

The UCAN 5K is an annual event to honor and remember dedicated community volunteer Candace Woolston who passed away at the age of 49 in December 2012 after battling cancer. She was an avid runner and the "U Can" incorporates her name together with her "can do" spirit in celebration of her love for life. Event organizers are requesting use of Sheri Gagnon Park for the event, which may draw 450-500 participants. The Public Safety and Public Works departments are working to provide traffic control, emergency and health services. Brenda Dionne was unable to make the meeting, but Ed Gagne will be in attendance to answer any questions regarding the event.

c) Request for Policy Clarification Regarding Official DVD Record – Danielle Loring, Planning Board Secretary

At a recent training of the Planning Board involving the Town Attorney, questions were raised regarding the "Minutes Policy" which outlines that the video record will be the official record. Under the Freedom of Access Act, any meeting of three or more members constitutes a public proceeding that needs to have a record produced and retained. The Planning Board regularly conducts site walks, during which a video record is not created. The Town Attorney recommends clarifying the policy to address the matter and staff has made recommendations (attached to the ePacket) for Selectmen consideration. This policy currently applies to all government boards for the Town of Raymond.

d) Presentation and Final Report from Economic Development Task Force (EDTF) – Rolf Olsen and Elissa Gifford, EDTF Co-Chairs

At the September 10, 2013 meeting, Chairman Sam Gifford appointed the Economic Development Task Force to work with staff and consultants to study and make recommendations on improving the Town's economic development activities. Attached to the ePacket is the final report, which includes the Task Force's original charge.

e) Consideration and Award of Bid for Contract Auditing Services – Nancy Yates, Finance Director

Recently, the Board of Selectmen directed staff to solicit proposals for auditing services. Four bids were received, including the current Auditor, Smith & Associates. The bid results are attached to the ePacket. Staff and the selection committee are recommending contract award to Smith & Associates, the second lowest bidder and current contract auditor, at a negotiated level equal to the lowest bidder ($6,200) in order to avoid substantial staff cost related to new contractor orientation/implementation. The difference between the two lowest bids was $575.

f) Consideration of RSU#14 & Municipal Referendum Warrants for June 10, 2014 Election - Louise Lester, Town Clerk

The RSU#14 Budget and Election of Officers Warrant was not available in time for the May Selectboard meeting. Staff is recommending that the Selectmen approve signing of the warrant outside the meeting when it becomes available. The Town of Raymond Municipal Referendum is attached for consideration and posting for the June 10, 2014 secret ballot vote.

g) Consideration of Amendment to Board of Selectmen Bylaws – Board of Selectmen

Selectmen Chair Sam Gifford is recommending an addition to the Bylaws regarding meeting decorum. Attached to the ePacket is a draft of the proposed changes.

h) Update on Community Park Project/Bond Issue and Reconsideration of Warrant Article Vote – Danielle Loring, Executive Assistant and Mike Reynolds, Selectmen

Recently, staff received a report regarding environmental assessment of the Town-owned Egypt Road parcel, which is the proposed location for a new community recreation park. Executive Assistant Danielle Loring will summarize the findings as well as options for the site and Selectmen Mike Reynolds will discuss actions related to the proposed warrant article.

i) Executive Session pursuant to 1 MRSA § 405(6)(F): Consideration and Award of 2014 Town Scholarships

j) Executive Session pursuant to 1 MRSA § 405(6)(E): Consultation with Town Attorney and Code Officer

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

6) Selectmen Comment

7) Town Manager Report and Communications.

a) Confirm date for next regular meeting:

- **June 17, 2014**
- **June 3, 2014 Annual Town Meeting (JSMS Gym @ 7pm)**
- **June 10, 2014 Referendum Vote (JSMS Gym from 7am-8pm)**

8) Fiscal Warrants –May 13, 2014

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

9) Adjournment.