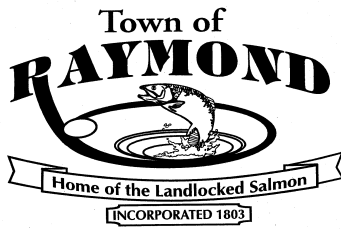


SELECTMEN'S EPACKET
List of Files
December 9, 2014

| | |
|---|-------------------|
| List of Files | Page 1 |
| Agenda | Page 2-3 |
| Agenda Summary | Page 4-6 |
| Public Hearing Materials | |
| A La Mexicana Special Amusement Permit Application | Page 7-9 |
| Sebago Cafe Liquor License Renewal Application | Page 10-4 |
| Life Safety Inspection Report | Page 15-7 |
| Regular Meeting Materials | |
| TE Grant Application Materials | Page 18-29 |
| Appointment of Registrar | Page 30 |
| RSU Withdrawal Materials | |
| Updated Steps Chart | Page 31-4 |
| Withdrawal Committee Advertisement | Page 35 |
| Letters from Dept. of Education | Page 36-9 |
| FY2015-16 Budget Directive Topics | Page 40 |
| Concept Plans for Patricia Ave. Rec. Site | Page 41-44 |



**BOARD OF SELECTMEN
AGENDA**

December 9, 2014
7:00 p.m.
Broadcast Studio
423 Webbs Mills Road

Be the Influence Statement

We, the Raymond Board of Selectmen recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to 'Be the Influence' and to recognize that decisions matter.

SELECTMEN'S MEETING

- 1) Call to order
- 2) Minutes of previous meeting dated:
 - November 18, 2014
- 3) Public Hearing
 - a) Special Amusement Permit for Live Music:
Ben Santos-Rogers DBA A La Mexicana
1227 Roosevelt Trail
 - b) Liquor License Renewal
William and Kimberly Hines of Whines Ent. Inc. DBA Cafe Sebago
1248 Roosevelt Trail
- 4) New Business.
 - a) MDOT Transportation Enhancement Grant for Main Street Sidewalk-Project Update
– Owens McCullough, Engineer, and Danielle Loring, Project Manager
 - b) Consideration of Appointment of Sue Look as Registrar of Voters – Board of Selectmen
 - c) Appointment of RSU#14 Withdrawal Committee – Board of Selectmen
 - d) IRT Project Update – Danielle Loring, Project Manager
 - e) Building Permit Activity Update – Chris Hanson, Code Officer
 - f) Discuss and Set FY2015-16 Budget Development Directives – Board of Selectmen
 - g) Alternate Recreation Field Project Proposal and Overview – Chairman Mike Reynolds, Selectman
- 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**

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

7) Town Manager Report and Communications.

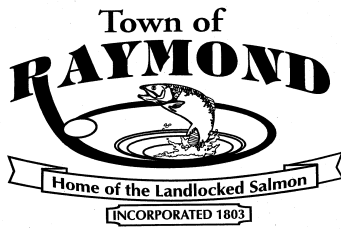
a) Confirm date for next regular meeting:

- **January 6, 2015 – Due to Consultant availability for Community Survey Results Presentation**

8) Fiscal Warrants – December 9, 2014

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

9) Adjournment.



BOARD OF SELECTMEN

AGENDA

December 9, 2014

7:00 p.m.

Broadcast Studio
423 Webbs Mills Road

Be the Influence Statement

We, the Raymond Board of Selectmen recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to 'Be the Influence' and to recognize that decisions matter.

SELECTMEN'S MEETING

1) Call to order

2) Minutes of previous meeting dated:

- November 18, 2014

3) Public Hearing

- a) **Special Amusement Permit for Live Music:**
Ben Santos-Rogers DBA A La Mexicana
1227 Roosevelt Trail

Mr. Santos-Rogers is requesting a Special Amusement Permit for live indoor music every other weekend from 5:00pm to 9:00pm. This permit would run with the liquor license, which was approved at the November Selectmen's meeting. Attached to the ePacket is a copy of the application for consideration.

- b) **Liquor License Renewal**
William and Kimberly Hines of Whines Ent. Inc. DBA Cafe Sebago
1248 Roosevelt Trail

The fire department has performed the requisite life safety and fire protection ordinance inspections and have reported that no problems or violations were found at the establishment at this time. Application and inspection report are attached to the ePacket. No complaints of any kind have been lodged with the Town against Cafe Sebago regarding their operations. Staff is recommending approval of this renewal liquor license.

3) New Business.

- a) **MDOT Transportation Enhancement Grant for Main Street Sidewalk-Project Update**
– Owens McCullough, Engineer, and Danielle Loring, Project Manager

In 2013, the Town was awarded an MDOT Transportation Enhancement Grant up to \$127,782.10 with a 20% match of \$31,945.52 to construct sidewalks along the Main Street corridor to improve the safety and connect the sidewalk from Route 302. Attached to the ePacket is a diagram showing the proposed route of the sidewalks. Contract Engineer Owens McCullough, Sebago Technics, will present on the current status of the project as well as the future steps required as part of the grant administration.

- b) **Consideration of Appointment of Sue Look as Registrar of Voters – Board of Selectmen**

Every two years, the Board of Selectmen must appoint a Registrar of Voters. The Town Manager is recommending appointment of Town Clerk Sue Look to this position.

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

c) Appointment of RSU #14 Withdrawal Committee – Board of Selectmen

5 of 44

Per Step 6 of Title 20-A MRSA §1466 of the RSU Withdrawal process, the Board of Selectmen must appoint a four member RSU Withdrawal Committee comprised of one of each from the following:

1. Board of Selectmen
2. General public
3. Group filing the petition
4. RSU Board from Raymond

Advertisements were publicized for applicants to fill the “General Public” position. The list of applicants is:

Withdrawal Committee Only:

- David Cowens
- Steve Warshaw
- Kaitlin W LaCasse
- Mike McClellan
- Steve Pock (Windham Resident)
- Tacy Hartley (Windham Resident)

Note: The Volunteer Study Sub-committee is chosen by the members of the Withdrawal Committee, not appointed by the Board of Selectmen.

Attached to the ePacket are:

- Advertisement for “General Public” committee member
- Letter from the Department of Education
- Updated outline of RSU withdrawal process

d) IRT Project Update – Danielle Loring, Project Manager

Mrs. Loring will give a brief update regarding the schedule for the projects that will be completed as part of the National Guard Innovative Readiness Training (IRT) Program. These projects include:

- Construction of communications tower and control building off of Valley Road
- Sight distance improvements at Fire Station
- Dredging and maintenance at Oakledge Hill fire pond

e) Building Permit Activity Update – Chris Hanson, Code Officer

Code Officer Chris Hanson will provide a brief summary of permit activity for the 2014-15 assessing year (April-March) and give a general comparison from past activity.

f) Discuss and Set FY2015-16 Budget Development Directives – Board of Selectmen

As in prior years the Board of Selectmen set annual budgetary performance goals to help guide the Town Manager, Finance Director and other Department Heads in the development of the municipal budget. Attached to the ePacket are the previous year's budget goals as well as possible discussion topics for the FY2015-16 goals generated by the Board of Selectmen and sent to the Chair.

g) Alternate Recreation Field Project Proposal and Overview – Chairman Mike Reynolds, Selectman

In 2013, the Town investigated the potential to construct a recreational complex on town owned property located off of Farwell Drive. After environmental assessment, this location was determined not to be feasible given the substantial wetlands on site. Chairman Reynolds will propose to investigate utilizing another town owned lot located at 77 Patricia Avenue as well as a secondary access route from supportive abutters, for this purpose. Attached to the ePacket are conceptual drawings of this proposed recreational facility location.

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

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

5) Selectmen Comment

6) Town Manager Report and Communications.

a) Confirm date for next regular meeting:

- **January 6, 2015 – Due to Consultant availability for Community Survey Results Presentation**

b) Town Office and Trash Collection Holiday Schedule

7) Fiscal Warrants – December 9, 2014

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

10) Adjournment.



Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071

207.655.4742

SPECIAL AMUSEMENT APPLICATION

1. Name of Applicant: Ben Santos-Rogers
2. Address of Applicant: 172 Saco Avenue #17 Old Orchard Beach, ME 04064
3. Name of Business: A La Mexicana
4. Business Street Address: 1227 Roosevelt Tr Raymond, ME 04071
5. Business Mailing Address: 1227 Roosevelt Tr Raymond, ME 04071
6. Telephone Residence: 207 329 6233 Business: 207 655 9290
7. List the names and addresses of all officers & residency for the preceding 3 years.

Ben Santos-Rogers 172 Saco Ave #17 OOB, ME 04064
Duperly Santos-Rogers Same

8. Have any of the officers been convicted of a Class A, B, or C crime in the last 3 years? If so who and please describe the offense:

NO

9. Please describe the premises including security measures being taken, size, seating, etc.

~~Music~~ Singers will be standing in the back area,
away from customers.

10. Has applicant ever had a license denied or revoked? If so describe the circumstances:

No

11. Please specify the type of entertainment in detail:

2 person playing music and singing while people have dinner. (type of music, salsa). Not loud music

12. List the days and hours of entertainment:

On the weekends from 5 to 9, every other weekend

Note: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$500.00 for each offense or by both. Each day that a violation occurred shall be considered a separate offense."

13. The fee must be paid at the time of application. The application fee is \$10.00.


Signature of Applicant

Date

NOTE: Special amusement permits expire at the same time as the liquor license.

Authorizing signatures:

Date Signed: _____

Town Manager: _____

Code Enforcement Officer: _____

Selectmen: _____

This application form is to be completed and returned to this office together with a fee of \$117.00 prior to _____.

No fee is required for the inspection of public, private or state owned school buildings or municipally-owned buildings if dances are for students and run by students.

State Fire Marshal's Office
Department of Public Safety
Fire Prevention Unit
52 State House Station
Augusta, Maine 04333-0052



Tel. 207-626-3880

Fax 207-287-6251

APPLICATION FOR DANCE LICENSE

NAME OF FACILITY: A La Mexicana TEL: 207-655 9290
 PHYSICAL LOCATION OF FACILITY: 1227 Roosevelt Trail FAX: _____
 TOWN: Raymond COUNTY: Cumberland EMAIL ADDRESS: Colusa33@gmail.com
 NAME AND TELEPHONE NUMBER OF PERSON HAVING KEY TO PREMISES TO ALLOW FOR INSPECTION: NAME: Jose Chavez TEL: 1-540-354-7990

NAME OF BUILDING OWNER: Laurie Mason - 1227 Roosevelt Trail LLC
 MAILING ADDRESS: PO Box 829 Robert V Mason Signature of building owner: RV Mason
South Casco Maine ZIP CODE: 04077
 TELEPHONE: 207-233-9268 FAX: 207-693-4889 EMAIL: llbmason@att.net

NAME OF LESSEE: Ben Santos-Rogers TEL: 207-329-6233
 MAILING ADDRESS: 1227 Roosevelt Trail FAX: _____
 TOWN: Raymond ZIP: 04071 EMAIL ADDRESS: Colusa33@gmail.com
 Signature of Applicant: _____

This is a new license request:



This is a renewal:



Existing Occupant Capacity:



Any new construction or renovation will require a construction permit from the State Fire Marshal's Office prior to any inspection for a dance license, prior to any construction and prior to the issuance of any Dance License. Permit is required by State Statute MRSA 25 § 2448.

A facility that wishes to renew a Dance or Theater License must apply at least 30 days prior to expiration date on the existing license to allow handling time and time for the required inspection:

OFFICE USE ONLY

EXISTING LICENSE WILL EXPIRE ON: _____

INSPECTED BY: _____ DATE: _____

OK TO ISSUE? _____

Chapter/s inspected under: _____

| FEE REC'D | CHECK NO. | LICENSE NO. | SENT TO INSPECTOR | DATE |
|-----------|-----------|-------------|-------------------|------|
| | | | | |
| | | | | |

**BUREAU OF ALCOHOLIC BEVERAGES
DIVISION OF LIQUOR LICENSING & ENFORCEMENT
164 STATE HOUSE STATION
AUGUSTA, ME 04333-0164**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

DEPARTMENT USE ONLY

LICENSE NUMBER: _____ **CLASS:** _____

DEPOSIT DATE

AMT. DEPOSITED: _____ **BY:** _____

CK/MO/CASH: _____

PRESENT LICENSE EXPIRES 2-6-15

INDICATE TYPE OF PRIVILEGE: ☐ MALT ☐ SPIRITUOUS ☐ VINOUS

INDICATE TYPE OF LICENSE:

☒ RESTAURANT (Class I,II,III,IV)

☐ HOTEL-OPTINONAL FOOD (Class I-A)

☐ CLASS A LOUNGE (Class X)

☐ CLUB (Class V)

☐ TAVERN (Class IV)

☐ RESTAURANT/LOUNGE (Class XI)

☐ HOTEL (Class I,II,III,IV)

☐ CLUB-ON PREMISE CATERING (Class I)

☐ GOLF CLUB (Class I,II,III,IV)

☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE**ALL QUESTIONS MUST BE ANSWERED IN FULL**

| | | | |
|---|--|---|--|
| 1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.) | | 2. Business Name (D/B/A) | |
| WILLIAM E HINES JR DOB: 12/20/52 | | WHINES ENT. INC DBA CAPE SRBAGO | |
| KIMBERLY Y HINES DOB: 2/7/70 | | 1749 ROOSEVELT TRAIL | |
| DOB: _____ | | Location (Street Address) | |
| Address 125 LIBBY ROAD | | RAYMOND ME 04071 | |
| City/Town State Zip Code | | City/Town State Zip Code | |
| CASCO ME 04015 | | Mailing Address 125 LIBBY RD CASCO, ME 04015 | |
| City/Town State Zip Code | | City/Town State Zip Code | |
| Telephone Number 655-4445 Fax Number | | Business Telephone Number 655-4006 Fax Number | |
| Federal I.D. # 27-0113199 | | Seller Certificate # 1080907 | |

3. If premises is a hotel, indicate number of rooms available for transient guests: _____

4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 330K LIQUOR \$ 242K

5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

7. If manager is to be employed, give name: _____

8. If business is NEW or under new ownership, indicate starting date: _____

9. Business records are located at: 125 UBBY ROAD, CASCO

11 of 44

10. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

11. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

| Name in Full (Print Clearly) | DOB | Place of Birth |
|------------------------------|----------|----------------|
| WILLIAM E HINES JR | 12-20-52 | MCKEESPORT, PA |
| KIMBERLY Y HINES | 2-7-70 | AUBURN, NY. |

Residence address on all of the above for previous 5 years (Limit answer to city & state)

CASCO, ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes ☐ No ☒ If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐

16. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) BAR AREA, PUB ROOM
DINING ROOM, KITCHEN, DECK

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ☒ NO ☐ Applied for: _____

19. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? .5 MI Which of the above is nearest? CHURCH

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐

If YES, give details: EVERGREEN CREDIT UNION, CEI, G.P.C.O.G.

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: _____ on _____, 20____
Town/City, State Date

Please sign in blue ink

William E Hines Jr
Signature of Applicant or Corporate Officer(s)

Kimberly Y. Hines
Signature of Applicant or Corporate Officer(s)
KIMBERLY Y. HINES

MAINE DEPT OF PUBLIC SAFETY

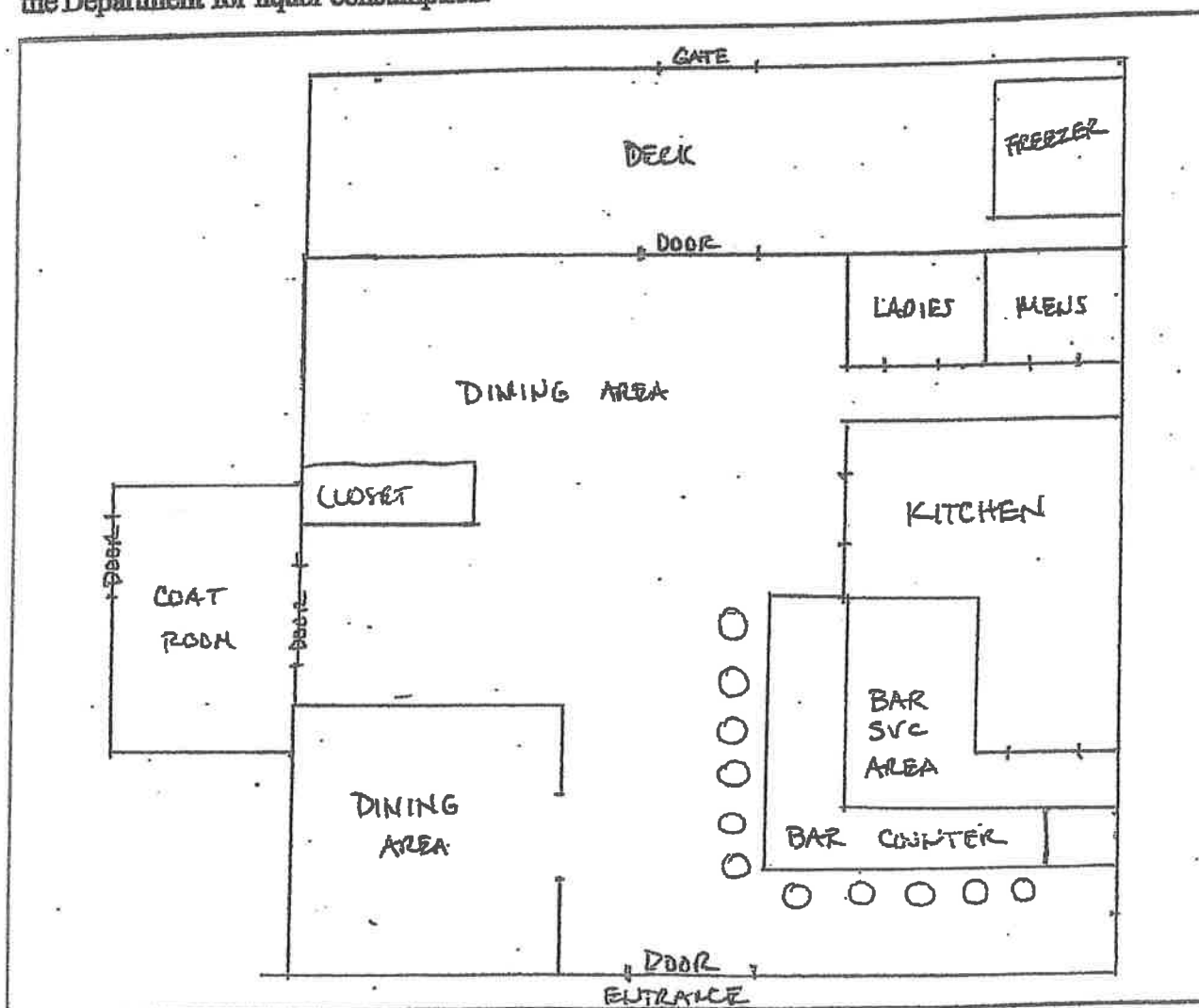
STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04330-0164
Tel: (207) 624-8745 Fax: (207) 624-8767



SUPPLEMENTAL APPLICATION FORM ON/OFF-PREMISE DIAGRAM

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Liquor Licensing & Inspection Division is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.



MAINE DEPT OF PUBLIC

STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424



SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES, AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: WHINES ENTERPRISES INC
Business D/B/A Name: CAFE SEBAGO
2. Date of Incorporation: JAN 11, 2005
3. State in which you are incorporated: ME
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine: _____
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percent of stock owned:

| Name | <i>Print Clearly</i> Address Previous 5 years | Birth Date | % of Stock | Title |
|--------------------|--|------------|------------|--------|
| WILLIAM E HINES JR | 125 LIBBY RD CASCO, ME | 12-20-52 | 50 | PRES |
| KIMBERLY Y HINES | " | 2-7-70 | 50 | V PRES |
| | | | | |
| | | | | |

6. What is the amount of authorized stock? 3000- Outstanding Stock? 0
7. Is any principal officer of the corporation a law enforcement official? Yes ☐ No ☒
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of the United States? Yes ☐ No ☒
9. If YES, please complete the following: Name: _____
Date of Conviction: _____ Offense: _____
Location: _____ Disposition: _____
Dated at: _____ City/Town _____ On: _____ Date _____

William E Hines Jr

Signature of Duly Authorized Officer

11-28-14

Date

WILLIAM E HINES JR

Print Name of Duly Authorized Officer

STATE OF MAINE

Dated at: _____, Maine _____ SS

City/Town

(County)

On: _____
Date

The undersigned being: ف Municipal Officers ف County Commissioners of the
 ف City ف Town ف Plantation ف Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

- 1. Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).]

- 2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c.45, Pt.A§4 (new).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]

C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]

E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]

[1993, c.730, §27 (amd).]

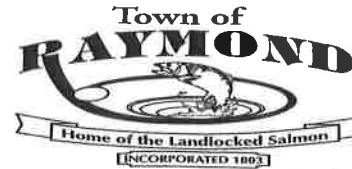
- 3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all license requirements and findings referred to in subsection 2.

A. [1993, c.730, §27 (rp).]

- 4. No license to person who moved to obtain a license. (REPEALED)**

- 5. (TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

Bruce Tupper
Chief



[15 of 44](#)
Cathy Gosselin
Deputy Chief

FIRE/RESCUE

1443 Roosevelt Trail
Raymond, Maine 04071

Emergency 9-1-1

Chief's Office 655-1187

Dispatch 655-7851

December 3, 2014

To: Michael Reynolds, Chairman Board of Selectmen
Town of Raymond

RE: Cafe Sebago

On November 17, 2014 the Raymond Fire Department conducted a Life Safety Inspection at Cafe Sebago, #1248 Roosevelt Trail in Raymond. Our inspection found no Life Safety violations. The occupancy is in compliance with the Town of Raymond Fire Protection Ordinance.

The property owner is required to provide a copy of reports for annual tests of the fire alarm system and the kitchen hood system to the Raymond Fire Department. These tests are scheduled for January 2015.

If there are any questions, please contact me.

Respectfully Submitted,

Lt. David Mains
Raymond Fire Inspector



Raymond Fire & Rescue

Occupancy: **Cafe Sebago**

Address: **1248 Roosevelt Trail RD**

Raymond ME 04071

Inspection Type: **Annual**

Inspection Date: **11/17/2014**

Time In: **10:20**

Authorized Date: **12/03/2014**

By: Thomas, Gillian (THOMASG)

Time Out: **10:45**

By: Mains, David (MAINS D)

Form: Annual 14-0504

Inspection Description:

Annual Inspection Form

New and Change of Use Inspection Form

Inspection Topics:

Housekeeping

Boiler, mechanical, and electrical panel rooms shall not be used for storage.

Combustible materials in these equipment rooms often get put too close to sources of heat and a fire will likely result.

Status: Information

Notes: There isn't a separate boiler/electrical room.

Panel access is ok, various cans and misc. items stored around and below panels.

Fire Extinguishers

Are portable fire extinguishers properly mounted, charged and inspected?

Portable fire extinguishers need to be routinely checked to maintain usefulness.

Status: Routine Maintenance

Notes: Extinguishers, hood system and alarm system not current with inspections-- has appointment to be inspected/tested in January by A1 fire Protection.

Wet chem. extinguisher behind the bar is not mounted- no stud to mount on the wall in it's current location.

Owner will send inspection report when it is done in January.

Mount extinguishers where readily available, not more than 4 feet above floor.

Extinguishers must be easily within reach of all occupants, but not where they will be subject to damage.

Status: Information

Notes: Wet Chem behind bar as noted above. It is readily accessible from both sides of the bar although it is not mounted on the wall.

Fire Alarm

Is a monitored fire detection and alarm system installed?

Raymond Fire Protection Ordinance Article 5 requires all commercial, assembly and public occupancies over 1000 sf to have a monitored fire alarm system.

Status: Routine Maintenance

Notes: Will have inspection done and report forwarded in Jan.

Has a current fire alarm test report on file with the Raymond Fire Department.

Raymond Fire Protection Ordinance (Article 5 Section 1) requires an annual fire alarm test report be filed with the Office of the Fire Inspector before January 1 each year.

Status: Information

Total Additional Time: 0 minutes

Inspection Time: 25 minutes

Total Time: 25 minutes

Summary:**Overall Result:** Passed

The occupancy is in compliance with the Raymond Fire Protection Ordinance and State Fire Code.

Inspector Notes:

A copy of annual test reports of fire alarm system and kitchen hood suppression system are to be submitted to the fire department.

Occupancy found to be in compliance with Life Safety regulations.

Closing Notes:

This fire prevention inspection has been made by the Raymond Fire Department for the purpose of promoting fire safety and to assist the Owner or Operator of the Occupancy in identifying conditions that require correction. Items listed in this inspection report must be corrected before the Occupancy will be deemed in compliance with the Raymond Fire Protection Ordinance.

Inspector:

Name: Thomas, Gillian

Rank: Firefighter/Paramedic

Signature



Date

03 DEC 2014

Occupant Signature:

Signature

Date



*401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742
Fax 207.655.3024*

Memorandum

Date: August 2, 2012

To: Dan Stewart, Community Program Manager

From: Danielle Loring, Executive Assistant

Re: TE Grant Application

We are pleased to present to you our application for the Transportation Enhancement Program for the 2014-15 Biennial Capital Work Plan.

If you have any questions, please do not hesitate to contact me.



MaineDOT Quality Community Program Transportation Enhancement & Safe Routes

For potential inclusion in fiscal years 2014-2015 Biennial Capital Work Plan

Date Application

Received

(For MaineDOT Use
Only)

2012 Application

Section 1: General Information

| | |
|--|---|
| Applicant Name(s): Town of Raymond | |
| Contact Person: Nathan White, Public Works Director | |
| Mailing Address: 401 Webbs Mills Road | |
| City: Raymond | State: Maine |
| Daytime Phone No.: 653-3641 | Email: nathan.white@raymondmaine.org |

Please place an (x) next to all the programs your project is eligible for:

- ☒ Federal Transportation Enhancement (TE) Program (If you have committed to minimum 20% local match)
- ☐ Federal Safe Routes to School Program (if within 2 miles of a K-8 school and will improve safety for children)

Please Note: If Safe Routes to School is checked, the community agrees to conduct a before and after project count of pedestrians and bicyclists traveling to and from school, as well as to engage with the Maine Safe Routes to School Program on safety education and encouragement initiatives.

NOTE: The following sections of this application request specific project-related information. If warranted, pictures, maps, exhibits, diagrams, survey summaries, etc., should be included with the application. Please be concise. If additional space is required, please attach supplemental sheets.

Section 2: Project Information

Note: Separate complete application(s) are required for each different project proposal

Location of Project: Provide street name(s), beginning and ending location(s), and additional relevant project location information. *Attach designs/ diagrams, maps, etc. that will help provide a clear description of the proposed scope and location. If possible, divide proposed project into logical sections if project can potentially proceed in steps:*

The proposed sidewalk would begin at the southerly intersection of Route 302 and Main Street/Route 121 and continue along the western side of the roadway to the intersection of Meadow Road/Route 121, where the Raymond Village Library is located. This portion of the project – which we are requesting funding for – is considered Phase I of a larger effort. At a later date, Phase II would involve constructing a sidewalk along the remaining portion of Main Street to the northerly intersection of Route 302; and Phase III would create a sidewalk system along Mill Street, which connects to Main Street and features playing fields, tennis courts, a cemetery, and numerous residences.

Project Summary (Outline proposed improvements in 30 words or less):

To provide pedestrian access from the congested village area (Main Street) to Route 302, where there is an existing sidewalk to the commercial district and beach area.

Describe the proposed scope of the improvements:

Install a new sidewalk system on the westerly side of Main Street and conduct drainage improvements along that side, including catch basin functions).

Describe in detail the ownership of the affected properties, whether all or part of the proposed project is in the public right of way, and how wide the estimated right of way is if on a public road system. If the land of the proposed project is not along a public right of way or on public land, please describe any contact with landowner(s).

We believe that all of the proposed project is within the Public Right of Way, which is assumed to be 4 Rod.

Describe the project(s) transportation value(s) and purpose(s): *Each project should serve primarily transportation purposes, as opposed to recreation purposes. A project serves valid transportation purposes if it serves as a connection between origins and destinations, increases safety, and/or relates directly to the transportation system.*

Main Street has historically been, and will continue to be Raymond's village center. The area boasts the highest density of residential development in Raymond, numerous small businesses (a dentist's office and hair salon to name a few), the Raymond Village Library, and several Town Facilities including the Public Works building and Fire Station. As such, the area generates a considerable amount of pedestrian activity. In particular, the Raymond Village Library, with numerous after-school and summer programs, is a frequent destination for local families with younger children.

In addition to serving the pedestrian needs of the immediate area, the proposed sidewalk would provide a safe pathway from the village center to Route 302, where an existing sidewalk provides access to Raymond's commercial district and shopping plazas, as well as the public beach.

Describe why this project is important to your community and region (if applicable):

The village center is a major focal point for the community, and an area in which the Town is deliberately seeking to direct future growth. The proposed sidewalk would complement this goal by helping to create a safe, walkable neighborhood better suited for compact, mixed-use development.

Describe the potential positive impacts on the community, including at a minimum (if applicable) improving safety, mobility, or transportation in general, and the local/regional economy:

In addition to furthering the broader land-use goal mentioned above, the sidewalk would improve safety for those who already walk or bike in the area, provide more access for local residents to services, and increase the overall level of pedestrian activity in the area. These changes would promote healthier choices, provide more spontaneous interactions among residents, foster a greater sense of community in the area, and conceivably reduce vehicular congestion.

Describe how the project brings new opportunities for public benefit, including clear descriptions of the people, neighborhoods, etc., and potential businesses that will benefit: As mentioned previously, Main Street is one of the most densely developed residential areas in Raymond. Being home to many younger families, and in such close proximity to the library, playing fields, local businesses, and other amenities, the proposed sidewalk is truly located in an area of greatest need for the community.

The sidewalk also brings the added benefit of connecting the village center to the commercial area along Route 302, providing a safe corridor for pedestrians to access many heavily frequented businesses such as the Mosquito Ice Cream Shop, Mexicali Blues, and the Good Life Market, to name a few.

Describe any environmental permitting and/or design needed, completed or under way and any potential issues, and timeline(s):

At this time, we do not believe that any specific environmental permitting is required but plan on being in touch with the Department of Environmental Protection as this project progresses.

Describe the specific timeline for design and/or construction of proposed project:

The design will take place over fall 2012 to spring 2013 with the final preliminary design being completed fall 2013 to spring 2014. Construction will begin, at the earliest, fall 2014 to spring 2015.

Describe the public processes completed and/or planned, including the date(s) of the public meeting(s), planning studies completed, groups that have been involved, public support, and date(s) of select board or council approval of moving ahead with the project (please attach agenda(s) and/or meeting summaries from relevant meetings):

At this time, this project has not had the opportunity to be reviewed by the Raymond Board of Selectmen but it is scheduled to go before them at their next meeting on August 8, 2012. However, this project does have the full support of the Raymond Revitalization Committee which is a group of local business owners and residents involved in supporting Raymond's economic growth and community growth.

Section 3: Project Budget (funding request including cash match)**Section 3.1 - Estimated cost of infrastructure project (funding request including cash match)**

NOTE: In most instances, if the project is approved, (1.) Design/Engineering/Permitting and (2.) State and Federal Reviews will be the only stages funded in the 2014-2015 Biennial Capital Work Plan. The project will become eligible for construction funding once design is complete, contingent upon when federal funding becomes available.

Design/Engineering/Permitting (12% of Construction or \$10,000, whichever is greater): 1. \$ 15,144.63

Estimated Right of Way Costs including Appraisal 2. \$ 5,000

State and Federal Review(s) (5% of Design/Engineering, or \$3,000, whichever is greater) 3. \$ 3,000

Construction: 4. \$ 757

Construction Oversight/Engineering (10% of Construction or \$10,000, whichever is greater): 5. \$ 12,620.52

Total Value of Project as it relates to funding request (add lines 1 through 5): 6. \$ 159,727.62

Local Match/Voluntary Contributions (Note: All match/voluntary contributions must be detailed. Bonus consideration may be given to applications that offer additional match/voluntary contributions beyond any applicable required local match.)

- Total Local Cash Match (20% minimum for TE projects: % of project 20) 7. \$ 31,945.52

- Additional labor and/or materials contributions (will not count towards local match requirement, and should not be listed in above budget items) 8. \$ 75,000

- Please describe local cash match and/or voluntary contributions in DETAIL:

We are scheduled to go before the Raymond Selectboard in August to get their support and intend on putting aside the grant match monies as part of the Public Works budget.

Funds Requested from MaineDOT:

10. \$ 127,782.10

Note: The sum of Lines 7 and 10 should equal Line 6 above.

Note: Section 3.2 of this form also requires further details on costs. The amount shown on line 5 on the above estimate should match the total outline of costs in Section 3.2, or an explanation must be given for the discrepancy.

Section 3.2 - Detailed Description of Infrastructure Project and Cost

Local Force Account: Does the municipality plan on potentially using local forces to build the project? (YES OR NO) NO

If yes, please include separate detailed construction estimates including design, materials, labor, (labor cost per hour including the overhead amount for town forces), mobilization, construction oversight, etc, for both town led project, and constructor awarded project.

If yes, please initial to indicate that the municipality is willing to move forward with the project even if force account is not approved. _____

If yes, please indicate the cost difference (savings) between a potential local force account led project and contractor led project.

Note: The intent of the Federal Aid program is that most projects will be put out to bid and built by contractors. If the municipality believes that the construction portion of the project will save significant federal transportation dollars if built with local forces and potentially using local materials, than a process is in place to determine if a local project can get approved to do the work with local forces.

For all applicants: Please provide a detailed line item budget for all items from Section 3.1 Feel free to provide an attachment. See attached form from MDOT project estimating tool.

Section 4: Authorized Signatures

Please initial that you have read and agree to the proposed schedule: _____

- Spring of 2013: Municipalities receive notice of award
- Before October 31, 2013: Signed agreement with MaineDOT to proceed
- Before June 30, 2014: Preliminary Design Report completed, or Construction out to bid if funded for construction

This signature(s) indicate the willingness/ability to provide the designated level of matching funds and a willingness to enter into a municipal/State agreement with the Department requiring the municipality/applicant/sponsor to administer the development, design, and construction of the project abiding to federal, State, and local requirements. Signature(s) indicate the understanding and agreement that if the municipality decides to cancel the project after funds have been expended, the municipality may be required to reimburse the federal and/or state funds already expended. The applicant will also be responsible for future maintenance of the completed project. Note that design should meet all applicable federal and state standards and ADA Guidelines, and as always, funding award is contingent upon the availability of federal funding.

A municipal/state agreement with the Maine Department of Transportation is required for the development, design, and construction of the project in accordance with federal, state, and local requirements.

Note: Information on Locally Administered Project (LAP) requirements can be found at:

<http://www.maine.gov/mdot/lap/lpa.php>

An authorized representative of the city/town

Municipal Official:

Name(s): Nathan White

Title: Public Works Director

Phone#: 653-3641

Email: nathan.white@raymondmaine.org

Signature(s)

Date

Local Project Municipal Contact (likely to be the Local Project Administrator)

Name: Same

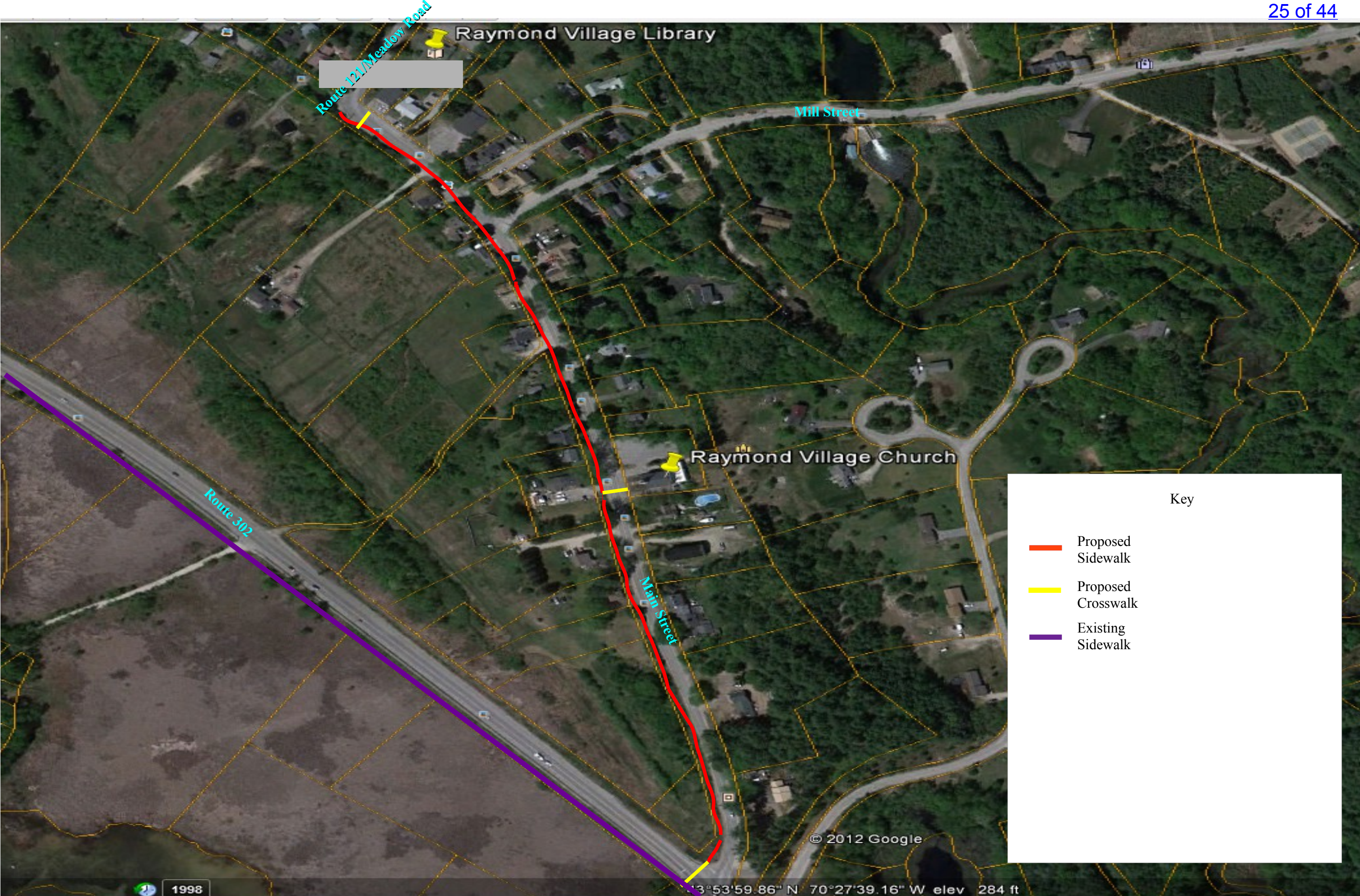
Title:

Phone#:

Email:

Send all application information as follows: Applications must be postmarked by June 29th, 2012. Seven (7) complete hardcopy application packages (including all attachments and all required documents) must be submitted to:

MaineDOT
Attn: Daniel Stewart
Quality Community Program Manager
Bureau of Transportation Systems Planning
16 State House Station
Child Street
Augusta, ME 04333-0016



| MaineDOT Item | Description | Length (ft) | Width (ft) | Depth (ft) | Total | Unit/Cost | Total | |
|---------------|--|--------------|---|------------|-------|-----------|--------------|---------------------------|
| 201.1100 | Clearing | 2400 | | 6 | | 0.33 | \$8,800.00 | \$2,909.09 |
| 203.2000 | Common Excavation | 2400 | | 5 | 0.5 | 222.22 | \$16.00 | \$3,555.56 |
| 304.1000 | Subbase Gravel | 2400 | | 5 | 1 | 444.44 | \$28.00 | \$12,444.44 |
| 403.2090 | 9.5mm Hot Mix Asphalt | 2400 | | 5 | 0.25 | 220.05 | \$175.00 | \$38,508.75 |
| 609.3100 | Type 3 curb | 2400 | | | | 2400.00 | \$11.52 | \$27,648.00 |
| 615.0700 | Loam | 2400 | | 4 | 0.33 | 117.33 | \$62.00 | \$7,275.02 |
| 618.1301 | Seeding Method #1 | 2400 | | 6 | | 14.40 | \$41.00 | \$590.40 |
| 659.1000 | Mobilization | | | | | 3.00 | \$10,000.00 | \$30,000.00 |
| 608.2600 | Curb Ramp Detectable Warning Field | SF | | | | 3.00 | \$63.46 | \$190.38 |
| | Large Culvert Modifications/Extension/Bridge | LS | | | | 0.00 | \$100,000.00 | \$0.00 |
| 603.1500 | 12" Culvert Pipe Option 1 | LF | | | | 0.00 | \$39.50 | \$0.00 |
| 603.1600 | 15" Culvert Pipe Option 1 | LF | | | | 0.00 | \$39.95 | \$0.00 |
| 604.0920 | Catch Basin Type B1-C | Each | | | | 1.00 | \$3,000.00 | \$3,000.00 |
| 605.1200 | 15" Underdrain Type C | LF | | | | 2.00 | \$41.80 | \$83.60 |
| 635.3200 | Wet Cast Small Landscape Block Wall | SF | | | | 0.00 | \$47.68 | \$0.00 |
| 635.4000 | Precast Aggregate Filled Concrete Wall | SF | | | | 0.00 | \$55.00 | \$0.00 |
| 635.1400 | Prefab Concrete Wall T-Wall | SF | | | | 0.00 | \$58.53 | \$0.00 |
| 635.3100 | Prefab Concrete Block Gravity Wall | SF | | | | 0.00 | \$43.08 | \$0.00 |
| | | | | | | | | |
| | | | | | | | | \$126,205.24 |
| | | | | | | | | Construction total |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | Design/Engineering/Permitting | \$15,144.63 | Note: 12% of Construction or \$10,000, whichever is greater | | | | | |
| | Estimate for obtaining Right of Way acquisition or easements | \$5,000 | | | | | | |
| | State and Federal Reviews | \$757 | Note: 5% of Design/Engineering, or \$3,000 , whichever is greater | | | | | |
| | construction estimate from above | \$126,205.24 | | | | | | |
| | Cost of project inspection and oversight during construction (10 % of construction or \$10,000, whichever is greater) | \$12,620.52 | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | Estimated Project | \$159,727.62 | | | | | | |
| | Cost per foot | \$66.55 | | | | | | |



BOARD OF SELECTMEN

DRAFT AGENDA

August 14, 2012

7:00 p.m.

Broadcast Studio

SELECTMEN'S MEETING

1) Call to order.

2) Minutes of previous meeting dated:

- June 19, 2012

3) PUBLIC HEARING

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

4) Policy Review

Peddler's Ordinance- Chris Hanson, Code Enforcement Officer

5) New Business.

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

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

Consideration of Wood Lot Sale- Greg Foster, Forester invite RCC (send them report)

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

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

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

- Kokatosi Camp Ground per E911 Requirements
- Gordan Lane (by Mason Lane) per George Gordon

Executive Session pursuant to 1 MRSA § 405(6)(H): Meeting with CEO Regarding Pending Land Use Legal Matters

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

Consideration of Appointment of Rolf Olsen as Compensation Study Committee

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

Board of Selectmen Agenda: Augusta 14, 2012

Page 1 of 2

Deadline for September 11, 2012 Agenda: August 31, 2012

Chair- Board of Selectmen

**Consideration and Approval for Planning, Economic Development & GIS Contracts-
Board of Selectmen**

6) Old Business

Consideration of Changing Town Office Hours- Board of Selectmen

Consideration of TAP

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

8) Town Manager Report and Communications.

a) Confirm date for next regular meeting:

- **September 11, 2012**

b) Crown Castle Perpetual Easement Update

9) Fiscal Warrants – Payroll and Appropriation Warrants – August 14, 2012

10) Adjournment.

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

Board of Selectmen Agenda: Augusta 14, 2012

Page 2 of 2

Deadline for September 11, 2012 Agenda: August 31, 2012



Proposed route of Main Street Sidewalks

Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071

**Appointment of Registrar
State of Maine**

December 9, 2014

To: Susan Look

Pursuant to 30-A MRSA § 2636 (6) we do hereby appoint you as the Registrar for the Town of Raymond. Your term expires on December 31, 2015.

Given under my hand on this 9th day of December, 2014.

Mike Reynolds

Joe Bruno

Lawrence Taylor

Sam Gifford

Teresa Sadak

Steps for Raymond to Withdraw from RSU 14

| Step | Description | Time | Date | Status |
|------|---|--|---|--|
| 1 | Circulate a petition to withdraw from the RSU and gather at least 223 signatures from voters registered in Raymond. | At least 45 days before the Special Town Meeting | By 9/20/2014 | <i>Complete</i> 6/10/2014 352 valid signatures |
| 2a | Selectmen call a Special Town Meeting to vote on whether or not to officially start the withdrawal process. | | Before 10/17/2014 | <i>Complete</i> 9/2/2014 |
| 2b | Deadline to have ballot question sent to ES&S to print ballots and program the voting machine to be ready for the 11/5/2014 Gubernatorial Election. | | 9/9/2014 | <i>Complete</i> |
| 3a | Town Clerk to post the Notice of Public Hearing. | At least 7 days prior to Public Hearing | 10/17/2014 | <i>Complete</i> |
| 3b | Hold a Public Hearing regarding the petition at least 10 days prior to a Special Town Meeting (2b below). | At least 10 days prior to Special Town Meeting | 10/24/2014 | <i>Complete</i> |
| 4a | May include absentee ballots, and if so they need to be available 30 days prior to the election. | 30 days prior to the vote | 10/5/2014 | <i>Complete</i> |
| 4b | Hold a Special Town Meeting (election) to secret vote (ballot) on whether or not to officially start the withdrawal process. <u>The article would need to read:</u> “Do you favor filing a petition for withdrawal with the board of directors of regional school unit RSU14 and with the Commissioner of Education, authorizing the withdrawal committee to expend \$ (insert dollar amount) and authorizing the (municipal officers; i.e., selectpersons, town council, etc.) to issue notes in the name of the Town of Raymond or otherwise pledge the credit of the Town of Raymond in an amount not to exceed \$ (insert dollar amount) for this purpose?” Yes No | | 11/4/2014 | <i>Complete</i> 1,324 Yes 940 No <i>Vote Passed</i> |
| 5 | If the vote is favorable, the Town Clerk shall immediately give written notices, by registered mail, to the Secretary (Superintendent) of the RSU and to the Commissioner of Education to include the result of the vote (# Yes and # No votes), and an explanation by the Selectmen stating the reasons why the municipality seeks to withdraw from the RSU. | Selectmen's Meeting after the Election | Registered Letter & Email sent 11/18/2014 | <i>Complete</i> |

| Step | Description | Time | Date | Status |
|------|--|--|--------------------------------|----------------------------|
| 6 | The Commissioner of Education will direct the Selectmen to establish a 4 member Withdrawal Committee to develop a Withdrawal Agreement, 1 from each of the following: 1. Municipal Officers 2. General public 3. Group filing the petition 4. RSU Board | Within 30 days of the receipt of the notice in step 5 is implied | DOE Letter Received 11/21/2014 | Complete |
| 6a | <i>Selectmen choose 1 Municipal Officer, 1 member of the General Public, and 1 member of the group filing the petition</i> | | By 12/21/2014 12/9/2014 | |
| 6b | <i>RSU Board of Directors choose 1 of the members of the Raymond Directors</i> | | By 12/21/2014 12/2/2014 | Complete Jennifer Moore |
| 7 | Chair of RSU Board calls a meeting of the Withdrawal Committee and presides as chair until the committee elects their own chair. | Within 30 days of the Notice sent in step 5 | By 12/21/2014 | |
| 8 | The Withdrawal Committee shall negotiate the Withdrawal Agreement with the RSU Board and submit the Withdrawal Agreement to the Commissioner of Education. | Within 90 days after the committee is formed (12/9/2014) | By 3/9/2015 | |
| 9 | Commissioner shall either give the Withdrawal Agreement conditional approval or recommend changes. | Within 60 days of the receipt of the Withdrawal Agreement | As late as 5/8/2014 | |
| 10a | If conditional approval is given – The Commissioner shall notify the RSU Board and Selectmen by registered mail of the time and place of a public hearing to discuss the merits of the proposed Withdrawal Agreement. The RSU Board Chair shall conduct the public hearing. | At least 20 days prior to Public Hearing | | |
| 10b | If changes are recommended – The Commissioner shall send the Withdrawal Agreement back for corrections and shall establish a maximum time within to make the corrections. | Time set by Commissioner | | |
| 11a | RSU Board shall post Public Notice in each municipality of the time/location of the Public Hearing. | At least 10 days prior to Public Hearing | | |
| 11b | RSU Board conduct the Public Hearing. | | | |

| Step | Description | Time | Date | Status |
|------|--|---|------|--------|
| 12 | Withdrawal Committee shall develop and forward the final Withdrawal Agreement to the Commissioner of Education. | Within 30 days following the Public Hearing | | |
| 13 | If changes are recommended – The Commissioner shall send the Withdrawal Agreement back to the Withdrawal Committee, establish maximum time frame, and indicate the steps to be followed by the Withdrawal Committee. | Time set by Commissioner | | |
| 14 | If approval is given – Commissioner shall set the date for vote. The Commissioner shall attempt to coincide with a statewide election. | Date set by Commissioner | | |
| 15 | The Commissioner shall give written notice of the date by registered or certified mail to the Town Clerk of Raymond. | At least 35 days prior to the vote | | |
| 16a | The Town Clerk shall immediately notify the Selectmen upon receipt of the notice from step 15, and the Selectmen shall meet and immediately issue a warrant for a Special Town Meeting to be held on the date set by the Commissioner. | Day of receipt of Commissioner's written notice | | |
| 17a | May include absentee ballots, and if so they need to be available 30 days prior to the election. | 30 days prior to the vote | | |
| 17b | Town Clerk to post the Notice of Public Hearing. | At least 7 days prior to Public Hearing | | |
| 17c | Selectmen hold a Public Hearing on the withdrawal question. <u>The question would need to read:</u> “Do you favor the withdrawal of the Town of Raymond from the regional school unit RSU 14 subject to the terms and conditions of the withdrawal agreement dated (insert date)?” Yes No | At least 10 days prior the Special Town Meeting | | |
| 17d | Town Clerk to post the Notice of Election, sample ballots and copies of the Withdrawal Agreement. | At least 7 days prior to the vote | | |
| 18 | Special Town Meeting vote on Withdrawal Agreement. | | | |
| 19 | The Town Clerk shall within 24 hours of determination of the results of the vote on the Withdrawal Agreement certify the number of Yes and No votes to the Commissioner. | Within 24 hours of the vote | | |

| Step | Description | Time | Date | Status |
|------|--|------|------|--------|
| 20 | <p>If the Commissioner finds the official outcome of the vote meets the following criteria:</p> <ul style="list-style-type: none"> • A majority of the voters voted “Yes” • The total number of votes cast must equal at least 50% of the votes cast in the last Gubernatorial Election (2,227 votes cast for Governor in 2010, so there needs to be at least 1,114 total votes cast) <p>then the Commissioner shall notify the Selectmen and the RSU Board to begin the steps outlined in the Withdrawal Agreement.</p> | | | |
| 21 | Once the Withdrawal Agreement has been executed the Commissioner must be notified by certified mail. | | | |
| 22 | Once all steps are completed, the Commissioner shall immediately issue a Certificate of Withdrawal to be sent to the RSU Board and a copy to the SOS-Corporate Division. | | | |

**Town of Raymond
is seeking a member for the
RSU Withdrawal Committee**

On November 4, 2014, the referendum question regarding whether to withdraw from the RSU #14 passed. Per Step 6 of Title 20-A MRSA §1466 the Board of Selectmen will be directed to appoint a Withdrawal Committee to develop a Withdrawal Agreement.

The four member Withdrawal Committee shall include:

- One member from the municipal officers
- One member from the general public.
- One member from the group filing the petition.
- One member of the RSU#14 board who represents Raymond.

The Town of Raymond is seeking a Raymond citizen to serve as a the member from the “general public.” Applications for the Committee Appointment must be postmarked by Tuesday, December 2, 2014 to be considered by the Board of Selectmen for Appointment. Application and information can be found at www.raymondmaine.org or picked up at the Town Office during normal business hours.

Please return completed forms to:

Sue Look, Town Clerk
Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071

The Town of Raymond is also seeking a volunteer group of 9-15 concerned Raymond citizens to work on the RSU Withdrawal Study Subcommittee. This group will be the driving force in the investigation process and supporting the Withdrawal Committee as it proceeds forward with the RSU Withdrawal Process. Any and all are encouraged to to participate and background in accounting, school administration, and budgets are a plus.

Application and information can be found at www.raymondmaine.org or picked up at the Town Office during normal business hours.



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

PAUL R. LEPAGE
GOVERNOR

JAMES E. RIER, JR.
COMMISSIONER

November 19, 2014

Susan Look, Town Clerk
Lawrence Taylor, Selectperson
Samuel Gifford, Selectperson

Mike Reynolds, Selectperson
Joe Bruno, Selectperson
Teresa Sadak, Selectperson

Town of Raymond
401 Webbs Mills Road
Raymond, ME 04071

Dear Ms. Look, Mr. Reynolds, Mr. Taylor, Mr. Bruno, Mr. Gifford, and Ms. Sadak:

By letter dated November 18, 2014, this office was informed that by referendum on November 4, 2014, the voters of the Town of Raymond voted in favor of submitting a petition to Regional School Unit No. 14 and to the Commissioner for the formation of a withdrawal committee.

This November 18, 2014 correspondence included an explanation for why the Town of Raymond wants to withdraw from RSU 14. The Department of Education has received a certified copy of the petition adopted by the voters, including the affirmative and negative votes cast.

The warrant article voted upon on November 4, 2014, complies with the requirements of the statute and the official vote tally shows 1,324 voters in favor and 940 voters opposed to the question; the vote included authorizing an expenditure not to exceed \$25,000.00 by the withdrawal committee.

Under 20-A MRSA §1466(4)(A), the Commissioner of the Department of Education must direct you, as the municipal officers, to select representatives to a withdrawal committee as prescribed by statute; one member from the municipal officers, one member from the general public and one member from the group filing the petition. The chair of the regional school unit board shall call the first meeting of the withdrawal committee within 30 days of the written notice of the vote.

Sincerely,

A handwritten signature in blue ink that reads "Rachelle Tome". The signature is fluid and cursive, with the first name "Rachelle" and the last name "Tome" clearly distinguishable.

Rachelle Tome

Acting Commissioner of Education

cc: Sanford Prince, Superintendent, RSU 14
Marge Govoni, Board Chair, RSU 14

RT/pbg/jp



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

38 of 44

PAUL R. LEPAGE
GOVERNOR

JAMES E. RIER, JR.
COMMISSIONER

November 19, 2014

Diana Froisland, Raymond Director
Jeraldine Keane-Dreyer, Raymond Director
Jennifer Moore, Raymond Director
RSU 14
228 Windham Center Road
Windham, ME 04062

Dear Ms. Froisland, Ms. Keane-Dreyer, and Ms. Moore:

By letter dated November 18, 2014, this office was informed that by referendum on November 4, 2014, the voters of the Town of Raymond voted in favor of submitting a petition to Regional School Unit No. 14 and to the Commissioner for the formation of a withdrawal committee.

This November 18, 2014 correspondence included an explanation for why the Town of Raymond wants to withdraw from RSU 14. The Department of Education has received a certified copy of the petition adopted by the voters, including the affirmative and negative votes cast.

The warrant article voted upon on November 4, 2014, complies with the requirements of the statute and the official vote tally shows 1,324 voters in favor and 940 voters opposed to the question; the vote included authorizing an expenditure not to exceed \$25,000.00 by the withdrawal committee.

Under 20-A MRSA §1466(4)(A), the Commissioner of the Department of Education must direct you, as the directors of the regional school unit board representing the petitioning municipality, to select one member of the regional school unit board who represents that municipality to serve on the withdrawal committee as prescribed by statute. Also in accordance with this statute, the chair of the regional school unit board shall call the first meeting of the withdrawal committee within 30 days of receipt of the written notice of the vote and the chair of the regional school unit board shall open the meeting by presiding over the election of the chair of the withdrawal committee.

Sincerely,

A handwritten signature in black ink that reads "Rachelle Tome". The signature is written in a cursive style with a large initial "R".

Rachelle Tome
Acting Commissioner of Education

cc: Sanford Prince, Superintendent, RSU 14
Marge Govoni, Board Chair, RSU 14
Susan Look, Raymond Town Clerk

RT/pbg/jp

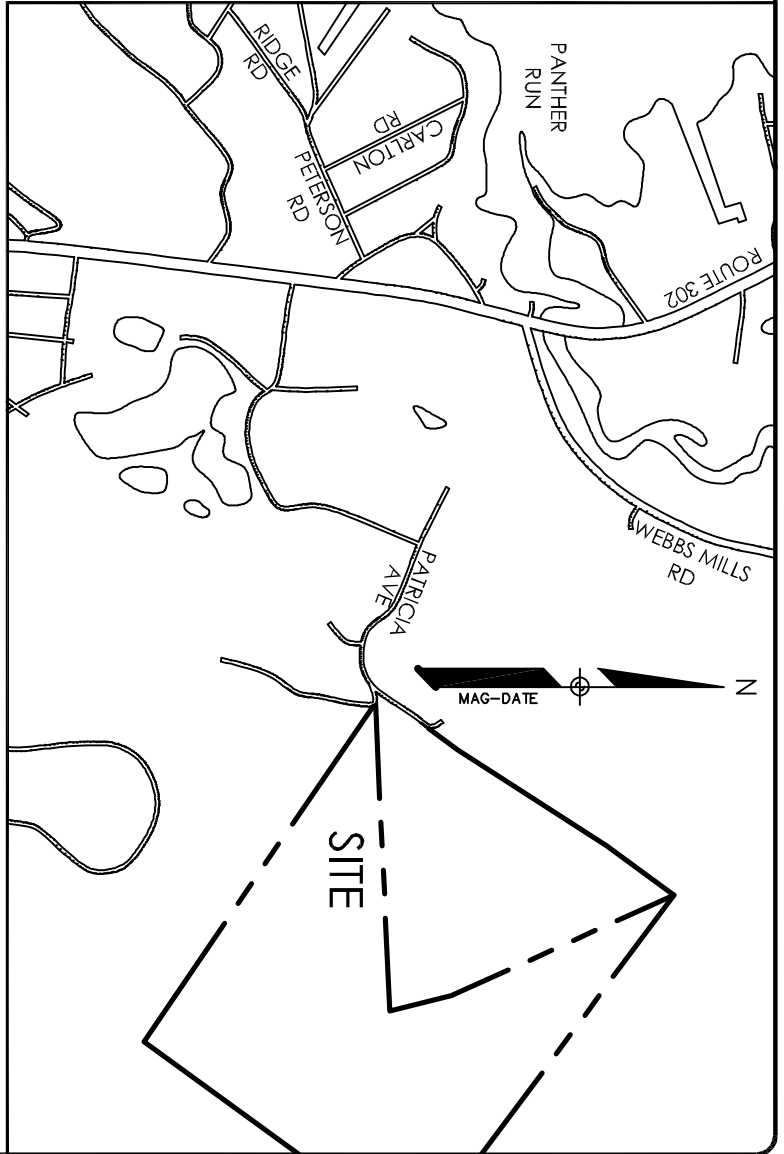
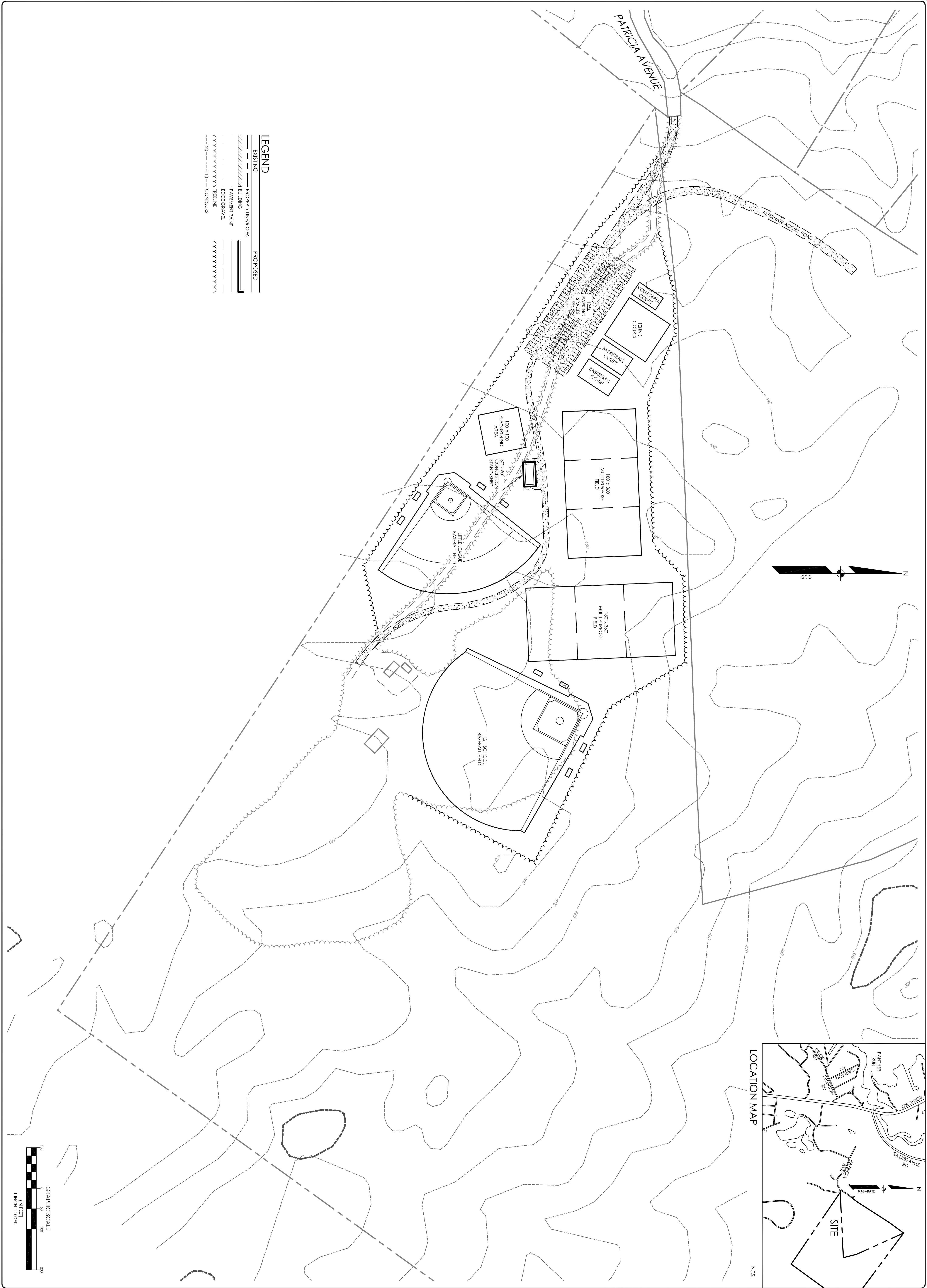
Discussion of Potential Budget Directives for FY2015-16

FY2014-15 Goals:

- Increase appropriation for capital road improvement – based upon Road Improvement Committee report.
- Limit the use of fund balance/surplus as revenue to reduce taxes.
- Develop a core services driven budget, i.e., “what are we doing that we don’t need to do?”
- Continue to explore privatization and outsourcing of services for cost savings.
- Explore working with neighboring towns and Cumberland County government to cut costs and/or improve services.
- Maintain current service levels in roadside solid waste and recycling collection. Continue current trash contract unless it threatens LD-1 compliance.
- Investigate bonding for capital improvement vs. capital reserve budgeting to achieve maximum utilization of existing capital resources.
- Develop budget with the understanding that all budget areas may be considered.
- Consider department budgeting needs and anticipated needs going forward.

Discussion Topics for FY2015-16 Goal Setting as received from Selectmen by Chair:

- Zero or minimal municipal budget increase
- Stay within the property tax increase for new spending, if possible
- Evaluate new and expiring debt service budget impacts
- Continue to invest in capital improvements and infrastructure.
- More financial effort on Public Works equipment and possible additions in staffing (ex. Mechanic for both PS/PW)
- Investigate the possibility of a merit pay system for employees
- Consider referendum for a new recreational facility
- Investigate/improve health care program option for employees with emphasis on stability
- Discussion of benefits of rejoining the Maine Municipal Association (MMA)
- Municipal budget should reflect minimal budget increases (if possible) with emphasis/increases on areas of need
- Town should prepare a 5-10 year IT Capital Improvement Plan to keep digital systems and software progressively improving over time
- Study budget to ensure that citizen services and staff needs are being met



| | | | |
|---|--|---|--|
| DESIGNED | | CHECKED | |
| OAM | | OAM | |
| 7/29/14 | | 7/29/14 | |
| ISSUED FOR CONCEPT PLAN REVIEW | | ISSUED FOR CONCEPT PLAN REVIEW | |
| REV: BY: DATE: STATUS: | | REV: BY: DATE: STATUS: | |
| A OAM 7/29/14 | | A OAM 7/29/14 | |
| THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC. | | THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC. | |

SEBAGO
TECHNICS
WWW.SEBAGOTECHNICS.COM

75 John Roberts Rd. - Suite 1A
South Portland, ME 04106
Tel. 207-200-2100

250 Goddard Rd. - Suite B
Lewiston, ME 04240
Tel. 207-783-5656

CONCEPT PLAN
OF:
ATHLETIC FIELD
PATRICIA AVENUE
RAYMOND, MAINE
FOR:
TOWN OF RAYMOND
401 WEBBS MILLS ROAD
RAYMOND, MAINE 04071

PROJECT NO. 14272
SCALE 1" = 100'

SHEET 2 OF 2



*401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742
Fax 207.655.3024*

Memorandum

Date: December 5, 2014

To: Don Willard, Town Manager

From: Danielle Loring, Executive Assistant

Re: 2014 Community Survey Update

The 2014 Community Survey came to a close on November 22, 2014. Our target goal was 320 but received 506 mail and 63 online responses for a total of 569. The preliminary results should be ready by mid- to late-December, but will be a week later than the anticipated timeline given the terrific response.

Given the consultants schedules, they will only be able to present at the January 6th meeting.