



Town of Raymond Board of Selectmen ePacket December 8, 2015 Table of Contents

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Agenda



BOARD OF SELECTMEN Agenda

December 8, 2015
7:00pm

Broadcast Studio
423 Webbs Mills Road

Resolution: 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.

- 1) **Call to order**
- 2) **Minutes of previous meetings**
 - a) November 10, 2015
- 3) **Old Business**
 - a) **Raymond Fire & Rescue Solar Power Purchase Agreement (PPA)** – Geoff Sparrow, ReVision Energy and Cathy Gosselin, Deputy Fire Chief
 - b) **Draft Budget Development Schedule for FY 2016-2017** – Nancy Yates, Finance Director
- 4) **New Business**
 - a) **Annual Liquor Licensing & Inspection**
 - Cafe Sebago
 - A La Mexicana
 - b) **Discuss Awarding Bids for Tax Acquired Properties** – Sue Carr, Tax Collector
 - c) **RSU #14 Update** – Diana Froisland, RSU #14 Board of Directors
 - d) **Discuss and Set FY 2016-17 Budgetary Goals**
 - e) **Fee Schedule Annual Update** – Sue Look, Town Clerk
- 5) **Public Comment**
- 6) **Selectman Comment**
- 7) **Town Manager's Report and Communications**
 - a) **Welcome to New Employee** – Cynthia Davenport, part-time counter clerk
 - b) **Confirm Dates for Upcoming Regular Meetings**
 - January 12, 2016
 - February 9, 2016
 - March 8, 2016

Selectman's Meeting Agenda (Page 1 of 2) December 8, 2015

c) Upcoming Holiday Schedule

- Thursday, December 24, 2015 – Close at noon in observance of Christmas
- Friday, December 25, 2015 – Closed in observance of Christmas
- Thursday, December 31, 2015 – Close at noon in observance of New Year's Day
- Friday, January 1, 2016 – Closed in observance of New Year's Day

8) Fiscal Warrant – December 8, 2015

a) Treasurer's Warrant

9) Adjournment

Summary



BOARD OF SELECTMEN Agenda Summary

December 8, 2015
7:00pm

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Resolution: 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.

1) Call to order

2) Minutes of previous meetings

a) November 10, 2015

3) Old Business

a) Raymond Fire & Rescue Solar Power Purchase Agreement (PPA) – Geoff Sparrow, ReVision Energy and Bruce Tupper, Fire Chief

As requested by the Board of Selectman Mr Sparrow has assembled responses to questions that were raised during the board meeting on November 10th.

Additionally ReVision Energy has drafted a new PPA proposal based on a lower utility escalator (2%), which the board may find more in line with anticipated utility rate increases over time. A table of historical energy prices has also been provided.

b) Draft Budget Development Schedule for FY 2016-2017 – Nancy Yates, Finance Director

Nancy Yates, Finance Director, will provide a draft Budget Development Schedule for FY 2016-2017 for discussion, possible amendment, and Selectmen approval.

4) New Business

a) Annual Liquor Licensing & Inspections – applications attached

- William and Kimberly Hines of Whines Ent. Inc. DBA Cafe Sebago, 1248 Roosevelt Trail

The fire department will perform the requisite life safety and fire protection ordinance inspections within the next week. Application is 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 contingent upon a favorable inspection report from the fire department.

- A La Mexicana

The fire department will perform the requisite life safety and fire protection ordinance inspections within the next week. Application is attached to the ePacket. No complaints of any kind have been lodged with the Town against A La Mexicana regarding their operations. Staff is recommending approval of this renewal liquor license contingent upon a favorable inspection report from the fire department.

b) Discuss Awarding Bids for Tax Acquired Properties – Sue Carr, Tax Collector

Beginning November 12th the bid packets were advertised and available online and in the Town Office. The bids were due back by December 3rd, giving potential bidders 21 days to submit bids. There were no bids submitted. 2 property owners paid their taxes in full prior to the close of bids. The staff is recommending that the remaining 3 properties be put up for bid again in the Spring.

c) RSU #14 Update – Diana Froisland, RSU #14 Board of Directors

d) Discuss and Set FY2016-17 Budgetary Goals

The Board will review last year's budgetary goals, discuss any changes to the goals, and create new budgetary goals for FY2016-17.

e) Fee Schedule Annual Update – Sue Look, Town Clerk

The Tassel Top Board of Directors have set their fees for next season and their fees are included in the Town's Fee Schedule (changes to which must be approved by the Board of Selectmen). There are no fee changes to Town of Raymond fees.

5) Public Comment

6) Selectman Comment

7) Town Manager's Report and Communications

a) Welcome to New Employee – Cynthia Davenport, part-time counter clerk

b) Confirm Dates for Upcoming Regular Meetings

- January 12, 2016
- February 9, 2016
- March 8, 2016

c) Upcoming Holiday Schedule

- Thursday, December 24, 2015 – Close at noon in observance of Christmas
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8) Fiscal Warrant – December 8, 2015

a) Treasurer's Warrant

9) Adjournment

Previous Meeting(s) Minutes



BOARD OF SELECTMEN Minutes

November 10, 2015
7:00pm

Broadcast Studio
423 Webbs Mills Road

Resolution: 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 in attendance: Mike Reynolds, Joe Bruno, Teresa Sadak, and Samuel Gifford

Selectmen absent: Lawrence Taylor

Town Staff in attendance:

Nancy Yates – Finance Director
Rita Theriault – Human Resource Officer
Nathan White – Public Works Director
Bruce Tupper – Fire & Rescue Chief
Cathy Gosselin – Deputy Chief
Sue Look – Town Clerk

1) **Called to order** at 7:00pm by Chairman Reynolds.

2) **Minutes of previous meetings**

a) October 20, 2015

Motion to approve the minutes listed above by Selectman Gifford. Seconded by Selectman Sadak.

Unanimously approved.

3) **New Business**

a) **Electronic Payroll Update** – Nancy Yates, Finance Director and Rita Theriault, Human Resource Officer

The offerings of two different companies were explored – ADP and Advantage Payroll (Paychex). Each offers on-line payroll, tax filing, archiving of reports, time & attendance, and human resources compliance reporting. Town staff recommends Paychex (Advantage Payroll) at an annual cost of \$7,055.64 (based on an average payroll of 40 employees per bi-weekly pay period).

Finance Director Yates – As requested we looked into outsourcing payroll and looked at the above. Both offer online time & attendance, have HR reporting and files, etc. Both were very good, ADP was more expensive. If I speak from an employee point of view I would say weekly, but it is \$2,200 more to go with Paychex weekly.

Chairman Reynolds – How do we let employees know how much sick/vacation they have?

Selectman's Meeting Agenda Summary (Page 1 of 6) November 10, 2015

Finance Director Yates – It is electronically on their pay-stub. It is an automatic update. We only have to change accrual rates for employees as they get to certain milestones. We have 18 employees who accrue vacation/sick. The HR function is included in the price.

Selectman Sadak – I asked them to give us a cost of in-sourcing. Outsourcing means cutting a check and sending it out. Insourcing means multi-tasking. The employee cost currently is \$4,212 for weekly and Paychex is \$9,200 for weekly. It will cost thousands more, about \$5,000 more to outsource payroll. If we go to an outsourced solution Rita will be spending a good deal of time fixing errors and training employees.

Selectman Bruno – Whenever you change anything there is a learning curve. If you do not want to modernize...

Selectman Sadak – We are modernizing.

Chairman Reynolds – How does the supervisor approval work in Paychex?

Finance Director Yates – The supervisor will sign into their portal and have to approve each employee's.

Chairman Reynolds – Currently we are doing this manually via signatures.

Selectman Sadak – I was surprised that there is that much difference between keeping it in-house and outsourcing. There is only a \$2,200 difference between weekly and bi-weekly and it is too much of a burden on the hourly employees for this little cost. I feel strongly about keeping it as is.

Chairman Reynolds – There is a savings and there is a learning curve to use the new portals. The practicality of having a portal that you can access whenever you like intrigues me. Do we require direct deposit? No, there are a few printed checks. Does Paychex require direct deposit? They will do what we want.

Selectman Bruno – I have a viewpoint on this from my business background. The prices quoted were not negotiated and if we go back to Paychex they will cut the price considerably. I know how I will be voting. If you want to go with paper legers, go for it.

Selectman Sadak – I don't think it is big enough money change to throw off the employees. We do not know everyone's situation. If you are living paycheck to paycheck, week to week, some employees may need to go get a second job to make it between paychecks the first time.

Town Manager Willard – There is a fear amongst the hourly employees about changing to bi-weekly.

Public Works Director White – I have a couple of concerns about the bi-weekly. The Public Works employees do not have PCs to enter their hours and this could mean more time on me or on Rita.

Mr Woodbrey – Paychex must have an app that can be put on their phone.

Chief Tupper – Money management is a big piece of the fear of going from weekly to bi-weekly. I have automatic payments set up with our checks as they are and I would need to modify how this worked. It would be detrimental to those employees who do not manage money well between paychecks.

Chairman Reynolds – If we switch from weekly to bi-weekly there would be change. There would be advantages and disadvantages to outsourcing. There is a learning curve to managing money from weekly to bi-weekly. I wish the document Teresa presented had been done prior to the creation of the packet, not on the day of the meeting to be sure we have information to the public.

Selectman Bruno – If you had your druthers would you keep things the same?

Finance Director Yates – I would go to the electronic and keep it weekly for the archival information electronically.

Town Manager Willard – If you want to have a high performance system it is hard to do it with our current system.

Selectman Sadak – I am all for outsourcing, I am worried about the bi-weekly.

Chairman Reynolds – In the future we will have the ability to get reports that will reduce staff time.

Motion to stay with a weekly payroll by Selectman Sadak. No second.

Motion to change to bi-weekly by Selectman Bruno. Seconded by Selectman Gifford.

People would have 30 days notice.

Selectman Bruno – I would also suggest that you go to requiring direct deposit.

Human Resource Officer Theriault – I would be concerned about the young workers at Tassel Top and Election workers.

Selectman Bruno – Are we saying that we need to handhold everyone and assume that they are not capable to do what they have to do.

Chairman Reynolds – To require direct deposit it would mean all new paperwork, which a new payroll company would require anyway.

Human Resource Officer Theriault – There are about 4 full-time employees who do not use direct deposit.

Voted 3-1, approved.

Motion to go with Paychex and begin negotiations by Selectman Bruno. Seconded by Selectman Gifford.

Chairman Reynolds – We would want to get a reduction of the price via negotiations. We do want to begin January 1, 2016.

Chief Tupper – We would have our admin enter the data for the employees who are on standby, on a call, etc. We have a system where we enter and track the hours per event and apparatus.

Voted 3-1, approved.

b) **"Drug Free Zones" Update** – Don Willard, Town Manager

Signage has been ordered and delivered, and is now awaiting installation by the Public Works Department, which will occur as soon as possible. Law enforcement is aware of this vote. The Raymond Village Public Library asked why they were not included on the town list and their trustees will be voting to request that the town designate them at a future Selectmen's Meeting.

Public Works Director White – We lost multiple signs and posts on Halloween and once we get the posts delivered the signs will be put up.

c) **Raymond Fire & Rescue Solar Power Purchase Agreement (PPA)** – Geoff Sparrow, ReVision Energy and Bruce Tupper, Fire Chief

ReVision Energy is offering to finance, own, and operate a 40.8 kW solar array on the Town of Raymond's District 2 building for a contract term of 20 years, with an option to extend to 30 years. The town would purchase all electricity from the system at \$0.107 per kWh (\$0.01 less than CMP) for the first year and increasing at 4% per year thereafter. After 6 years, the town would have an annual opportunity to buy the entire solar array at its fair market value (estimated now at \$55,248) or continue to buy the power from ReVision Energy.

The Fire Chief is recommending that the Selectmen approve this proposal.

The radio tower is live as of today and it appears that we have much better coverage, it appears that there are no longer dead-spots in town. The new tower is on Valley Road opposite Winding Way that was purchased 2 years ago and it replaces the antenna at the Town Office.

Town Manager Willard – Our Public Works Director found the back-up generator for the project.

Chief Tupper – We began looking at District 1, but due to construction of the building District 2 is a better candidate. This project is a long term project that will show savings overtime.

The system would not have batteries, it is fed directly to the utility grid. It is in everyone's best interest for the town to buyout the equipment in the 7th year. Raymond would have 160 solar panels and under perfect conditions it would produce about 43,000 kWh. District 2 would not use all of this power and the Town could use the excess for up to 9 other meters. The panels are warranted for 25 years and they should work for about 40 years. Panels have broken if there is a roof above the panels and snow slides off. Wind and hail have not broken any panels in the past 12 years with 4,500 installations. When we put the panels on the roof the shingles do not age as quickly. If the roof is 10-15 years old we suggest reshingling before installation. Solar panels lose about a .5% performance each year. Price of solar increases after year 6 as an incentive for the town to buyout the equipment. ReVision Energy is a Maine company who is investing in towns/non-profits in Maine.

Selectman Bruno – how close have you been at estimating the cost of power?

Mr Sparrow – I would need to look that up.

Selectman Bruno – I don't see us paying 5% more per year for the next 30 years. I would like to see the results of other project and how close the costs/savings are to the projected. I don't care if we put up solar panels.

Mr Sparrow – This makes budgetting and payment more static.

Chairman Reynolds – Currently we are paying \$5,000 per year?

Mr Sparrow – The chart is only showing a part of the costs. This system does not produce enough power to run all of the town buildings.

Selectman Bruno – The Northeast has the highest electricity cost in the nation.

Selectman Sadak – We will also have to pick up the cost of maintenance once we own it.

Selectman Bruno – Why couldn't we simply pay \$0.01 less than CMP instead of the cost on your chart. I don't want to make a decision tonight with out more data, especially historical.

Mr Sparrow – this isolates the town against rising energy prices.

Public Works Director White – the roof is structurally sound.

Town Manager Willard – It is my understanding that the panels do not add an appreciable amount of weight and they reduce the snow load by melting it.

Chairman Reynolds – do you have anyway to look at the cost over time?

Finance Director Yates – yes, but not by kWh without looking at individual invoices.

Mr Sparrow – Tax credits expire a year from this January. I will go back and pull together some history and comparisons with other projects in Maine. This PPA structure is new. Maine is almost all PPA projects for us.

Motion to table this to the next meeting by Sam. Seconded by Joe.
Unanimously approved.

d) Appointment of Beautification Committee Members

Proposed new members: Mitzi Burby, 64 Spiller Hill Rd, and Jan Miller, 59 Hancock Rd

Current Chair is Sharon Dodson. Current membership: Mike Reynolds, Shirley Bloom, Stephanie Bubier, Fran Gagne, Elissa Gifford, Elaine Keith, Christine McClellan, Mike McClellan, Mary McIntire

Motion to appoint Mitzi Burby and Jan Miller by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

e) Draft Budget Development Schedule for FY 2016-2017 – Nancy Yates, Finance Director
The first draft of the budget development schedule for fiscal year 2016-2017 will be presented to the Board of Selectmen for review, possible amendment, and approval.

The budget goals and directives will be added to the December 8th agenda and the remainder of the Budget Development Schedule for FY 2016-17 will be reviewed on December 8th.

f) Tax Abatements/Supplemental Assessment – Curt Lebel, Contract Assessor
2 abatements and 1 supplemental assessment recommended for approval.

- \$304.73 Abatement – Timothy Pomerleau III – property overvalued in light of access and development issues
- \$57.36 Abatement – Beth Urbano – personal property disposed of prior to assessment

date

Motion to grant above abatements by Selectman Bruno. Seconded by Selectman Gifford.
Unanimously approved.

- \$395.55 Supplemental – Allen Family LLC – assessment of taxable personal property omitted from original commitment of taxes

Motion to add above supplemental tax by Selectman Gifford. Seconded by Selectman Bruno.

Unanimously approved.

4) Public Comment – none

5) Selectman Comment

Chairman Reynolds – Library – 2015 annual appeal has been emailed. You can also go to their website to donate. Annual Holiday Gift Baskets sale will begin on the 15th. The baskets will be in the Library until mid December. Next Thursday is Lawyers in the library offering free legal answers to questions. Annual tree lighting is Nov 29th at 5pm. There will be a ham and turkey raffle coming up as well.

6) Town Manager's Report and Communications

a) Raymond Fire & Rescue Elected Official / Town Employee Academy

- Sunday, November 22, 2015, 12:30pm to 4:30pm, at Raymond Public Safety Building

b) Confirm Dates for Upcoming Regular Meetings

- December 8, 2015
- January 12, 2016
- February 9, 2016

c) Upcoming Holiday Schedule

- Wednesday, November 11th – Closed in observance of Veterans' Day
- Thursday, November 26th & Friday, November 27th – Closed in observance of Thanksgiving

d) Welcome to Bill Fraser our new videographer.

7) Fiscal Warrant – November 10, 2015

a) Treasurer's Warrant

Motion to approve Treasurer's Warrant for a total of \$229,953.80 by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

8) Adjournment

Motion to adjourn at 9:06pm by Selectman Gifford. Seconded by Selectman Sadak.

Unanimously approved.

Respectfully submitted, _____
Susan L Look, Town Clerk

Solar Power PPA - Revision Energy Questions Answered



Professional design, installation and service of solar energy systems

November 30, 2015

Don Willard, Town Manager
401 Webbs Mills Road
Raymond, ME 04071

Dear Mr. Willard,

I am writing in response to questions that were raised regarding the Town of Raymond Solar PPA at the Board of Selectmen meeting on November 10, 2015.

The most significant concern with the board was that the 5% PPA rate escalator used in PPA rate schedule was too aggressive. Based on this input we have redrafted the PPA offer and corresponding rate schedule based on a 2% rate escalator. In order to compensate for the lower escalator the rate spike in year seven of the PPA is slightly higher than previously proposed. This will not affect the town if it plans to buy the system in year seven.

Historical increases in electricity costs since 1990 have averaged between 2% and 2.4% (adjusted for inflation). Including an inflation rate of 2% the net increase in utility costs has been 4% to 4.4%. The 2% escalator being used in the PPA proposal should trend slightly below utility rates. – (see attached utility rate sheet)

During the meeting the idea was brought up by the board to have the solar PPA rate fluctuate, or 'float' with the utility rate. We did this with a few of our first PPA systems, but the task of tracking the utility rate and adjusting the PPA rate has proven to be an administrative burden. ReVision Energy no longer floating rates for PPA projects.

Per the request of the Select Board I am including an Annual Report from a PPA project that has been in service for over two years. The project is located at Thomas College and has a nominal output rating of 123kW. The report shows that the energy production of the system has exceeded expectations since it was installed.

Please let me know if there are any other questions, concerns, or comments that should be addressed prior to the next Board of Selectmen meeting, which I have scheduled for 7:00PM Tuesday, December 8th.

Best Regards,

Geoff Sparrow
geoff@revisionenergy.com
207-939-8615

91 West Main Street
Liberty, ME 04949

(207) 589-4171

142 Presumpscot Street
Portland, ME 04103

(207) 221-6342

14 Dixon Ave
Concord, NH 03301

(603) 415-0151

7 Commercial Drive
Exeter, NH 03833

(603) 679-1777

www.ReVisionEnergy.com

Solar Power PPA - Revision Energy Revised PPA



Professional design, installation and service of solar energy systems

40.8 kW Solar PPA Proposal

Town of Raymond Solar Power Purchase Agreement
November 30, 2015



Engineer's Rendering of 40.8 kW Solar Electric System at Town of Raymond Fire Station



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Professional design, installation and service of solar energy systems

November 30, 2015
Don Willard, Town Manager
Town of Raymond
401 Webbs Mills Road
Raymond, ME 04071

Dear Mr. Willard,

Thank you for considering ReVision Energy as Town of Raymond's solar partner! We appreciate this opportunity to work together to bring solar energy to your town and to significantly reduce the town's dependence on purchasing utility power.

Based on an analysis of your town-owned buildings and energy usage, ReVision Energy is excited to propose a 40.8 kilowatt ("kW") grid-tied solar electric system to be located on the Town of Raymond's fire station roof. With this letter, ReVision is offering to develop the system using a Power Purchase Agreement ("PPA") ownership structure in which Revision will own and operate the solar system on behalf of the town. This allows the town to benefit from the solar project at zero upfront capital cost, and enables it to buy less expensive solar power generated on its own rooftops.

The Revision PPA is designed to be competitive with market rates, yet also overcome the lack of renewable energy incentives in Maine. We do this by establishing two PPA price components. First, the base price is set in year one at a discount versus the Town's current CMP rate, which allows the town to purchase solar power for less than electricity from traditional fossil fuel sources. Thereafter, the PPA price is designed to rise at a slower rate (2%) than historical trends for Maine's commercial electricity rates (4.5%). This should allow the town to purchase solar power for less than the standard power offered from utilities through the first six years of the PPA term.

Second, to overcome the lack of a renewable energy incentives in Maine, the ReVision PPA includes a solar premium beginning in year seven. This allows ReVision as project owner to recover its investment should the town choose to continue to purchase electricity from the solar project in years 7-20, and also encourages the town to consider purchasing the solar project in year seven.

91 West Main Street
Liberty, ME 04949

(207) 589-4171

142 Presumpscot Street
Portland, ME 04103

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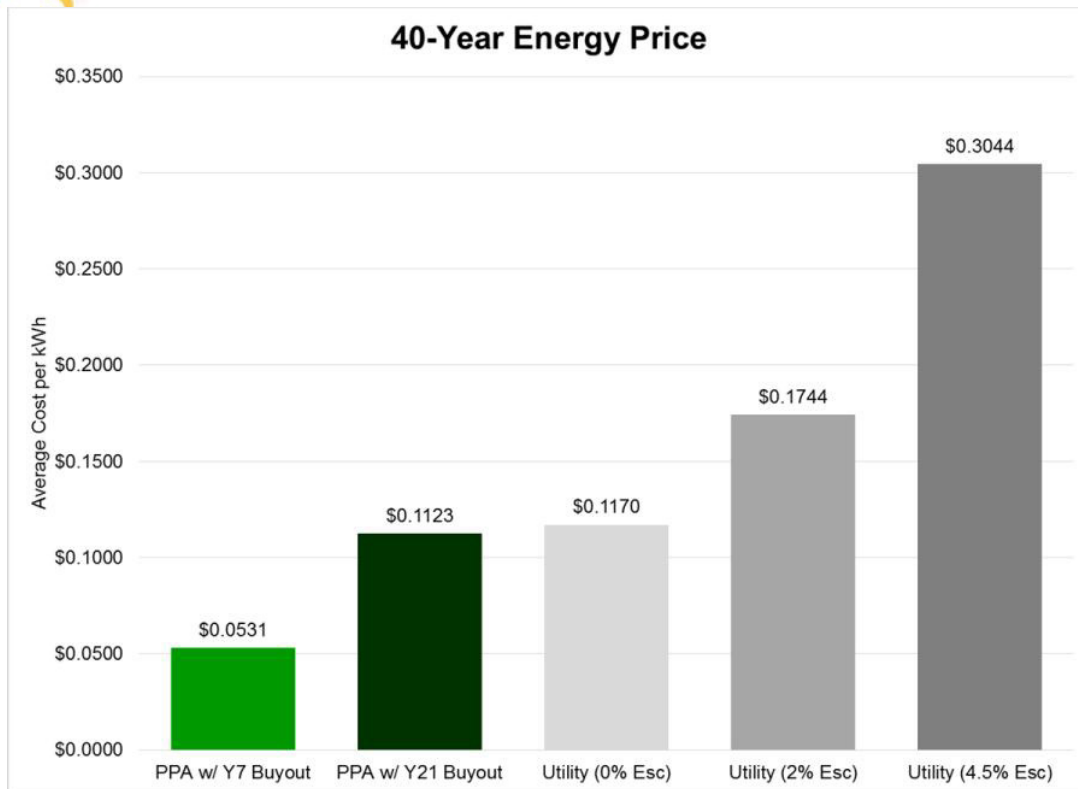
www.revisionenergy.com

7 Commercial Drive
Exeter, NH 03833

(603) 679-1777



Professional design, installation and service of solar energy systems



Here are the details of the Solar Power Purchase Agreement:

Under the terms of the PPA proposal, ReVision Energy is offering to finance, own and operate a 40.8 kW solar array on the Town of Raymond fire station rooftop for a contract term of twenty years, with an option to extend to thirty years. Placing the system in private ownership enables the project to capture federal renewable energy tax credits that are unavailable to the town. The town would purchase all electricity from the system at the PPA rate shown in the schedule below.

91 West Main Street
Liberty, ME 04949

(207) 589-4171

142 Presumpscot Street
Portland, ME 04103

(207) 221-6342

www.revisionenergy.com

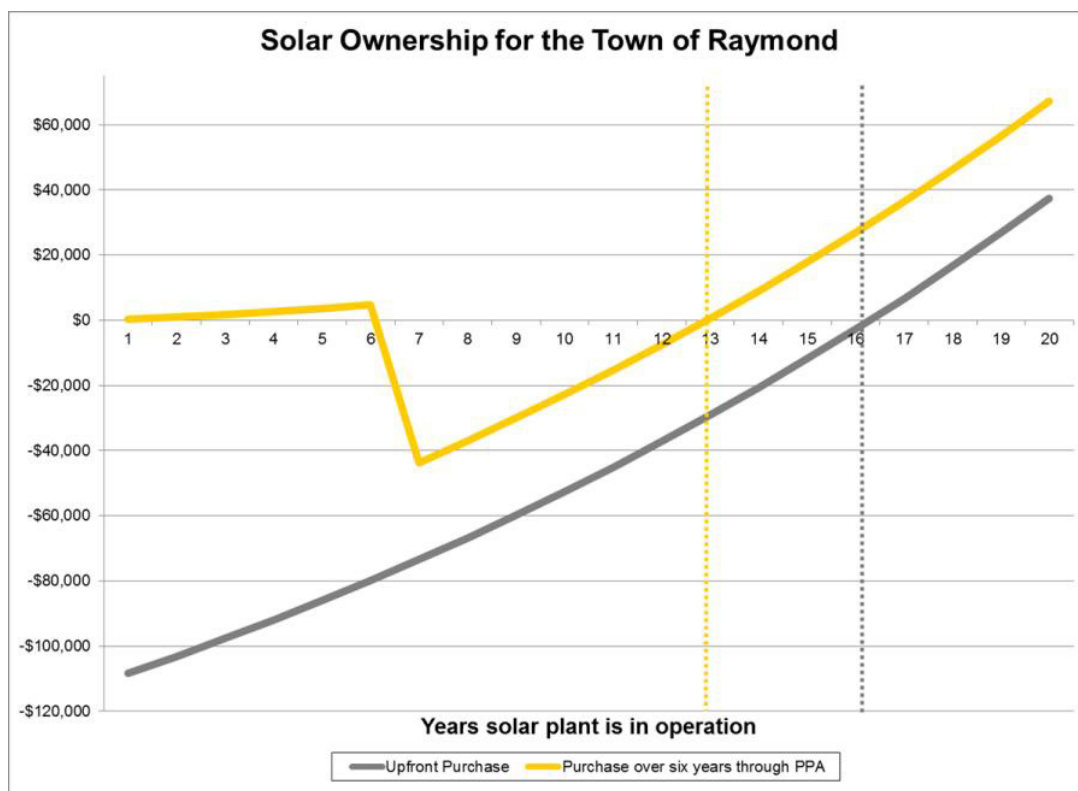
7 Commercial Drive
Exeter, NH 03833

(603) 679-1777



Professional design, installation and service of solar energy systems

After the first six years, Town of Raymond will have an annual opportunity to compare the solar PPA rate to the market, to look at capital and borrowing opportunities, and to determine whether it is a better choice to keep buying solar power, or to purchase and own the entire solar array at its fair market value. If the town chooses to own the array all the electricity generated thereafter is essentially free. Solar arrays have a productive commercial lifetime of forty years or more; and because the solar output over time is completely predictable, the Town of Raymond can calculate the payback time of any system purchase in any year. That payback time will always be less than the expected productive lifetime of the array. (See graph below.)



The partnership between Town of Raymond and ReVision allows the town to demonstrate real and visible commitment to energy independence in our New England region, while saving money on electricity for the full twenty (or thirty) year period. Our partnership puts the Town of Raymond in the vanguard of those taking action to solve our energy challenges, all the while conserving dollars that can be put to better use, contributing to our local economy.

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Liberty, ME 04949

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Portland, ME 04103

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Professional design, installation and service of solar energy systems

Year 7 Purchase Option

At any point past year 6 of the Power Purchase Agreement, Town of Raymond has the option to purchase the entire system at an estimated fair market value in year seven of \$54,874. At the end of year six the town will have previously saved \$4,746 on its energy bill via the PPA. Therefore the total cost over six years to Town of Raymond is approximately \$50,128. This equates to a net savings of \$200,230 compared to purchasing power from the utility over the next 30 years. Once the system is purchased by the town in year seven the investment will be paid back in just 6 years.

Year	Annual Generation	Utility \$/kWh	PPA \$/kWh Price	Annual PPA Savings	Cumulative PPA Savings	Annual PPA Savings with buyout	Cumulative PPA Savings with buyout
1	43452	\$0.1170	\$0.1070	\$435	\$435	\$435	\$435
2	43235	\$0.1223	\$0.1091	\$567	\$1,002	\$567	\$1,002
3	43019	\$0.1278	\$0.1113	\$707	\$1,709	\$707	\$1,709
4	42803	\$0.1335	\$0.1135	\$855	\$2,564	\$855	\$2,564
5	42589	\$0.1395	\$0.1158	\$1,010	\$3,574	\$1,010	\$3,574
6	42377	\$0.1458	\$0.1181	\$1,172	\$4,746	\$1,172	\$4,746
7	42165	\$0.1524	\$0.2105	(\$2,451)	\$2,295	(\$48,450)	(\$43,704)
8	41954	\$0.1592	\$0.2147	(\$2,328)	(\$33)	\$6,680	(\$37,024)
9	41744	\$0.1664	\$0.2190	(\$2,196)	(\$2,230)	\$6,946	(\$30,078)
10	41535	\$0.1739	\$0.2234	(\$2,056)	(\$4,286)	\$7,222	(\$22,856)
11	41328	\$0.1817	\$0.2279	(\$1,907)	(\$6,194)	\$7,509	(\$15,347)
12	41121	\$0.1899	\$0.2324	(\$1,749)	(\$7,943)	\$7,808	(\$7,539)
13	40915	\$0.1984	\$0.2371	(\$1,581)	(\$9,523)	\$8,118	\$579
14	40711	\$0.2073	\$0.2418	(\$1,403)	(\$10,926)	\$8,441	\$9,020
15	40507	\$0.2167	\$0.2466	(\$1,213)	(\$12,139)	\$8,777	\$17,797
16	40305	\$0.2264	\$0.2516	(\$1,013)	(\$13,153)	\$9,126	\$26,923
17	40103	\$0.2366	\$0.2566	(\$801)	(\$13,954)	\$9,489	\$36,413
18	39903	\$0.2473	\$0.2617	(\$577)	(\$14,531)	\$9,867	\$46,279
19	39703	\$0.2584	\$0.2670	(\$340)	(\$14,871)	\$10,259	\$56,538
20	39505	\$0.2700	\$0.2723	(\$90)	(\$14,962)	\$10,667	\$67,205
21	39307	\$0.2822	\$0.2777	\$174	(\$14,788)	\$11,091	\$78,296
22	39111	\$0.2949	\$0.2833	\$452	(\$14,336)	\$11,532	\$89,829
23	38915	\$0.3081	\$0.2890	\$746	(\$13,590)	\$11,991	\$101,820
24	38720	\$0.3220	\$0.2947	\$1,055	(\$12,534)	\$12,468	\$114,288
25	38527	\$0.3365	\$0.3006	\$1,381	(\$11,153)	\$12,964	\$127,252
26	38334	\$0.3516	\$0.3067	\$1,724	(\$9,429)	\$13,480	\$140,732
27	38143	\$0.3675	\$0.3128	\$2,085	(\$7,344)	\$14,016	\$154,748
28	37952	\$0.3840	\$0.3190	\$2,465	(\$4,879)	\$14,573	\$169,321
29	37762	\$0.4013	\$0.3254	\$2,864	(\$2,015)	\$15,153	\$184,474
30	37573	\$0.4193	\$0.3319	\$3,284	\$1,269	\$15,756	\$200,230

91 West Main Street
Liberty, ME 04949

(207) 589-4171

142 Presumpscot Street
Portland, ME 04103

(207) 221-6342

www.revisionenergy.com

7 Commercial Drive
Exeter, NH 03833

(603) 679-1777



Professional design, installation and service of solar energy systems

Here are the responsibilities of Town of Raymond:

- Lease the roof and utility room space required for the solar installation to ReVision Energy for \$1/year;
- Purchase all the solar electricity generated according to the PPA schedule;
- Obtain a net metering contract with CMP (ReVision will arrange that for the town. The town will need to sign);
- Add a liability insurance rider to your regular coverage, to cover the solar facility.

Here are the responsibilities of ReVision Energy:

- Build, own and operate the solar system for the duration of the PPA contract;
- Market the Renewable Energy Credits, to help pay for the investment;
- Maintain the system for the duration of the PPA (no O&M costs to the town)
- Insure the system (both property and liability) for the duration of the PPA.

Here are the Next Steps toward Construction:

- Town of Raymond gives go-ahead to move to contract;
- ReVision provides a draft PPA contract;
- ReVision responds to any information requests from the town;
- ReVision and Town of Raymond sign the PPA;
- ReVision begins construction.

Here's what we need in terms of timing:

ReVision would like to proceed expeditiously toward construction, recognizing that we need to file all necessary permitting applications as soon as possible in order to achieve a timely construction schedule. We'd like to suggest that we all consider this offer as being open until January 15, 2016, all the while presuming that there are no changes in either Federal or State statutes and the project continues to be eligible for the federal Investment Tax Credit (ITC).

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About ReVision Energy & Our Mission

Since 2003, ReVision Energy has installed more than 4,000 solar energy systems in Maine and New Hampshire. To ensure maximum performance and longevity in our harsh climate, each system is designed by ReVision engineers from Brown, Dartmouth, MIT, UMaine and UNH and installed by our in-house team of licensed, professional solar technicians. The company mission is to lead the region's transition from a fossil fuel based economy to a sustainable, renewable energy based economy. Our solar energy solutions provide our partners with a viable, long-term plan for responsible energy consumption and recurring savings with zero up front capital costs.

ReVision Energy deeply admires the Town of Raymond's leadership towards energy independence. It is our hope that this project will both reward and aid you in those efforts. Please let us know if we can provide any additional information.

Sincerely,

William Behrens, PhD, Managing Partner
ReVision Energy, LLC
207-322-9977
bill@revisionenergy.com

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Proposal Figures Compared to 2% Utility Escalator

Year	Annual Generation	Utility \$/kWh	PPA \$/kWh Price	Annual PPA Savings	Cumulative PPA Savings	Annual PPA Savings with buyout	Cumulative PPA Savings with buyout
1	43452	\$0.1170	\$0.1070	\$435	\$435	\$435	\$435
2	43235	\$0.1193	\$0.1091	\$441	\$876	\$441	\$876
3	43019	\$0.1217	\$0.1113	\$448	\$1,323	\$448	\$1,323
4	42803	\$0.1242	\$0.1135	\$454	\$1,777	\$454	\$1,777
5	42589	\$0.1266	\$0.1158	\$461	\$2,238	\$461	\$2,238
6	42377	\$0.1292	\$0.1181	\$468	\$2,706	\$468	\$2,706
7	42165	\$0.1318	\$0.2105	(\$3,320)	(\$614)	(\$49,318)	(\$46,612)
8	41954	\$0.1344	\$0.2147	(\$3,369)	(\$3,983)	\$5,638	(\$40,974)
9	41744	\$0.1371	\$0.2190	(\$3,420)	(\$7,403)	\$5,722	(\$35,251)
10	41535	\$0.1398	\$0.2234	(\$3,471)	(\$10,873)	\$5,808	(\$29,444)
11	41328	\$0.1426	\$0.2279	(\$3,522)	(\$14,396)	\$5,894	(\$23,549)
12	41121	\$0.1455	\$0.2324	(\$3,575)	(\$17,971)	\$5,982	(\$17,567)
13	40915	\$0.1484	\$0.2371	(\$3,628)	(\$21,599)	\$6,071	(\$11,496)
14	40711	\$0.1514	\$0.2418	(\$3,682)	(\$25,281)	\$6,162	(\$5,334)
15	40507	\$0.1544	\$0.2466	(\$3,737)	(\$29,018)	\$6,253	\$919
16	40305	\$0.1575	\$0.2516	(\$3,793)	(\$32,810)	\$6,347	\$7,266
17	40103	\$0.1606	\$0.2566	(\$3,849)	(\$36,660)	\$6,441	\$13,707
18	39903	\$0.1638	\$0.2617	(\$3,907)	(\$40,566)	\$6,537	\$20,244
19	39703	\$0.1671	\$0.2670	(\$3,965)	(\$44,531)	\$6,635	\$26,879
20	39505	\$0.1704	\$0.2723	(\$4,024)	(\$48,555)	\$6,733	\$33,612
21	39307	\$0.1739	\$0.2777	(\$4,084)	(\$52,638)	\$6,834	\$40,446
22	39111	\$0.1773	\$0.2833	(\$4,145)	(\$56,783)	\$6,936	\$47,382
23	38915	\$0.1809	\$0.2890	(\$4,206)	(\$60,989)	\$7,039	\$54,420
24	38720	\$0.1845	\$0.2947	(\$4,269)	(\$65,258)	\$7,144	\$61,564
25	38527	\$0.1882	\$0.3006	(\$4,333)	(\$69,591)	\$7,250	\$68,815
26	38334	\$0.1920	\$0.3067	(\$4,397)	(\$73,988)	\$7,358	\$76,173
27	38143	\$0.1958	\$0.3128	(\$4,463)	(\$78,451)	\$7,468	\$83,641
28	37952	\$0.1997	\$0.3190	(\$4,529)	(\$82,980)	\$7,579	\$91,220
29	37762	\$0.2037	\$0.3254	(\$4,597)	(\$87,577)	\$7,692	\$98,912
30	37573	\$0.2078	\$0.3319	(\$4,665)	(\$92,242)	\$7,807	\$106,719

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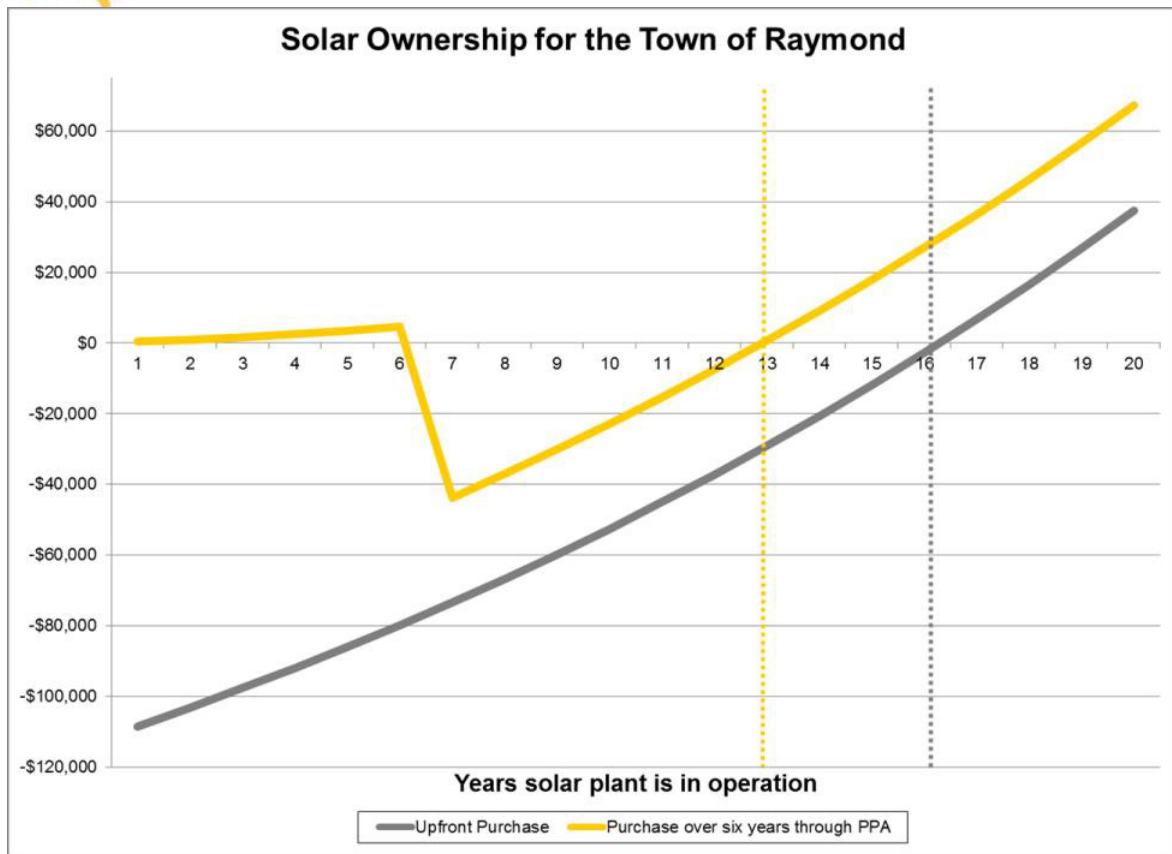
www.revisionenergy.com

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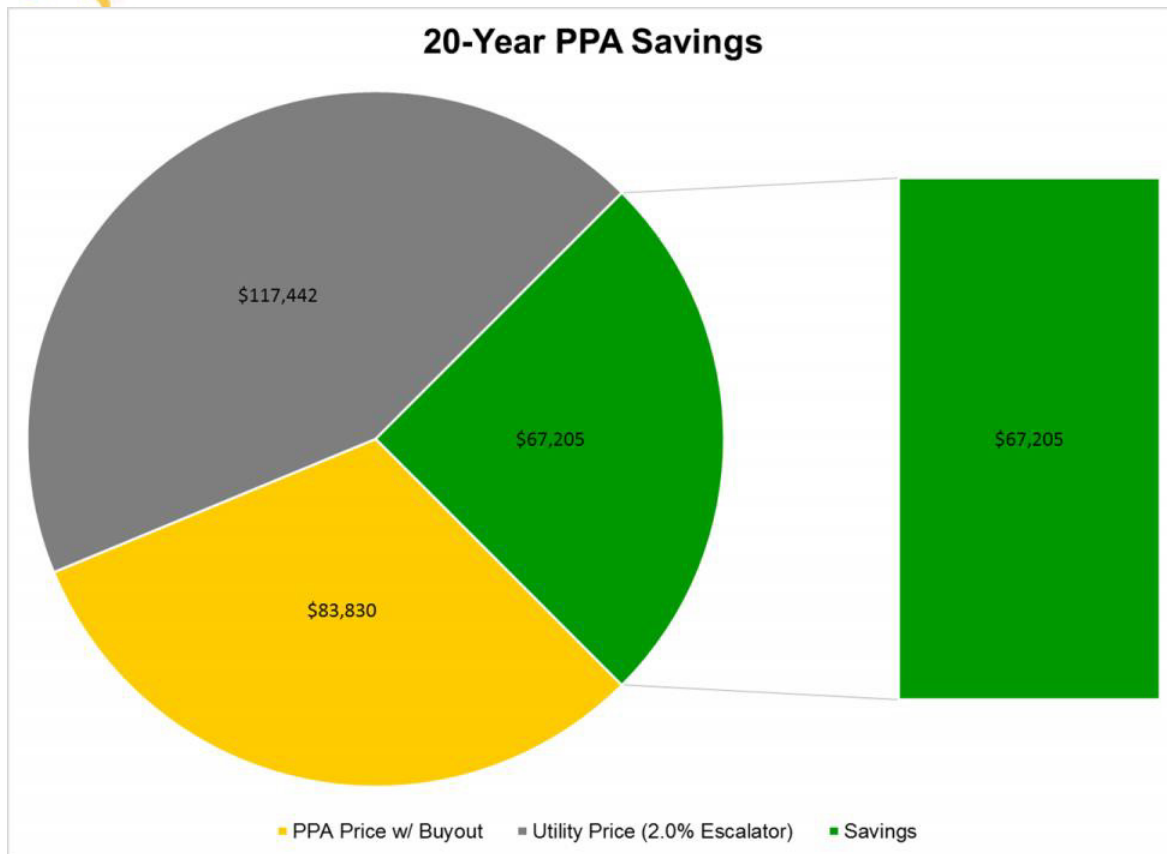
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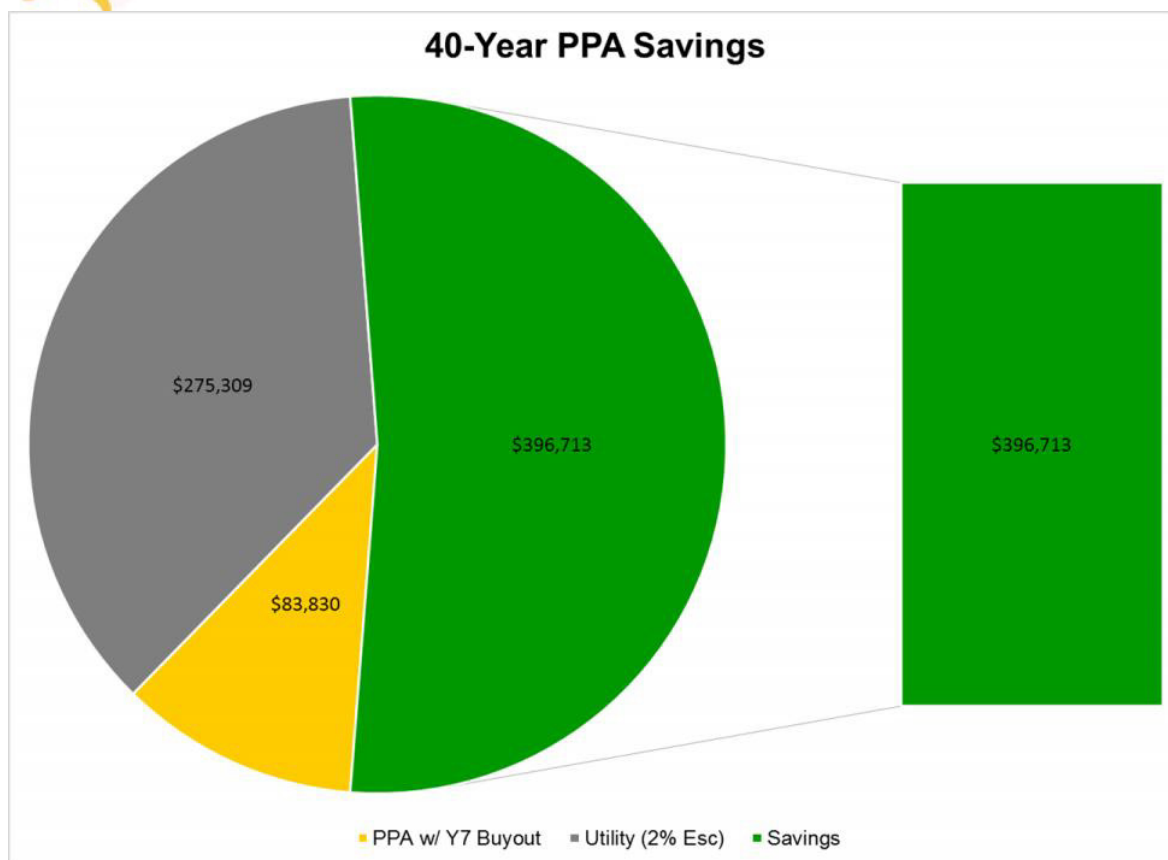
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Solar Power PPA - Revision Energy Annual Report



Professional design, installation and service of solar energy systems

Thomas Solar, LLC Solar Power Purchase Agreement

Annual Report 2013-2014 (Y2)



ReVision Energy PPA Division
Kelsey Cross, PPA Operations Specialist
November 30, 15

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I. Summary

This report summarizes the second year of commercial operation of the 169.56 kW grid-tied photovoltaic solar energy array installed on the rooftop of Thomas College Harold Alfond Athletic Center. The system began operation on December 7, 2012 and includes 192 Canadian Solar 240-watt panels, 504 Canadian Solar 245-watt panels, two Solectria 82 kW inverters, and a Solectria datalogger and remote monitoring system.

a. Current Year

ReVision Energy is pleased to report that from December 2013-December 2014 the system experienced no unscheduled outages. The Thomas College Solar array delivered 102.4% of projected output in year two, and included over 179,000 kWh of zero-emission solar power.

The electricity generated by the Thomas College Solar Array in its second year of commercial operation is equivalent to removing over 180,000 pounds of carbon dioxide from the earth's atmosphere and has saved Thomas College over \$3,500 on its electricity costs

ReVision performed an annual maintenance inspection at Thomas College on January 8th, 2015. Though we were unable to do a complete inspection during this time due to array snow cover, the generation figures suggest that the system remains in excellent working condition. ReVision plans to follow up in the spring of 2015 and complete a full maintenance inspection.

b. Since Placed into Service

Since placed into service, the system experienced no unscheduled outages. The Thomas College Solar Array has delivered 104.1% of projected output since it has been in commercial operation, and included nearly 365,000 kWh of zero-emission solar power.

The electricity generated by the Thomas College Solar Array since it was placed in to service is equivalent to removing over 368,000 pounds of carbon dioxide from the earth's atmosphere and has saved Thomas College nearly \$7,300 on its electricity costs. Further, by purchasing the Renewable Energy Credits generated by the solar energy system rather than selling them on the open market, Thomas College has effectively doubled the environmental benefits associated with the project.

II. Project Information:

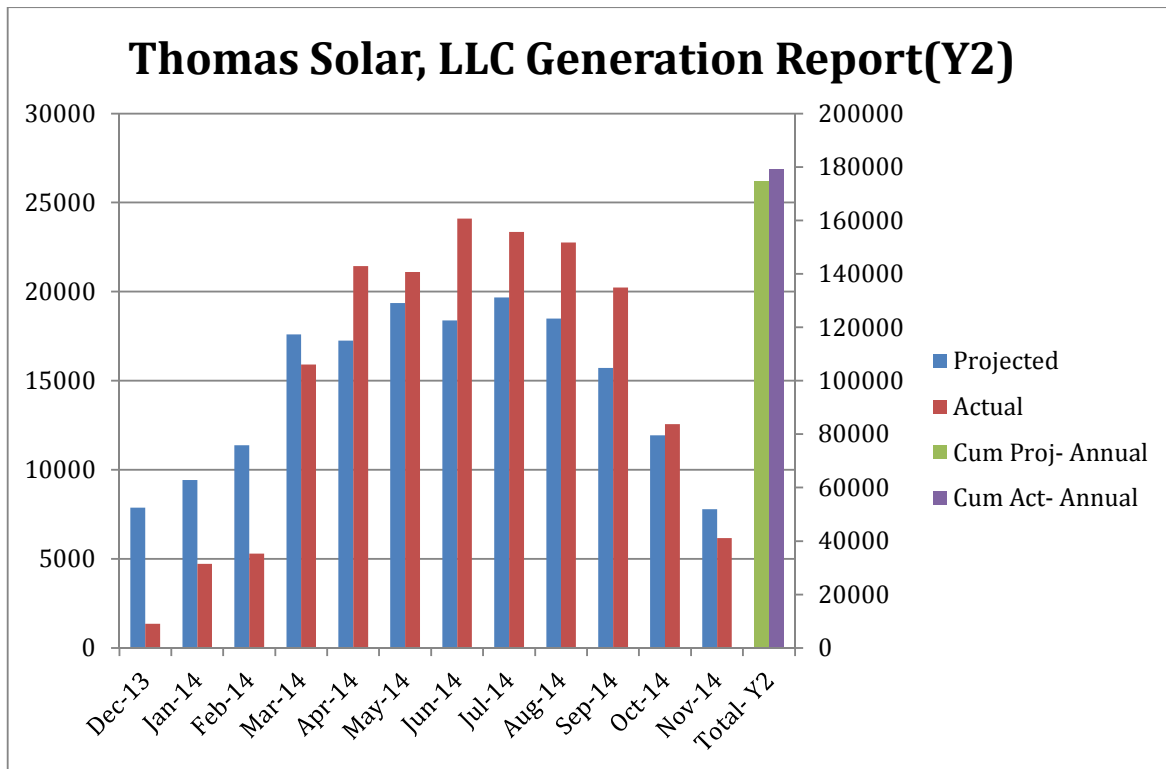
Watts:	169,560
Modules:	(192) 240-Watt Canadian Solar (504) 245-Watt Canadian Solar
Inverter:	(2) Solectria 82 kW
Meter/Monitor:	Solectria Data Logger
Ave. Annual Production:	175,500 kWh
Commissioning Date	December 7, 2012
Location:	Thomas College 180 West River Road Waterville, ME 04901
Host Contact	Chris Rhoda, (207) 859-1124
Host Meter	CMP, Intermediate General Service
Energy Discount	-2 cents/kWh
REC Option	To be sold on open market
Billing:	Quarterly in Arrears
Early Purchase Option Starts:	December 7, 2018

III. Energy Generation & Carbon Offset

a. Current Year

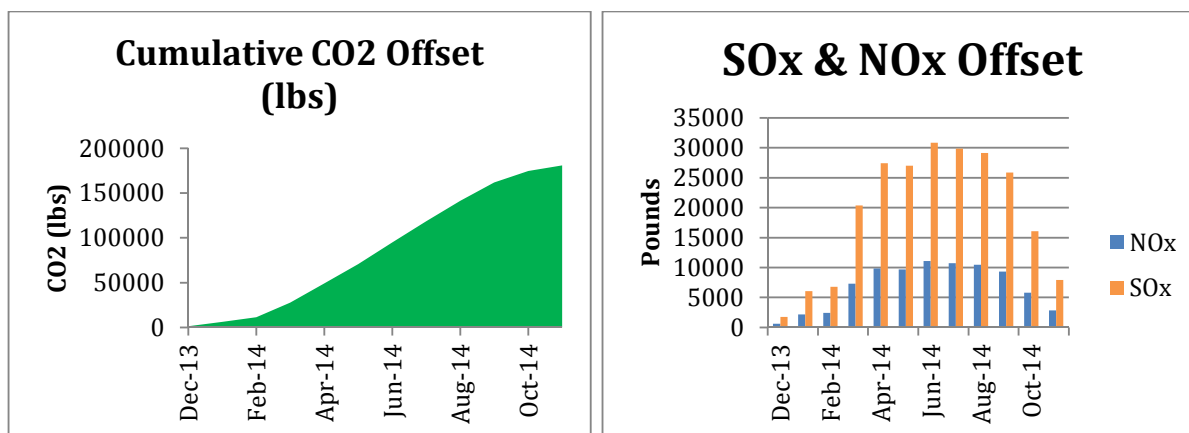
In year two, the Thomas College Solar Array produced 179,003 kWh of clean solar power, which is 102.4% of projected generation (174,893 kWh). Projections are based on the National Renewable Energy Laboratory PV Watts computer model, using historic weather data for the City of Portland. The Thomas College Solar Array's year two production is within the +/-10% variation predicted by the PV Watts model. Additionally, local weather conditions in Waterville are different than Portland and are expected to cause further variation from the PV Watts Model.

Additionally, we note that 2013-2014 winter produced exceptional snowfall in Maine, and the resulting snow cover of the Thomas College Solar Array caused lower than expected generation in December, January and February. The low winter generation was more than offset by higher than expected generation in the spring, summer and fall.



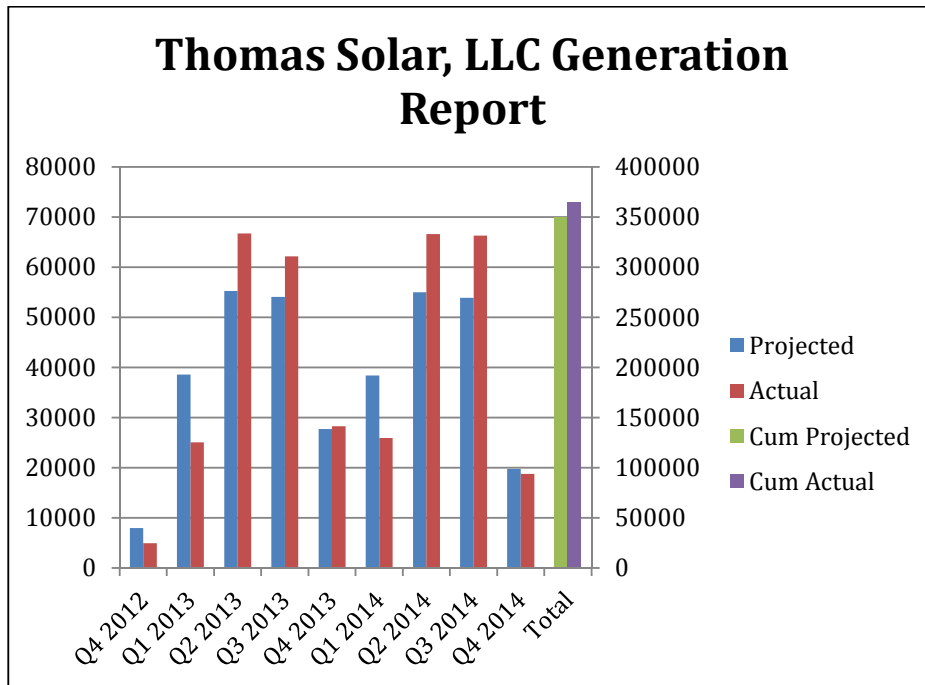
Purchasing electricity produced by the Thomas College Solar Array in year two instead of the average electrical power plant in New England resulted in a reduction in the emission of climate changing carbon dioxide (CO₂) of over 180,000 pounds (90 tons) – equivalent to eliminating the annual electrical emissions of 11 average American households.

The Thomas College Solar Array also prevented emission of over 82,000 pounds of nitrous oxide and nearly 230,000 pounds of sulfur dioxide – the primary pollutants contributing to the formation of acid rain- in its second year of commercial operation.



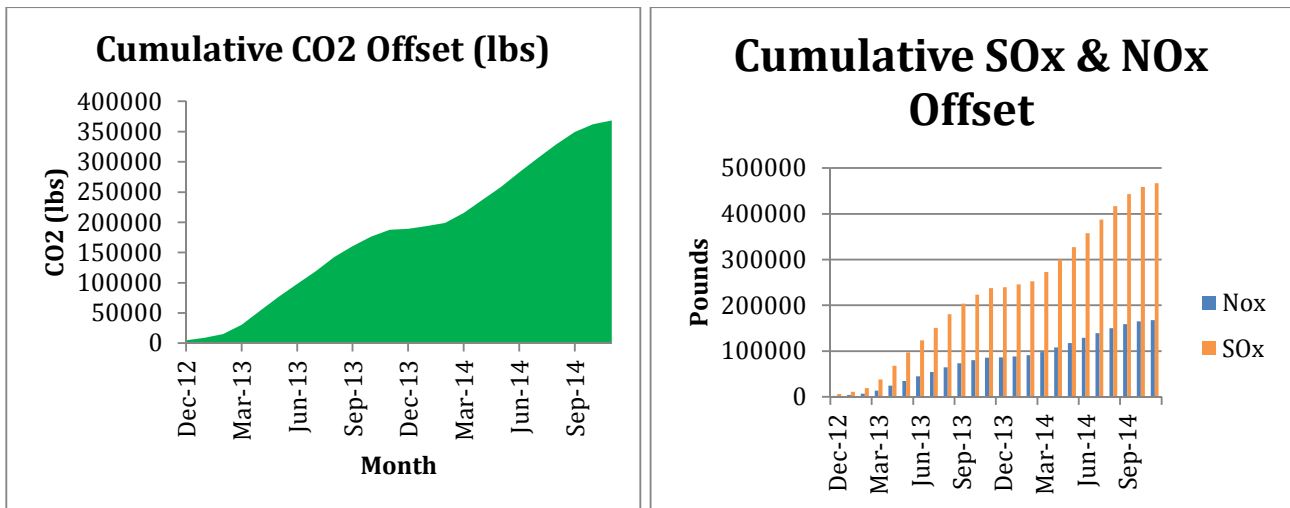
b. Since Placed into Service

Since being placed into service, the Thomas College Solar Array produced 364,782 kWh of clean solar power, which is 104.1% of projected generation (350,488 kWh). As you can see, snow cover that takes place in Q1 of each year results in lower than projected generation in both years. This shortfall is more than offset by higher than projected generation during Q2 and Q3 of each year.



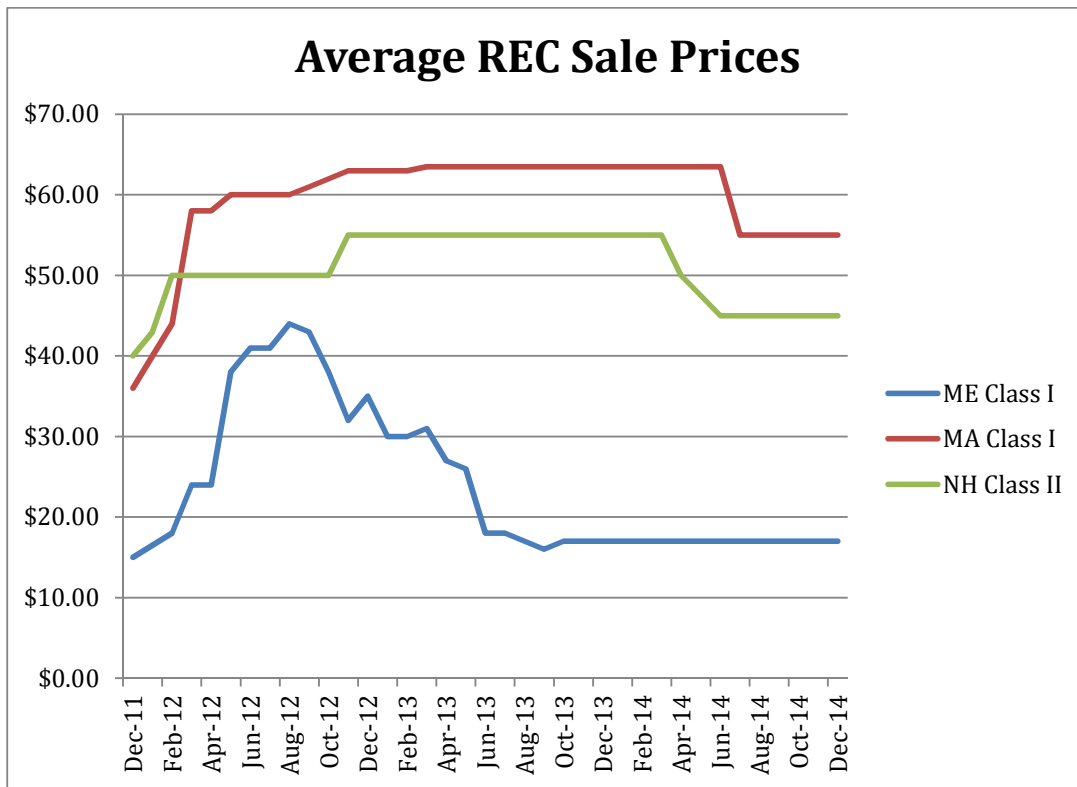
Purchasing electricity produced by the Thomas College Solar Array since it began commercial operation instead of the average electrical power plant in New England has reduced emission of climate changing carbon dioxide (CO₂) by nearly 370,000 pounds (185 tons) – equivalent to eliminating the annual electrical emissions of 23 average American households for two years.

The Thomas College Solar Array also prevented emission of nearly 168,000 pounds of nitrous oxide and nearly 467,000 pounds of sulfur dioxide – the primary pollutants contributing to the formation of acid rain- since it began commercial operation.



IV. Renewable Energy Credits (RECs)

ReVision Energy is qualified to sell RECs into Maine and two other state markets. ReVision Energy is currently aggregating and arbitraging Thomas College Solar Array's RECs in order to maximize project revenues. Below is a chart of historic REC prices in markets where ReVision Energy is qualified to sell Thomas College Solar Array's RECs.



V. Annual Inspection.

An annual performance and safety inspection was performed on January 8, 2015. Though we were unable to do a complete inspection during this time due to excessive snow cover, the generation figures suggest that the system remains in excellent working condition. ReVision Energy has planned to complete a follow up inspection during the spring of year 2015. The future inspection will review the following aspects of the solar array:

- Module Soiling
- Shading/Obstruction Potential
- Structural Attachment
- Weather Sealing
- Corrosion
- Interconnect Wiring
- Junction/Combiner Boxes
- Inverters and Disconnects
- Controls
- Wiring/Conduit
- Terminations and Connections
- Grounding
- Connection Point
- Metering
- Code Compliance
- Safety Compliance
- Use of Labels and Markups

Inverter Room: Excellent Condition



Rooftop Array: Excellent Condition



In closing, on behalf of all of us at ReVision Energy, I would like to express our sincere appreciation to Thomas College for being a leader in development of renewable energy in Maine.

Sincerely,

A handwritten signature in black ink that reads "Kelsey L Cross".

Kelsey Cross, PPA Operations Specialist
ReVision Energy, LLC

Draft Budget Development Schedule for FY 2016-2017

Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Road
Raymond, Maine 04071
207-655-4742 fax 207-655-3024
sue.look@raymondmaine.org

Requested Meeting Date: **Nov. 10, 2015**

Request Date: **Oct. 29, 2015**

Requested By:

Nancy L Yates, Finance Director

Address:

eMail:

nancy.yates@raymondmaine.org

Phone #:

207-655-4742 x 132

Category of Business (please check one):

☐ Information Only

☐ Public Hearing

☐ Report

☒ Action Item

☐ Other - Describe

Agenda Item Subject:

Draft Budget Development Schedule for FY 2016-2017

Agenda Item Summary:

The first draft of the budget development schedule for fiscal year 2016-2017 is being presented to the Board of Selectmen so that they may review and/or edit it, and then approve it.

Action Requested/
Recommendation:

review/edit/approve budget development schedule

Attachments to
Support Request:

The 1st draft of the Budget Development Schedule for FY2016-2017 is attached, as well as a 2016 calendar.

For Selectmen's Office Use Only

Date Received: _____

Approved for inclusion: ☐ Yes ☐ No

Date Notification Sent: _____

Meeting Date: _____

***** DRAFT *****
Town of Raymond
FY 2016-2017
Budget Development Schedule

- **November 10, 2015, Tuesday, 7:00 p.m., Broadcast Studio** – Board of Selectmen to review/revise draft FY 2016-2017 Budget Development Schedule
- **December 8, 2015, Tuesday, 7:00 p.m., Broadcast Studio** – Board of Selectmen to set budget directives/goals for the budget process
- **December 18, 2015, Friday** – Town Manager submits standardized instructions and budget directives to Department Heads for preparation of budget requests, which are to be returned to the Town Manager by January 22, 2016
- **January 4, 2016, Monday, 6:30 p.m., Broadcast Studio** – Budget/Finance Committee to review/revise draft FY 2016-2017 Budget Development Schedule
- **January 22, 2016, Friday** – All municipal budgets, including CIP, are submitted to the Town Manager
- **February 12, 2016, Friday** – Town Manager submits budget to the Board of Selectmen and Budget/Finance Committee
- **February 22, 2016, Monday, 6:30 p.m., Broadcast Studio** – Selectmen and Budget/Finance Committee review proposed municipal budget expenditures and projected non-property tax revenues (Dept. Head Budget Review #1)
- **March 7, 2016, Monday, 6:30 p.m., Broadcast Studio** – Selectmen and Budget/Finance Committee review proposed municipal budget expenditures (Dept. Head Budget Review #2)
- **March 22, 2016, Tuesday, 7:00 p.m., Broadcast Studio** – Selectmen and Budget/Finance Committee budget workshop
- **April 5, 2016, Tuesday, 7:00 p.m., Broadcast Studio** – Selectmen consider (vote) recommended municipal budget
- **April 11, 2016, Monday, 6:30 p.m., Broadcast Studio** – Budget/Finance Committee to consider (vote) on recommended municipal budget
- **April 20, 2016, Wednesday** – Budget to be submitted to the printers
- **June 7, 2016, Tuesday, 6:00 p.m., Jordan-Small School** – Annual Town Meeting

Annual Liquor License - Cafe Sebago

Department of Public Safety Division

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.



Liquor Licensing & Inspection

BUREAU USE ONLY

License No. Assigned:

Class:

Deposit Date:

Amt. Deposited:

PRESENT LICENSE EXPIRES 2-6-16

INDICATE TYPE OF PRIVILEGE: ☐ MALT ☐ SPIRITUOUS ☐ VINOUS

INDICATE TYPE OF LICENSE:

☒ RESTAURANT (Class I,II,III,IV)

RESTAURANT/LOUNGE (Class XI)

☐ HOTEL-OPTIONAL FOOD (Class I-A)

☐ HOTEL (Class I,II,III,IV)

☐ CLASS A LOUNGE (Class X)

☐ CLUB-ON PREMISE CATERING (Class I)

☐ CLUB (Class V)

☐ GOLF CLUB (Class I,II,III,IV)

☐ TAVERN (Class 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: 12/21/52		WHINGS FENT. INC. DBA CAFE SEBAGO	
KIMBERLY Y HINES DOB: 2/7/70		1248 ROOSEVELT TRAIL	
DOB:		Location (Street Address)	
Address		RAYMOND ME 04071	
125 LIBBY RD		City/Town State Zip Code	
CASCO ME 04015		Mailing Address	
City/Town State Zip Code		125 LIBBY RD	
Telephone Number		City/Town State Zip Code	
655-4445		CASCO ME 04015	
Fax Number		Business Telephone Number	
Federal I.D. #		655-4006	
27-0113199		Seller Certificate #	
		10910907	

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

4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 306K LIQUOR \$ 129K

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

complete Supplementary Questionnaire, If YES

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

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

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

Requested inspection date: _____ Business hours: _____

9. Business records are located at: 125 LIBBY RD CASCO ME 04015

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: FATHER, EVERGREEN CREDIT UNION, CFI

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

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

WILLIAM E HINES JR

Please sign in blue ink

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

KIMBERLY Y HINES

MAINE DEPT OF PUBLIC SAFETY

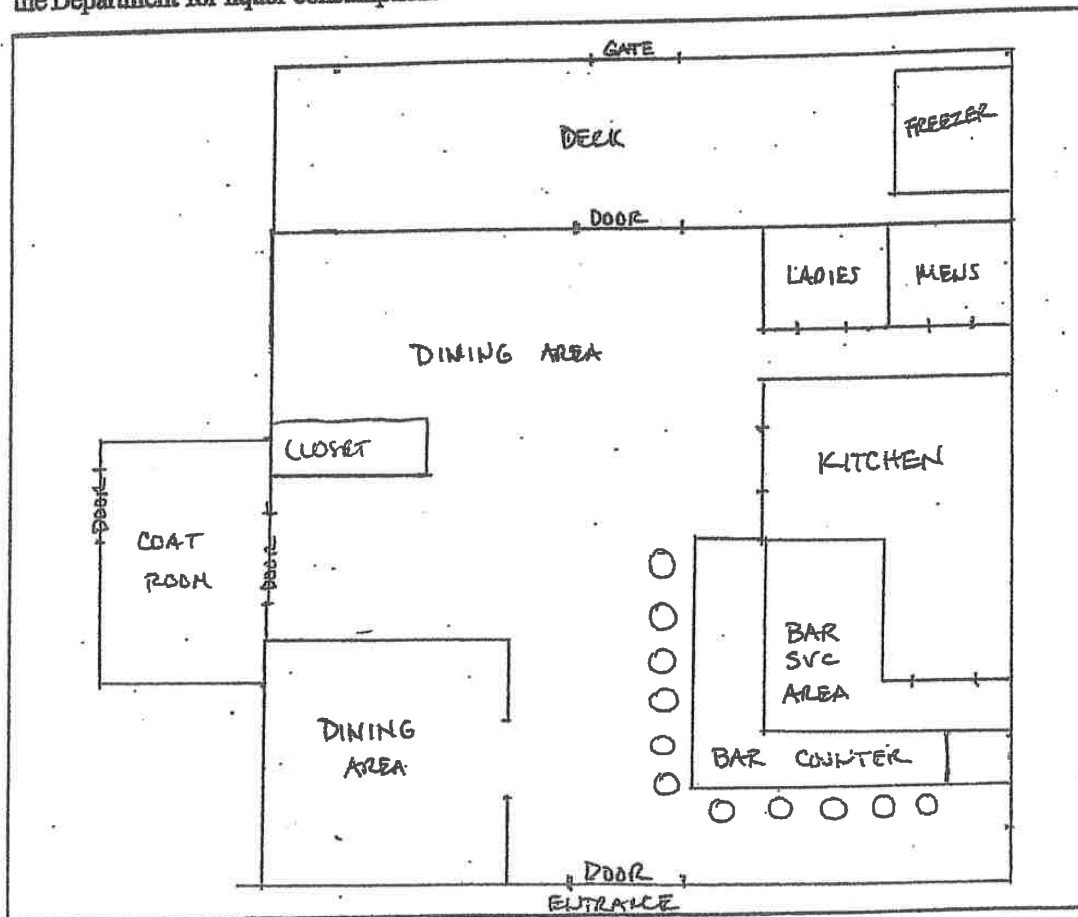
STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04330-0164
Tel: (207) 624-8745 Fax: (207) 624-8767



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

- Exact Corporate Name: WHINES ENTERPRISES INC
Business D/B/A Name: CAFE SEBAGO
- Date of Incorporation: JAN 11, 2005
- State in which you are incorporated: ME
- If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine: _____
- 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 V HINES	"	2-7-70	50	V PRES

- What is the amount of authorized stock? 3000- Outstanding Stock? 0
- Is any principal officer of the corporation a law enforcement official? Yes ☐ No ☒
- 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 ☒
- 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

WILLIAM E HINES JR

Print Name of Duly Authorized Officer

11-16-15
Date

SuppQuestForCorp / 2003

On: December 8, 2015
Date

The undersigned being: ☒ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: Raymond, 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 licensure 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. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

STATE OF MAINE

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900:00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100:00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550:00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220:00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220:00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495:00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200:00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500:00
	CLASS XI: Restaurant/Lounge; and OTB.	
FILING FEE	\$ 10.00

UNORGANIZED TERRITORIES \$10:00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: _____, Maine _____ ss
City/Town (County)

Annual Liquor Licensing - A La Mexicana

Board of Selectmen – Agenda Item Request Form – Public

401 Webbs Mills Road
Raymond, Maine 04071
207-655-4742 fax 207-655-3024
sue.look@raymondmaine.org

Requested Meeting Date:

12/8/15

Request Date:

Requested By:

Jose Chavez

Address:

1227 Roosevelt trail
Raymond ME 04071

eMail:

Phone #:

540-354-7990

Category of Business (please check one):

☐ Information Only

☒ Public Hearing

☐ Report

☐ Action Item

☐ Other - Describe

Agenda Item Subject:

Liquor license Renewal

Agenda Item Summary:

Liquor license renewal for
Restaurant A La Mexicana.

Action Requested:

Attachments to
Support Request:

For Selectmen's Office Use Only

Date Received: _____

Approved for inclusion: ☐ Yes ☐ No

Date Notification Sent: _____

Meeting Date: _____

**BUREAU OF ALCOHOLIC BEVERAGES
DIVISION OF LIQUOR LICENSING & ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, ME 04333-0008**



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 _____

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) Colusa LLC			
Ben Santos-Rogers DOB: 9/10/1983				(A La Mexicana)			
Doperly Santos-Rogers DOB: 9/22/1985							
DOB: _____				Location (Street Address)			
Address 24705 Riverchase Dr.				1227 Roosevelt Trail			
Apt 0302				City/Town Raymond State ME Zip Code 04071			
City/Town Valencia State CA Zip Code 91355				Mailing Address			
				1227 Roosevelt Trail			
Telephone Number 207 329 6233 Fax Number				City/Town Raymond State ME Zip Code 04071			
Federal I.D. # 46-4063617				Business Telephone Number 207 655-9290 Fax Number			
				Seller Certificate # 1165767			

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 \$ 900,000 LIQUOR \$ 100,000
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: Jose Chavez
8. If business is NEW or under new ownership, indicate starting date: _____
Requested inspection date: _____ Business hours: _____
9. Business records are located at: 1227 Roosevelt Trail Raymond ME 04071
10. Is/are applicant(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
Benjamin Santos Edward Santos-Rogers	9/10/83	Portland, ME
Duperly Santos-Rogers	9/22/85	Bucaramanga, CO
Jose Chavez	9/29/1980	Guadalupe, Mexico
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Jose - Windham and Old Orchard Beach, ME		
Ben + Duperly Old Orchard Beach, ME Valencia, CA		

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: Ben Santos-Rogers Date of Conviction: 2/17/2008

Offense: OWI Location: Gorham, ME

Disposition: Civilty

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:
Laurie Mason PO Box 829 South Casco, ME 04077

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required)
7,000 Sq/Ft Mexican Restaurant

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? 2 miles Which of the above is nearest? Raymond Middle School

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: _____

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: Valencia, CA on 11/18, 20 15
Town/City, State Date

Benjamin Santos-Rogers
Signature of Applicant or Corporate Officer(s)
Benjamin Santos-Rogers
Print Name

Please sign in blue ink

Dupe Santos-Rogers
Signature of Applicant or Corporate Officer(s)
DuSap
Print Name

NOTICE – SPECIAL ATTENTION

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THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
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Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	
FILING FEE	\$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to the **Treasurer of Maine**. This application must be completed and mailed to **Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station, Augusta ME 04333-0008**. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

The undersigned being: _____ Municipal Officers _____ County Commissioners of the
_____ City _____ Town _____ Plantation _____ 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 within 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 licensure 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. An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.



State of Maine
Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement

For Office Use Only:	
License #:	_____
Date Filed:	_____

**Supplemental Information Required for
Business Entities Who Are Licensees**

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. Please clearly complete this form in its entirety.

1. Exact legal name:

Colusa LLC

2. Other business name for your entity (DBA), if any:

A La Mexicana

3. Date of filing with the Secretary of State: 11/8/13

4. State in which you are formed: ME

5. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

6. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
Duperly Santos-Rogers	3172 Saco Ave #17	9/22/85	50
	Old Orchard Beach ME 04084		
Ben Santos Rogers	24705 Riverchase Dr. G302	9/10/83	50
	Valencia, Ca 91355		

7. Is any principal person involved with the entity a law enforcement official?

☐
☒

Yes No

8. If Yes to Question 7, please provide the name and law enforcement agency:

Name: _____ Agency: _____

9. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☒ No ☐

10.

If Yes to Question 9, please

complete the following: (attached additional sheets as needed) Name: Ben Santos-Rogers

Date of Conviction: 2/17/2008

Offense: BWI

Location of Conviction: Cocham, ME

Disposition: guilty

Signature:

[Signature]
Signature of Duly Authorized Person

11/18/15
Date

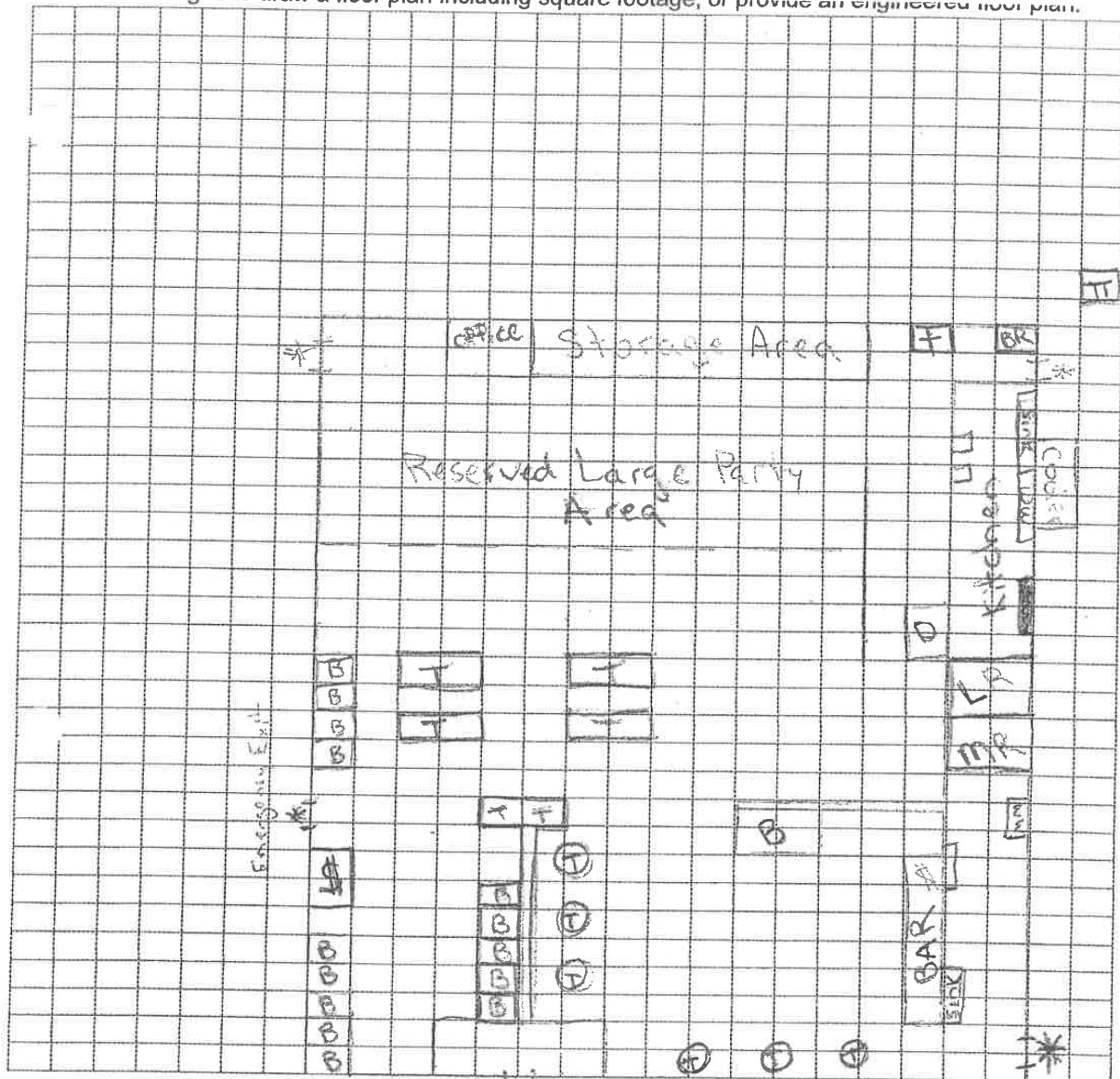
Ben Santos-Rogers
Print Name of Duly Authorized Person

If you have questions regarding the legal name or assumed (DBA) name on file with the Secretary of State's office, please call (207) 624-7752. The SOS can only speak to the information on file with their office, not the filing of this supplemental information – please direct any questions about this form to our office at the number below.

Submit Completed Forms To:

Bureau of Alcoholic Beverages and Lottery
Operations Division of Liquor Licensing Enforcement
8 State House Station Augusta, Me 04333-0008
Telephone Inquiries: (207) 624-7220
Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

Use this grid to draw a floor plan including square footage, or provide an engineered floor plan.



Each square is approximately 1/4 inch by 1/4 inch. Please include square Footage.

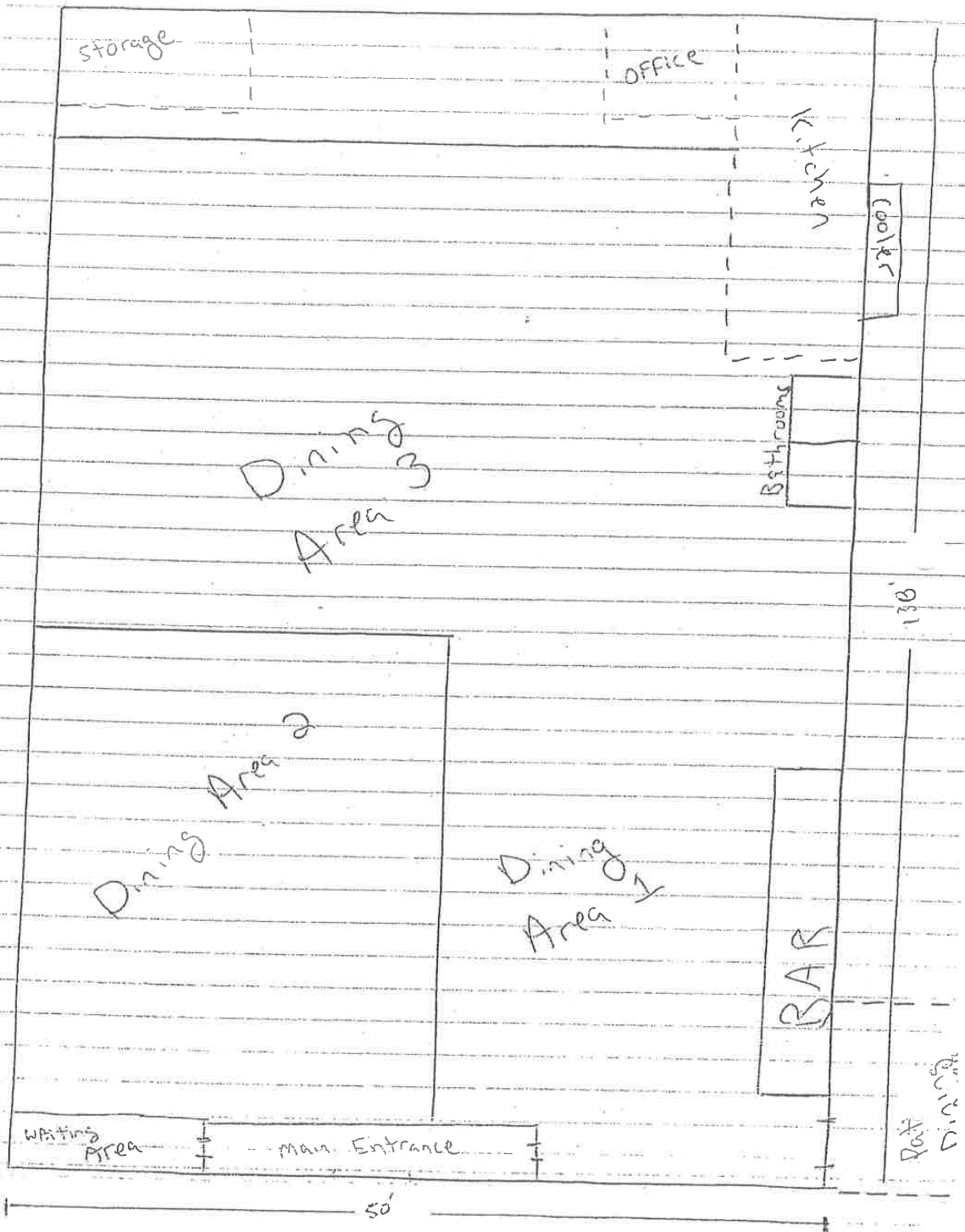
Floor plan should include the following items:

Sinks:	Toilet Facilities:	Refrigeration:	Facilities:
1. Hand Washing	1. Water Closets	1. Walk-in Coolers	1. Food Preparation Areas
2. Ware Washing	2. Lavatories	2. Walk-in Freezers	2. Food Storage Areas
3. Utility	3. Urinals	3. Freestanding Coolers	3. Trash/Refuse/Redemption Areas
4. Food Prep	4. Other	4. Freestanding Freezers	4. Dining Areas
5. Dipper Wells		5. Other	5. Break Rooms/Office
6. Other			6. Equipment/Counters/Seats/Tables
			7. Dry Storage/All Other Storage

T-Table
 B-Booth
 * Entrance/Exit
 MR-Mens room
 LR-Ladies room
 \$-Register
 BR- Employee break room
 + - Handicap Bathroom
 ~ Food Prep Area
 D- Dessert Bar
 ww-warewashing
 Total Sq Ft = 7000
 TT-Dumpster

A La Mexicana

1227 Roosevelt Trail
Raymond ME 04071



Bid Opening Document



Suzanne M Carr
Raymond Tax Collector
401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742 x122

Raymond Real Estate Property Sale

Bids Due: December 3, 2015 by 2:01 pm

Bid Opening: December 3, 2015 at 2:30

Bid Packets Received:

Date Received	Time Received	From	Address	Gross Bid

No bids were received.

Witnessed by:


Don Willard, Town Manager


Suzanne M. Carr, Tax Collector



*Suzanne M Carr
Raymond Tax Collector
401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742 x122*

December 4, 2015

Dear Board of Selectmen:

Beginning November 12th the bid packets were advertised on our website and in the Bridgton News, the Lake Region Weekly, and the Windham Eagle. The bids were due back by December 3rd at 2:00pm and the bid opening was scheduled for 2:30pm. This gave potential bidders 21 days to submit bids for the following properties:

Raymond Tax Map	Address	Interests to be sold	Assessed Value
Map 30, Lot 16	0 Haskell Ave	Land – 1.75 Acres	\$41,900
Map 42, Lot 80	11 Mass Ave	Seasonal – 0.697 Acres	\$244,800
Map 21, Lot 02	0 Notched Pond Rd	Land – 0.19602	\$22,300
Map 23, Lot 21	0 Peppercorn Way	Land – 1.5	\$32,700
Map 53, Lot 32	0 Harmon Rd	Land – 1.3	\$39,100

There were no bids submitted.

2 property owners paid their taxes in full prior to the close of bids:

- 11 Mass Ave belonging to Anthony Beattie
- Peppercorn Way belonging to Jane Parker

I am recommending that the remaining 3 properties be considered in the March 2016 Selectmen's meeting when the 2016 Tax Acquired Properties will also be presented.

Sincerely,

Suzanne M Carr
Tax Collector

Budgetary Goals for FY 2015-2016

Town of Raymond 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*

Fee Schedule Update

Why change now?

- None of the fees for the Town of Raymond are being changed. Changes happen with the new fiscal year in July.
- The Tassel Top Board of Directors have set thier fees for next season.
- We include the Tassel Top fees at the end of our fee schedule simply to keep all fees that citizens ask for in one place.
- Any changes to the fee schedule need to be approved by the Selectmen.

The changes are:

- Adult day entrance has changed from \$4 to \$5
- All cabin rentals have been increased by \$50

**TOWN OF RAYMOND
2015-2016 FEE SCHEDULE
Approved June 30, 2015**

Animal Control Fees:

Description		Fee
Dogs at Large	1 st violation	\$50 plus all associated court fees
	2 nd violation	Not less than \$100 plus all associated court fees
	3 rd violation	Not less than \$100 plus all associated court fees
Canine Waste Infraction	1 st violation	\$50
	2 nd violation	\$75
	3 rd violation	Not less than \$100, but not more than \$500
Animal at Large		\$50
Animal on Beach, Park or Cemetery		\$50
Animal Left in Car Unattended		\$50
Barking Dog Violation		\$50
Unlicensed Dog Violation		\$30 plus licensing fee
Board for Animals Picked up by ACO		\$25 per day
Impound fees	1 st impoundment	\$30
	2 nd impoundment	\$40
	3 rd and subsequent	\$50
Transportation Fee Outside of Town Limits		\$25 per trip

Cemetery Prices:

Description	Fee
Resident – 1 plot (includes perpetual care)	\$400
Non-Resident – 1 plot (includes perpetual care)	\$1,000
Plot Opening – Cremation	\$200
Plot Opening – Vault/Casket	\$600
Violating any provisions of the Cemetery Ordinance. Each day a violation occurs shall be deemed a separate offense.	Not less than \$100 and not more than \$2,500, plus attorney fees & costs

Zoning Board of Appeals Fees:

Description		Fee
ZBA Application	Residential	\$75
	Commercial	\$235
ZBA Escrow Fees		\$1,500 plus additional fees for completion of professional reviews if necessary based on consultant hourly rate

Code Enforcement:

Description			Fee
Building Permits	New Construction or additions	Finished Area	\$.30 per square foot
		Unfinished Area	\$.25 per square foot
	Commercial/Industrial		\$.30 per square foot
	Minimum Permit Fee		\$25
	Alterations or Renovations	Up to \$500	\$25
		\$501 to \$1,000	\$25
		\$1,001 to \$5,000	\$40
		\$5,001 to \$10,000	\$55
		\$10,001 and up	\$55 plus \$8 per thousand or fraction thereof
Separate Permit Fees	Chimneys/Antennas		\$25
	Moving (within town)		\$25
	Moving (into town)		\$.25/\$.30 per square foot
	Demolitions		\$25
	Signs – Business or Commercial	Up to 6 square feet	\$25
		Over 6 square feet	\$25 plus \$.15 per square foot over 6 square feet
	Swimming Pools	In Ground	\$30
		Above Ground	\$25
	Docks – Permanent or Seasonal		\$.10 per square foot
Plumbing Fees	Pre-inspection Fee		Included with the State Fee
	Re-inspection Fee		\$25 per visit
	Subsurface Complete Systems – Non-engineered	Initial Fee	\$250
		- Plus Town Fee	\$25
		- Plus State Water Quality Surcharge	\$15
		- Plus State Variance	\$20
	Primitive Disposal System (includes alternative toilet)		\$100
	Engineered Systems		\$200 plus \$25 Town Fee
	System Components (installed separately)	Treatment Tank	\$80 plus \$25 Town Fee
		Holding Tank	\$100 plus \$25 Town Fee
		Alternative Toilet	\$50 plus \$25 Town Fee
		Disposal Area	\$150 plus \$25 Town Fee plus \$15 State Water Quality Surcharge
		Engineered Disposal Area	\$150 plus \$25 Town Fee
		Separated Laundry Disposal System	\$35 plus \$25 Town Fee
		Seasonal Conversion Permit	\$50 plus \$25 Town Fee

Description			Fee
Internal Plumbing Fees	Per State schedule	Plumbing fixtures include back-flow devices	\$10 per fixture plus \$25 Town Fee
			\$40 minimum plus \$25 Town Fee
Penalties	Any new outside or inside construction that results in added area of volume		A minimum of \$500 plus \$5 per square and cubic foot up to a maximum of \$2,500
	Any alterations or renovations having a completed value of \$2,000 or more if started without a permit		Double permit fee
	Re-inspections		\$25 per visit
Electrical Permits	Temporary Service	Residential	\$25
		Commercial	\$40
	Permanent Overhead Service	Residential	\$27
		Commercial	R45
	Permanent Underground Service	Residential	\$40
		Commercial	\$65
	New Construction, Renovations, Additions (cost per square foot)	Residential	\$0.05
		Commercial	\$0.10
HVAC Permit	Based on Construction & Equipment Costs		\$20 for 1 st \$1,000 of cost, plus \$5 for each additional \$1,000 of cost

Miscellaneous Code Enforcement Fees:

Description		Fee
Campsite (personal)		\$25 annually
Campgrounds		\$75 annually
Change of Use	With Renovations	\$25
	Without Renovations	\$.30 per square foot or \$25 minimum
Driveway/Entrance		\$25
Tree Removal Shoreland Zone Permit Application		\$25
Road Opening		\$75 plus \$1.50 per square foot
Road Name Change		\$75
Recording, Indexing, and Preserving Plans		\$15
Re-inspection Fee		\$25 each visit
Additional Inspections per MUBEC		\$25 per visit

Waste Fees:

Description		Fee
Tag for extra curbside household trash		\$1 each
Bulky Waste		Pay at the gate

Planning Board Fees:

Description			Fees
Planning Board Pre-application Conference			\$75
Site Plan Review Application	Staff	Projects up to 10,000 square feet	\$75
	Minor	Projects less than 10,000 square feet	\$100
	Major	Projects 10,000 square feet or greater	\$250
Staff Site Plan Review Escrow	Staff	Projects up to 10,000 square feet	\$625
	Minor	Projects less than 20,000 square feet	\$725
	Major	Projects 20,000 square feet or greater	\$1,000
Preliminary Subdivision Review			\$625 plus \$200 per lot/unit greater than 4
Final Subdivision Review			\$475 plus \$100 per lot/unit greater than 4
Minor Subdivision Review			\$475
Planning Board Escrow Fees for Subdivision Review			\$1,000, plus additional fees for completion of professional reviews if necessary based on consultant hourly rate
Planning Board/ZBA Abutters Notices			\$8 each notice
Planning Board/ZBA Newspaper Legal Notices			\$150 per Ad (2 minimum)

Fire Department:

Description		Fee
Fire Report Request		\$25
Patient's Treatment Record		\$5 for 1 st page & \$.45 for each additional, not to exceed \$250
Fire Permit		Free at Fire Department
Inspection of New Construction	Less than 10,000 square feet or 100,000 cubic feet	\$70
	More than 10,000 square feet or 100,000 cubic feet	\$90
Inspection of Existing Construction	Less than 10,000 square feet or 100,000 cubic feet	\$40
	More than 10,000 square feet or 100,000 cubic feet	\$60
Inspection of Additions/Alterations	Less than 10,000 square feet (regardless of existing size)	\$20
	More than 10,000 square feet or 100,000 cubic feet	Required to use the fee schedule for new construction more than 10,000 square feet
Review of Subdivisions		\$60

Description	Fee
Review of Each House in Subdivision after Completion	\$15
Inspection of Public Shows/Events	\$10
Annual/bi-annual Inspections of Campgrounds, Schools, Summer Camps, Liquor Licenses	Free
Bi-annual Inspection of Businesses, Churches, Town Buildings	Free
Re-inspection for Violations	\$10 per inspection

Office Charges:

Description	Fee
Credit Card Charge Fee	Up to \$40
	Over \$40
DVD Copy	\$5.00
Freedom of Information Request Research	\$15/hr after first hour
Freedom of Information Copies	\$.15 per side
Photo Copies of Property Cards	\$.50 per side
Photo Copy of Reduced Town Map	\$1.50
Photo Copy of Deed	1 st Page
	Subsequent Pages
Photo Copies – General	\$.50 per side
Fax	Per Page Sent
	Per Page Received
Labels	Research
	Preparation
Map – Colored	8.5" X 11"
	8.5" X 11" Laminated
	11" X 17"
	24" X 44"
Notary Public	Per Notary Signature
	For Complex Court Documents or Real Estate Closing Documents
Tax Lien/Discharge Research	\$20.00/hour after the 1 st hour

Printed List Fees:

Description	Fee
Absentee Voter List	Paper
	CD
Voter List	Paper
	Mailing Labels
	CD

Description		Fee
Dog Licensing List	Paper	\$30
	Electronic	\$20
Taxpayer List	Paper	\$500
	Electronic	\$65
	On Website	Free

Registry Recording Fees:

Description	Fee
First Page	\$22
All Other Pages	\$2 per page

Town Clerk's Office Fees:

Description		Fee
Burial Permits	Vault/Casket	\$20
Dog Licensing	Altered	\$6
	Unaltered	\$11
	Kennels (10 dogs per license)	\$42
	Late Fee (after February 1 st)	\$25 plus licensing fee
Vital Records	Birth Certificate Copy	\$15 for 1 st and \$6 for each other on same day
	Death Certificate Copy	\$15 for 1 st and \$6 for each other on same day
	Marriage Certificate Copy	\$15 for 1 st and \$6 for each other on same day
	Marriage License	\$20 per person (\$40 total)
	Non-Certified Copy of Birth, Death or Marriage	\$5
	Research	\$10 per hour after 1 st hour
	Copying – 8.5" X 11" (prior to 1892)	\$.50
	Copying – 11" X 17" (prior to 1892)	\$1
Bounced Checks		\$25
Permits/Businesses	Billiard, Pool, Bowling Alleys	\$50
	Cable TV Franchise	2.5% through Time Warner
	Business Listing	\$10
	Explosives – keeping/transporting	\$50
	Public Exhibitions	\$50 plus \$1 per person plus legal advertisement
	Special Amusement Permit	\$50 plus legal advertisement
Peddler's Permit – Lunch Wagon	Non-Resident Annually	\$500
	Resident Annually	\$250

Liquor Licenses:

Description	Fee
Application	\$10
Advertising with Public Hearing Application	\$100
Temporary Liquor License Application (catering)	\$10

Tassel Top Park:

Description		Fee
Car Season Pass	Limited to 4 people, additional passengers will be charged the individual fee	\$80
General Admission	Children (10 and under)	\$2
	Adults (11 to 64)	\$5
	Seniors (65 and over with verification)	\$3
Cabin Rental (guests pay current daily entrance fees)	Per Day – up to 4 people	\$150 plus security deposit and lodging tax
	Per Day – up to 8 people	\$250 plus security deposit and lodging tax
	Per Day – over 8 people (overnight accommodates up to 8 people)	\$250 plus \$25 for each person over 8, plus security deposit and lodging tax
	Per Week – July to August	\$950 plus security deposit and lodging tax
	Per Week – after Labor Day and before Memorial Day	\$850 plus security deposit and lodging tax
Boat Mooring	Per Day	\$5.28
	Per Week	\$31.65
Daily Function Fees	Up to 50 People	\$500 per day plus security deposit and taxes
	Up to 75 People	\$750 per day plus security deposit and taxes
	Up to 100 People	\$1,000 per day plus security deposit and taxes
	Up to 125 People	\$1,250 per day plus security deposit and taxes
	Up to 150 People	\$1,500 per day plus security deposit and taxes

The above fees were approved on December 1, 2015, by the Board of Selectmen:

Michael Reynolds, Chairman

Lawrence Taylor, Vice Chairman

Joseph Bruno

Samuel Gifford

Teresa Sadak