



Town of Raymond

Board of Selectmen ePacket

May 10, 2016

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Agenda



BOARD OF SELECTMEN Agenda

May 10, 2016

7:00pm – Regular Meeting

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 meeting**
- 3) **New Business**
 - a) **Raymond Focus Group Final Report** – Frank O'Hara, Planning Decisions Inc
 - b) **2016 RSU #14 Budget Validation Vote Notice of Election** – Mike Duffy, Business Operations, Risk and Safety Manager
 - c) **Panther Pond Association – Research Buoy** – Peggy Jensen, Chair
 - d) **Restoration of Town Banner Site on Route #302** – Nathan White, Public Works Director
 - e) **Tax Acquired Properties** – Sue Carr, Tax Collector
 - f) **Supplemental Taxes and Tree Grown Penalties** – Curt Lebel, Assessing Agent
 - g) **Town Office Renovations – Back Office** – Sue Look, Town Clerk
- 4) **Public Comment**
- 5) **Selectman Comment**
- 6) **Town Manager's Report and Communications**
 - a) **Confirm Dates for Upcoming Regular Meetings**
 - b) **Reminder of Upcoming Election Schedule**
 - c) **Reminder of Upcoming Holiday Schedule**
- 7) **Treasurer's Warrant – May 10, 2016**
- 8) **Executive Session**
 - a) **Executive Session pursuant to 1 MRSA § 405(6)(F): Consideration and Award of 2016 Town Scholarships**
- 9) **Adjournment**

Summary



BOARD OF SELECTMEN Agenda Summary

May 10, 2016

7:00pm – Regular Meeting

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 meeting

a) April 5, 2016

3) New Business

a) Raymond Focus Group Final Report – Frank O'Hara, Planning Decisions Inc

In January, 2016 Planning Decisions, Inc. completed a report for the Town of Raymond investigating the potential of establishing a manufacturing incubator in a former industrial manufacturing facility located on Route 302 in the Town's commercial corridor. The report found that a manufacturing incubator was an unpromising use and instead recommended that the Town refocus its efforts on the broader picture of what Raymond must do to be economically competitive over the next 10 to 20 years. The report provides the first step toward a broader economic development plan by looking deeper into the business and economic environment in Raymond. This report is designed to identify Raymond's strengths, weaknesses, opportunities, and threats with regard to growing existing businesses, attracting new businesses, and increasing the non-residential tax base. Several businesses operating in Raymond expect to grow in the near future. Planning Decisions also sought to better understand the nature of this growth so that the Town can identify investments and activities that might support these businesses.

b) 2016 RSU #14 Budget Validation Vote Notice of Election – Mike Duffy, Business Operations, Risk and Safety Manager

The Notice of Election for the 2016 RSU #14 Budget Validation Vote on June 14th has been approved and signed by the RSU #14 Board of Directors. It now requires the signatures of the majority of the Raymond Board of Selectmen. Mr Duffy will be present for any questions.

c) Panther Pond Association – Research Buoy – Peggy Jensen, Chair

Panther Pond Association, continuing a research collaboration with Professor Holly Ewing, Bates College, will launch a research monitoring buoy in Panther Pond for the 2016 summer season.

d) Restoration of Town Banner Site on Route #302 – Nathan White, Public Works Director

Poles and support cables for a banner were erected over Rt. 302 to honor Kirsten Clark, skier, participating in the 2002 Olympic Winter Games. The banner was re-lettered when Ms Clark participated in the 2006 Olympic Winter Games. Later in 2006 the banner was hit by a passing tractor trailer truck and 1 of the poles was broken. The banner was salvaged and

given to Ms Clark in 2007 along with a key to Raymond when she retired from skiing. The broken pole has not been replaced and the remaining pole is not tall enough to meet Maine Department of Transportation height requirements. It has been requested that the Selectmen consider replacing the poles and hardware to promote future Raymond events and to honor local citizens like Ms Clark.

e) Tax Acquired Properties – Sue Carr, Tax Collector

- 9 properties that had been tax acquired (foreclosed upon, but not taken possession of) have now had the taxes paid. There are copies of the quit claim deeds in the ePacket.
- 10 properties have been tax acquired (foreclosed upon, but not taken possession of) and are awaiting direction from the Selectmen for disposition.

f) Supplemental Taxes and Tree Grown Penalties – Curt Lebel, Assessing Agent

David Baker of Keystone Investment group has asked for voluntary removal of his parcel from tree growth classification. The amount of penalty has been calculated and provided to Mr Baker. He has, in turn, provided a letter requesting removal.

g) Town Office Renovations – Back Office – Sue Look, Town Clerk

Now that the Front Office space in the Town Office has been reconfigured and is more functional, staff would like to consider improvement to the Back Office space. In meeting with the staff members it quickly became apparent that more than “paint & paper” is needed.

4) Public Comment

5) Selectman Comment

6) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- June 21, 2016
- September 13, 2016
- October 11, 2016

b) Reminder of Upcoming Election Schedule

- Wednesday, May 25, 2016, at 6:00pm – RSU #14 Budget Vote at Windham High School
- Tuesday, June 7, 2016, at 6:00pm – Annual Town Meeting
- Tuesday, June 14, 2016, from 7:00am to 8:00pm – Primary & Municipal Elections

c) Reminder of Upcoming Holiday Schedule

- Monday, May 30, 2016 – Memorial Day

7) Treasurer's Warrant – May 10, 2016

8) Executive Session

- a) Executive Session pursuant to 1 MRSA § 405(6)(F): Consideration and Award of 2016 Town Scholarships**

9) Adjournment

Previous Meeting(s) Minutes



BOARD OF SELECTMEN Minutes

April 5, 2016

7:00pm – Regular Meeting

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:

Don Willard – Town Manager
Nancy Yates – Finance Director
Nathan White – Public Works Director
Bruce Tupper – Fire Chief
Cathy Gosselin – Deputy Fire Chief
Sue Look – Town Clerk

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

2) * **Minutes of previous meeting**

a) **March 8, 2016 – Regular Meeting**

Motion to approve minutes as presented by Selectman Sadak. Seconded by Selectman Bruno.
Unanimously approved.

b) **March 29, 2016 – Joint Budget Workshop with Budget-Finance Committee**

Motion to approve minutes as presented by Selectman Sadak. Seconded by Selectman Bruno.
Unanimously approved.

3) * **Public Hearings**

a) **Application for a Malt Liquor License Renewal, William Coppersmith, Jr., DBA Fisherman's Catch (1270 Roosevelt Trail)**

The Public Safety Department performed the requisite life safety and fire protection ordinance inspections on the morning of March 18, 2016. Raymond Fire Inspector David Mains will be in attendance to report the results of the inspection and be available if there are any questions. No complaints of any kind have been lodged with the Town against Fisherman's Catch regarding their operations.

** Items taken out of order*

Selectman's Meeting Minutes (Page 1 of 14) April 5, 2016

Motion to begin Public Hearing above at pm by Selectman Sadak. Seconded by Selectman Bruno.

Unanimously approved.

Chief Tupper – The only issue is to get a knox box installed and we are working with Mr Coppersmith to get this rectified. There have had no issues in the past year.

Public hearing declared closed at 7:02pm

Motion to approve the Malt Liquor License Renewal for Fisherman's Catch by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

- b) **Annual Town Meeting Land Use Ordinance Changes** – Stephanie Carver from GPCOG and Bob O'Neill, Chairman of the Planning Board were available for questions

Motion to begin Public Hearing above at 7:02pm by Selectman Sadak. Seconded by Selectman Bruno.

Unanimously approved.

Ms Carver – Read each article as presented in the Town Warrant and the description.

- *Article 2 – Shall Sections 12 (Non Conformance), Section 13 (Establishment of Shoreland Districts), Section 15 (Land Use Standards), Section 16 (Administration), and Section 17 (Definitions) of the Shoreland Zoning Provisions of the Town of Raymond as adopted May 21, 1994 and amended through June 3, 2015, be further amended by adding the underscored language and deleting the strikethrough type as shown?*

Specifically, the proposed amendments include updating and revising definitions, changing the criteria for the expansion of nonconforming structures based on footprint and height, rather than floor area and volume as previously dictated, clearing of vegetation and revegetation, removal of hazard, storm-damaged and dead trees, allowing the CEO to grant variances related to ADA issues, and adjustment of required culvert sizing. Additionally, several new definitions are proposed, and reformatting throughout the document associated with these proposed changes.

Motion to accept and recommend the above Shoreland Zoning Provisions changes as recommended by the Planning Board by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

- *Article 3 – Shall Articles 9.X.1 (Stormwater Quality and Phosphorous Control-Applicability), 9.X.2. (Application Review), 9.X.2.a. (Point System) of the Raymond Land Use Ordinance, as adopted May 21, 1994 and amended through June 3, 2015 be further amended by adding the underscored language and deleting the language in strikethrough type as shown below?*

Town staff is recommending changes regarding how stormwater calculations are determined for smaller projects and the level of review they will receive among town staff.

Motion to accept and recommend the above Land Use Ordinance changes as recommended by the Planning Board by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

* Items taken out of order

- *Article 4 – Shall Article 12 (APPLICABILITY AND DEFINITION OF TERMS USED IN THIS ORDINANCE) of the Raymond Land Use Ordinance and Section 17 (DEFINITIONS) of the Shoreland Zoning Provisions be further amended by adding the underscored language and deleting the language in strikethrough type as shown below?*

In 2014, the Town of Raymond proposed additions to their definitions which provide clearer understanding for terms used for the Parking uses. Those terms included Off-Street parking, Off-Site Parking, and Independent Facility. Similarly, the definition of “Driveway,” has led to some confusion and thus definitions in both the Shoreland Provisions and Land Use Ordinance have been amended to be consistent. New Definitions for the term “Driveway” and “Secondary Access” are proposed to both the Land Use Ordinance and Shoreland Zoning Provisions. The similar terms “Driveway” and “Driveway Entrance” have been refined and clarified in both the Shoreland Provisions and Land Use Ordinance to be more consistent with one another.

Motion to accept and recommend the above Land Use Ordinance and Shoreland Zoning Provisions changes as recommended by the Planning Board by Selectman Gifford. Seconded by Selectman Sadak.

Unanimously approved.

- *Article 5 – Shall Section 16.G ADMINISTRATION-Appeals of the Shoreland Zoning Provisions as adopted May 21, 1994 and amended through June 3, 2015 and Article 6 (Board of Appeals) of the Land Use Ordinance be further Amended by adding the underscored language and deleting the language in strikethrough type as shown below?*

The following amendments are proposed to Section 16 of the Shoreland Zoning Provisions and Article 6 of the Town of Raymond land Use Ordinance. These amendments state that decisions of the Planning Board will not be reviewed by the Board of Appeals, but rather go directly to Superior Court, and they also clarify that the Board of Appeals shall review a decision of the Code Enforcement Officer in a “de novo” hearing, meaning they will reconsider the application independent of the CEO’s decision. The proposed language also corrects the time period for appeals to Superior Court to 45 days to be consistent with state statute.

Brian Walker – Does this mean that the ZBA is being removed from this so that this is a State controlled process and not a locally controlled process.

Ms Carver – It is to save the applicant a step and so that we do not have a town board reviewing another town board.

Mr Walker – Is this only for Shoreland Zoning? What is the role of the ZBA?

Ms Carver – The ZBA will deal with variances.

Motion to accept and recommend the above Land Use Ordinance changes as recommended by the Planning Board by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

- *Article 6 – Shall locations throughout the Land Use Ordinance, Subdivision Regulations, and the Fire Protection Ordinance where fees are identified be changed to read “as found in the Town of Raymond Planning Board and Zoning Board of Appeals Fee Schedule?” Additionally, shall the Fees and Penalties Ordinance, adopted October, 1986*

* Items taken out of order

and amended through June 3, 2015 be further amended by adding the underscored language and deleting the language in strikethrough type as shown below?

Town staff is proposing that any reference to specific fees be removed from the Land Use Ordinance, Subdivision Regulations, and the Fire Protection Ordinance and replaced with language referring to the fee schedule.

Motion to accept and recommend the above Land Use Ordinance, Subdivision Regulations, and Fire Protection Ordinance changes as recommended by the Planning Board by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

- *Article 7 – Shall the Land Use Ordinance Article 9 Section Q (Lot Coverage) and Article 12 (Definitions) be amended by adding the underscored language and deleting the language in strikethrough type as shown below?*

The language is amended from “Lot Coverage” to “Lot Structural Coverage” to better describe the intent of the term which is to describe the portion of a lot actually covered by structures.

Motion to accept and recommend the above Land Use Ordinance changes as recommended by the Planning Board by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

- Article 8 – Shall the Fire Protection Ordinance of the Town of Raymond (Miscellaneous Ordinances) be amended by adding the underscored language and deleting the language in strikethrough type as shown below?

The recommended modifications and changes to the current Town of Raymond Fire Protection Ordinance include adding fee costs, code references, reformatting and deleting repetitive text, and changing the town's Fire Department address and are primarily administrative in nature. However, a few notable changes include the added criteria requiring the review of fire alarm system installation or alteration, and the requirement of smoke detectors and carbon monoxide detectors with the installation of a solid fuel burning device.

Motion to accept and recommend the above Fire Protection Ordinance changes as recommended by the Planning Board by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

Motion by Selectman Bruno to close the public hearing at 7:18pm. Seconded by Selectman Gifford.

Unanimous approved.

4) New Business

a) Consideration and Review of FY16-17 Budget and Approval of 2016 Annual Town Meeting Warrant

ARTICLE 9: To see if the Town will vote, pursuant to 23 M.R.S.A. §2953, that orders of the municipal officers with respect to the closing of roads to winter maintenance shall be a final determination.

** Items taken out of order*

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 10: To see if the Town will vote to authorize the Selectmen on behalf of the Town to sell and dispose of any property acquired by the Town for nonpayment of taxes pursuant to the policy adopted by the Selectmen, as may be amended from time to time, the policy to remain consistent with State statutes and laws. In all cases conveyance to be made by municipal quitclaim deed.

Motion to recommend the above article by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

ARTICLE 11: To see what date taxes will be due and to set an interest rate for unpaid amounts.

The Selectmen recommend 1st half to be due October 31, 2016 and 2nd half to be due April 30, 2017 with interest at seven percent (7%) on any unpaid balances.

Motion to recommend the above article by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

ARTICLE 12: To see if the Town will vote to set the interest rate to be paid by the Town on abated taxes at seven percent (7%) for the fiscal year.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 13: To see if the Town will vote to authorize the Board of Selectmen to dispose of Town owned personal property with value not to exceed \$35,000.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 14: To see if the Town will vote to authorize the Selectmen to borrow from or appropriate from undesignated fund balance (surplus) as they deem advisable to meet the unanticipated needs of the community that occur during the fiscal year with amount not to exceed \$75,000.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 15: To see if the Town will authorize the Selectmen, for the fiscal year 2016 - 2017, to transfer funds between appropriation accounts as long as the grand total of all appropriations is not exceeded. Any such transfers to be approved only at a properly called

** Items taken out of order*

public meeting of the Selectmen.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 16: To see if the Town will vote to authorize the use of Town employees and/or Town owned equipment or independent contractor(s) hired by the Town for maintenance on private roads in special and certain circumstances where in the public's interest.

Note of explanation – Three examples of when the use of Town employees and equipment may be necessary:

- A. Tying in work done on a public road that intersects a private road;
- B. Plowing snow on a private road to clear the way for emergency response apparatus; and
- C. In rare or emergency situations, maintaining private roads for school bus access to special education students as deemed necessary.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 17: To see if the Town will vote to authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 18: To see if the Town will vote to appropriate \$200,968 from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2016 - 2017 projects proposed in the Tax Increment Financing District Development Program.

Note: Included in this item are:

Raymond-Casco Historical Society	\$ 1,800
RWPA Milfoil Program	\$ 20,000
GPCOG Annual Dues	\$ 4,436

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Chairman Reynolds – This article includes monies for the Lake Region Bus. Also “tax increment of the” needs to be struck. I agree with some of the comments that have been made about the bus. We have looked for ways to do joint projects with other towns. I am less concerned about the money and more about who is providing the service. RTP does not do fixed route providing. My feeling is that we support it as a joint effort with our neighbors or we stop supporting it all together because it is the wrong service delivery.

Selectman Bruno – The price of a ride makes no sense. Each town's fare is the same to Portland.

Selectman Sadak – I know it helps some people and some towns. I am OK with giving some of it, but not all of it.

* Items taken out of order

Selectman Gifford – I think your reduction is appropriate.

Selectman Bruno – If a town is further from Portland, they should be contributing more to the bus and the riders should be paying more.

Selectman Sadak – To ride to Portland for \$3 is nothing.

Motion by Selectman Bruno to reduce the article down to \$196,312, a reduction of \$4,656 to make the support for the Lake Region Bus \$5,000 (same as last year) and to strike out the “tax increment of the” language from the article. Seconded by Selectman Gifford.

Chairman Reynolds – This would be the only service provider that we fund. We have eliminated all other service providers.

Unanimously approved.

ARTICLE 19: To see if the Town will vote to raise and appropriate \$458,426 for the Administration account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 20: To see if the Town will vote to raise and appropriate \$56,261 for the Assessing account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Bruno.

Unanimously approved.

ARTICLE 21: To see if the Town will vote to raise and appropriate \$102,900 for the Code Enforcement Department account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 22: To see if the Town will vote to raise and appropriate \$23,615 for the Town Hall account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 23: To see if the Town will vote to raise and appropriate \$500,480 for the Insurance account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Selectman Bruno – I do not believe that a 7% increase is enough for health insurance. I

** Items taken out of order*

have heard double digit increases.

Finance Director Yates – The figure is 7% of anticipated increase to health insurance - \$225,000, I went up 5% on dental. The figures are based on what is currently budgeted, but on current rates we are paying.

Selectman Bruno – If we went up another 7% health insurance would be \$240,000.

Motion to amend the motion on the floor and increase the amount for health insurance by \$15,000 by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved as amended.

ARTICLE 24: To see if the Town will vote to raise and appropriate \$6,000 for the General Assistance account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 25: To see if the Town will vote to raise and appropriate \$184,271 for the Technology Department account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 26: To see if the Town will vote to raise and appropriate \$41,488 for the Community Development account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 27: To see if the Town will vote to raise and appropriate \$684,221 for the Fire/Rescue Department account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 28: To see if the Town will vote to raise and appropriate \$16,222 for the Animal Control account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 29: To see if the Town will vote to raise and appropriate \$21,816 for the Infrastructure account.

** Items taken out of order*

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 30: To see if the Town will vote to raise and appropriate \$690,790 for the Public Works account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Bruno.

Unanimously approved.

ARTICLE 31: To see if the Town will vote to raise and appropriate \$316,262 for the Solid Waste account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 32: To see if the Town will vote to raise and appropriate \$15,841 for the Employee Compensation and Training account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Bruno.

Unanimously approved.

ARTICLE 33: To see if the Town will vote to raise and appropriate \$27,164 for the Cemeteries account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 34: To see if the Town will vote to raise and appropriate \$15,788 for the Parks & Recreation account.

Included are:

Materials, maintenance, equipment	\$ 2,500
Contract Services	\$ 8,688
Raymond Rattlers Snowmobile	\$ 1,600
Raymond Baseball/Softball	\$ 1,000
Agawam mowing/soccer	\$ 2,000

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 35: To see if the Town will vote to raise and appropriate \$60,500 for the Raymond Village Library.

** Items taken out of order*

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Selectman Sadak – I am not comfortable with the full \$60,500. I would like to propose that we have an incentive to get to \$55,000 from a guaranteed amount of \$42,000. I think the Library needs to figure out what they do have before they ask for more money.

I **withdraw the motion** by Selectman Sadak. Seconded by Selectman Bruno.
Voted 3-1. **Motion withdrawn.**

Motion to approve and recommend \$56,500 which is a 2% increase from last year by Selectman Bruno.
No second.

Motion to approve and recommend \$60,500 by Selectman Gifford.
No second.

Motion to approve and recommend \$47,500 guaranteed with the opportunity to match up to \$60,000 (only matched with cash contributions) by Chairman Reynolds.
No second.

Motion to approve and recommend \$56,500 by Selectman Gifford. Second by Selectman Bruno.

Selectman Sadak – I know they need money for construction/repairs and is this where we could discuss a loan for repairs?

Selectman Bruno – That would need to be a separate warrant article.

Chairman Reynolds – They could get a low interest loan with the money they have.

Voted 3-1. Motion carried.

ARTICLE 36: To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Bruno.
Unanimously approved.

ARTICLE 37: To see if the Town will vote to raise and appropriate \$986,772 for the Capital Improvement account.

Included are:

Public Works Equipment Reserve	\$ 85,000
2013 Public Works Road Construction Bond Payment	\$ 236,000
Public Works Paving/Road Reserve	\$ 275,000
Municipal Facilities Maintenance/Improvements	\$ 25,000
2002 PSB Bond Payment	\$ 110,772
Fire Department Equipment/Facilities	\$ 150,000
Bond Payment for Fire Truck/Sand-Salt Shed	\$ 105,000

Motion to recommend the above article by Selectman Bruno. Seconded by Selectman

** Items taken out of order*

Sadak.

Unanimously approved.

ARTICLE 38: To see if the Town will vote to raise and appropriate \$676,263 for the County Tax account.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 39: To see if the Town will vote to appropriate the total sum of \$1,625,579 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and any other sources.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 40: To see if the Town will vote to authorize the Selectmen to accept or reject grants, donations and/or gifts of money to the Town of Raymond and to expend monies donated for specific purposes.

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 41: To see if the Town will vote to accept certain State Funds as provided by the Maine State Legislature during the fiscal year beginning July 1, 2016 and any other funds provided by any other entity included but not limited to:

- Municipal Revenue Sharing
- Local Road Assistance
- Emergency Management Assistance
- Snowmobile Registration Money
- Tree Growth Reimbursement
- General Assistance Reimbursement
- Veteran's Exemption Reimbursement
- State Grant or Other Funds

Motion to recommend the above article by Selectman Sadak. Seconded by Selectman Bruno.

Unanimously approved.

ARTICLE 42: To see if the Town will vote to appropriate \$6,800 from the Open Space Reserve Fund to be used for the purchase of property for the Raymond Community Forest by the Loon Echo Land Trust.

Motion to approve and recommend the above article by Selectman Sadak. Seconded by Selectman Reynolds.

** Items taken out of order*

Selectman Bruno – I do not think the selectmen should make a recommendation on this article.

Selectman Gifford – I agree.

Motion to amend the motion on the floor to accept the article and state that the Selectmen make no recommendation by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

ARTICLE 43: To elect two (2) Selectmen, for three year terms; three (3) members for the Budget-Finance Committee, for three year terms; and one (1) member for the RSU School Board of Directors, for a three year term.

Motion to approve as written by Chairman Reynolds. Seconded by Selectman Gifford.

Unanimously approved.

b) **Classification and Compensation Study Implementation Discussion, Approval of Concept, and Authorization to Develop the Program** – Don Willard, Town Manager

Town Manager – Do you like the concept of the mid-point? How do you want to deal with employees who are at or above mid-point? To stay competitive we will need to review the scale each year by surveying the towns.

Selectman Bruno – I am not in favor of taking all employees to mid-point. 5% above and below the median is what I consider a competitive range. The scales should not need to be reviewed each year, only about every 5 years.

Chairman Reynolds – I see this study as everyone has been placed in a range they are then evaluated on their job performance, not against the range. The department heads choose who deserves a raise. If someone is at the total top of the range, then they would not get a raise because they are already being paid all that their job can pay. You and your staff need to decide what is correct for a range that is competitive. I don't think this board of any future board will allow the scale get stale.

Selectman Bruno – An indicator is what is your turnover. If people start leaving left and right then you need to evaluate why.

Town Manager Willard – I think I have the answer I am looking for.

Motion to approve proceeding with the plan developed by Human Resource Partners LLC by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

Chairman Reynolds – This item of merit pay completes what has been talked about here in town for maybe 10 years. It follows up on the Compensation Study that was done by a combination of Select Board, Budget Committee, and citizens 3 or 4 years ago to get to this eventuality. Now I think the hard work begins. Don, make sure as you go through stuff if there are questions that you ask us so we can help with this transition as much as possible. It is a lot of work over the next 12 or 14 months, and beyond. So it is a whole change of philosophy. Thank you all.

** Items taken out of order*

c) **Business Focus Group Report by Milan Nevajda, Planner for Planning Decisions, Inc.**

Motion to table until May 10, 2016, regular Selectmen's Meeting by Selectman Bruno.
Seconded by Selectman Gifford.
Unanimously approved.

d) **Authority for Town Manager to Execute CMP Land Sale Option**

Motion to grant authority to Town Manager Willard to execute the CMP Land Sale Option by Selectman Reynolds. Seconded by Selectman Bruno.
Unanimously approved.

e) **Biennial Appointment of Election Workers** – Sue Look, Town Clerk

Motion to appoint Election Workers as listed for the next 2 years (term ending June 30, 2018) by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

f) **Appointment of Sue Carr as Election Warden** – Sue Look, Town Clerk

Motion to appoint Sue Carr as Election Warden for the June 14, 2016 Primary Election by Selectman Bruno. Seconded by Selectman Gifford.
Unanimously approved.

5) **Public Comment**

None

6) **Selectman Comment**

None

7) **Town Manager's Report and Communications**

a) **Confirm Dates for Upcoming Regular Meetings**

- May 10, 2016
- June 21, 2016 – add agenda item to change the meeting time to 6pm
- September 13, 2016

b) **Reminder of Upcoming Election Schedule**

- May 2, 2016 (Monday) – Nomination Papers Due to the Town Clerk by 4pm
- May 25, 2016 – RSU Budget Vote at 6:30pm at Windham High School
- June 7, 2016 – Annual Open Town Meeting at 6:30pm at Jordan Small Middle School
- June 14, 2016 – Annual Town Meeting Reconvened for Elections & State Election from 7:00am to 8:00pm at Jordan Small Middle School

c) **Reminder of Upcoming Holiday Schedule**

- April 18, 2016 (Monday) – Patriots' Day

d) Sand/Salt Shed is coming along nicely. Tomorrow the concrete will be poured.

** Items taken out of order*

8) Treasurer's Warrant – April 5, 2016

Motion to approve the Treasurer's Warrant totaling \$222,065.32 by Selectman Sadak. Seconded by Selectman Bruno.

Unanimously approved.

Chairman Reynolds – Tonight's budget and changes amounted to a net increase of \$6,000 to the budget, there were positives and negatives.

9) Adjournment

Motion to adjourn at 8:41pm by Selectman Gifford. Seconded by Selectman Bruno.

Unanimously approved.

Respectfully submitted,

Susan L Look, Town Clerk

** Items taken out of order*

Raymond Focus Group Final Report



TOWN OF RAYMOND

BUSINESS FOCUS GROUP REPORT

Report prepared for:
Town of Raymond

Report prepared for:
Planning Decisions, Inc.

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April 26, 2016

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INTRODUCTION

In January, 2015 Planning Decisions, Inc. completed a report for the Town of Raymond investigating the potential of establishing a manufacturing incubator in an existing industrial facility located on Route 302 in the Town's commercial corridor. The report found that a manufacturing incubator was an unpromising use and instead recommended that the Town re-focus its efforts on the broader picture of what Raymond must do to be economically competitive over the next 10 to 20 years. The Town does not currently have an economic development plan. Given the dramatic economic changes that have occurred in the Lakes Region (and the state of Maine) over the last 20 to 30 years (the after-effects of the recent recession, new economic opportunities that have emerged, and Raymond's shifting role within the Greater Portland economy) it is crucial to step back and reassess how Raymond should invest today to continue to be an attractive place to live and work in the future.

PURPOSE

This report provides the first step toward a broader economic development plan by looking deeper into the business and economic environment in Raymond. Building on recent studies, surveys, and reports, and taking guidance from the vision set out in the Town's Comprehensive Plan, Planning Decisions conducted a focus group with several business and commercial property owners, local actors involved in economic development, and Town staff. The focus group was supplemented with targeted interviews of business owners who could not attend the meeting, regional development agencies, regional planning and economic development organizations, as well as officials in neighboring communities.

This report is designed to identify the Raymond's strengths, weaknesses, opportunities, and threats with regard to growing existing businesses, attracting new businesses, and increasing the non-residential tax base. Several businesses operating in Raymond expect to grow in the near future; Planning Decisions also sought to better understand the nature of this growth so that the Town can identify investments and activities that might support these businesses.

APPROACH

On June 18, 2015 Planning Decisions hosted a focus group to discuss the need and opportunity for public support of business retention, growth and attraction in Raymond. Focus group participants included:

SALLY HOLT	<i>Director, Raymond Village Library</i>
CARRIE COLBY	<i>Business owner/ Real Estate Agent, Premier Properties</i>
VERONICA MEYER	<i>Business owner, Essentials</i>
SHARON & RICK DODSON	<i>Commercial property owners</i>
JESS FAY (TENTATIVE)	<i>Business owner, Raymond Village Florist</i>
KEVIN GAGNON	<i>Commercial real estate developer</i>
BILL COPPERSMITH	<i>Business owner, Fisherman's Catch</i>
MARK ACCUOSTI	<i>Commercial real estate owner</i>
MARSHALL BULLOCK	<i>Member, Budget Finance Committee</i>

Additional meetings were held to supplement and investigate focus group feedback:

WALT & LINDA MANCHESTER	<i>Business owners, Good Life Market</i>
KEITH PELLETIER	<i>Vice president, Dielectric, LLC</i>
MICHAEL MEYERS	<i>Owner, Island Cove Builders</i>
CAROLINE PARAS	<i>Community & economic planner, Greater Portland Council of Governments</i>
THOMAS BARTELL	<i>Executive director, Windham Economic Development Corporation</i>
DON WILLARD	<i>Town manager, Town of Raymond</i>
DANIELLE LORING	<i>Director of Development, Town of Raymond</i>
MIKE REYNOLDS	<i>Selectman chair, Town of Raymond</i>
SAM GIFFORD	<i>Selectman, Town of Raymond</i>
TERESA SADAK	<i>Selectman, Town of Raymond</i>
LAWRENCE A. TAYLOR	<i>Selectman, Town of Raymond</i>
JOE BRUNO	<i>Selectman, Town of Raymond</i>
ROLF OLSEN	<i>Member, Budget Finance Committee</i>

Ideas discussed in the focus group and through interviews were compiled into a SWOT (strengths, weaknesses, opportunities, and threats) format then reviewed with Town staff to identify opportunities for Town involvement. Relevant feedback received from business owners and other stakeholders was used to create a list of focus areas that provide an outline of critical topics to be further investigated and incorporated into a broader economic development strategy (or plan) for the community. Whether funding specialized research or a complete plan-making process, this report will help guide the Town's efforts to produce more meaningful outcomes for Raymond's economic well-being.

PREVIOUS BUSINESS & ECONOMIC DEVELOPMENT STUDIES

2004 COMPREHENSIVE PLAN

Raymond adopted a Comprehensive Plan in 2004. Chapter 12 of this document outlines the goals and policy recommendations that should be implemented in order to realize the community's vision. Two of the four objectives listed in the plan relate to economic or business development: Raymond seeks to expand the commercial tax base, and expand the industrial tax base.

Increasing commercial and industrial tax revenue can be achieved in four ways:

- increasing construction of new commercial/industrial properties;
- increasing commercial/industrial occupancy and encouraging commercial property re-investment to increase the value of existing commercial/industrial properties;
- selling or leasing tax-exempt property for commercial/industrial activities to generate commercial rent or new (commercial) property tax revenue; and
- promoting development of "commercial" housing (multi-unit buildings and potentially condominium units).

The Comprehensive Plan provides a list of more specific policy initiatives and strategies that are designed to increase non-residential tax revenue. The policies and strategic actions that have been completed in some form since the Plan was adopted include:

- **require shared driveways and parking lots for commercial uses**
- **maintain existing boundaries of the commercial district**
- **allow denser development in the commercial district**
- **develop additional standards for Route 302 commercial development**
- **encourage low impact businesses in the Commercial District**
- **use Tax Increment Financing (TIF) revenues to facilitate growth in the commercial and industrial districts**
- **continue to allow light industry in the Industrial District**
- **concentrate commercial development in the Commercial District**
- **exclude commercial development elsewhere along Route 302**

Policies and strategic actions that have not yet been addressed include:

- repeal the industrial floating zone
- support the Lake Region Development Council's efforts to expand the tax base in commercial and industrial districts
- investigate performance standards for larger scale home occupations
- adopt additional performance standards for industry

Looking at the list of interventions, there are few that have the potential to achieve at least one of the four methods of increasing non-residential tax revenue. Many of the policies and strategies outlined in the Comprehensive Plan serve other goals related to limiting the perceived negative aspects of commercial development, such as traffic, noise, visual qualities of the neighborhood, etc.

The goals outlined in the Comprehensive Plan do not provide adequate guidance and support for the needs of industry and commercial activities.

2014 RAYMOND CITIZEN SURVEY

In 2014, the Town of Raymond published the results of a citizen survey conducted by Pan Atlantic SMS Group. The purpose of the survey was to assess residents' satisfaction with the delivery of services in Raymond and to identify the community's future needs.

Relative to business activity and economic development, the survey found that permitting and administrative activities conducted with Town staff are efficient and well run; ordinances are effectively implemented and applicants can navigate various processes smoothly. The community felt that there was a need to expand economic development efforts, explore alternatives for improving access to high speed internet, and update the Comprehensive Plan. 61% of survey respondents supported "expanding economic development efforts." This is counteracted to some degree by overwhelming (74%) support for "conservation efforts." Commercial development and resource conservation are not necessarily contradictory goals; however, careful planning, community engagement, and consensus-building are needed to find ways to achieve both. In many ways, resource conservation in Raymond will be integral to supporting economic development. The Town's economy is heavily influenced by tourism in the summer season; preserving environmental assets (lake quality, access to open spaces, and outdoor recreational amenities, for example) will help grow tourism-based commercial activity.

2014 BUSINESS SURVEY

As a supplement to the broader Citizen Survey, Raymond's Economic Development Task Force conducted a survey of businesses in town. The Task Force identified 130 businesses operating in Raymond, several of which were home operations. The survey—sent out by mail and made available online—gathered 31 responses on a variety of questions dealing with the business environment in Raymond.

The survey reported that 60% of the 31 businesses that participated had plans to expand. Nearly 90% wanted to remain in Raymond. Business owners felt that Raymond's quality of life was the best (economic) feature of the community, followed by friendly clients, access to recreational areas, and scenic beauty. Respondents generally agreed that local ordinances and policies—including parking standards and permitting costs—were problematic. The lack of infrastructure, notably public water, sewer, and natural gas, were impediments to commercial growth. The business survey found that Raymond's business community needed more information on business financing and capital that may be available to them, better access to networking and marketing opportunities, and wanted improved branding for the community to attract new businesses and clients year-round. The survey of Raymond businesses also revealed that a dedicated staff member responsible for economic development—a single point of contact for the business community in Town government—would be beneficial for serving existing business and attracting new businesses.

The business survey provided many insights into positive and negative aspects of doing business in Raymond. While there are limitations to the study—including the small sample size and strong retail industry representation—the business survey provides a useful starting point for further investigation through focus group interviews with the business community.

The business survey also highlighted that nearly two-thirds of survey participants expected their businesses to grow in the near future. What is missing is clarification on what “expansion” or “growth” means—will it require business to expand their operations, hire new staff, relocate, or merely increase sales under existing conditions? A related question is what barriers exist in Raymond that may impede growth prospects? The business focus group and individual interviews sought to shed light on these questions.

MAINE DEVELOPMENT FOUNDATION: (SEBAGO) LAKE REGION ECONOMIC INDICATORS REPORT 2002

Preceding Raymond’s Comprehensive Plan, Maine Development Foundation (MDF) issued the (Sebago) Lake Region Economic Indicators Report (2002). In it, MDF reported that there is a greater share of households reporting self-employment income among Sebago Lake communities than is the case statewide and in Cumberland County. The report indicated that the economy of the Sebago Lake region was quickly becoming service- and tourism-oriented. MDF also found that the total value of all commercial property in the Lake Region had been flat since 2000, but value growth in Raymond had offset a decline in non-residential property value in most other communities. In fact, Raymond had the highest rate of growth in non-residential property value in the region between 1994 and 1999.

This report is important for two reasons. First, it highlights Raymond’s growing reliance on summer tourism. Traditionally Raymond was unique among similar-sized towns in the Greater Portland region because while tourism has long been a component of the economy, Raymond had a large number of manufacturing and technology jobs as well (Figure 1).

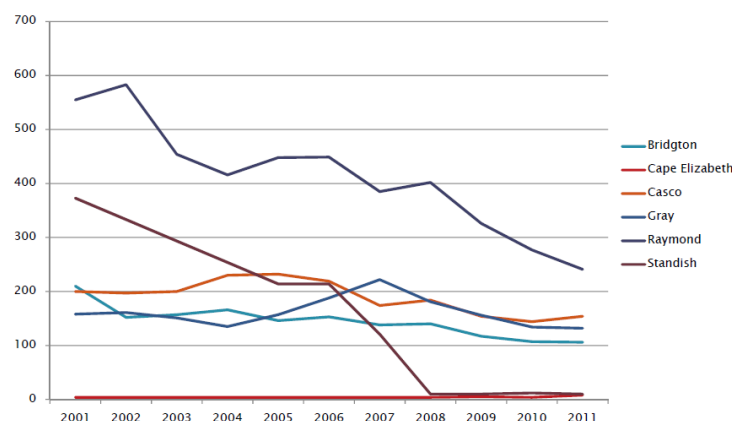


Figure 1 – Manufacturing employment, 2001-2011
Source: GPCOG. (2012). *Economic Profile of Raymond, Maine*

Manufacturing and technology businesses concentrated high-quality, knowledge- and skill-oriented employment in Raymond, and the community prospered as a result. Manufacturing activity has declined dramatically over the last several years, which has affected Raymond more than other communities. Today, employment patterns in Raymond are similar to those in similar-sized communities in the Sebago Lake region and Cumberland County: education and healthcare industries lead employment, and most residents commute to office jobs in surrounding communities. However, compared to similar-sized towns, Raymond residents are more affluent (Table 1). Median household income in Raymond is 15% higher than the average for Casco, Naples, Poland, Gray, and New Gloucester, and per-capita income is 25% higher.

Table 1 - Economic characteristics of Raymond and neighboring communities.
Source: U.S. Census, 2013

	POLAND		CASCO		GRAY		NAPLES		N. GLOUCESTER		RAYMOND	
POPULATION 16 YEARS+	4,275		3,087		6,188		3,096		4,408		3,716	
In labor force	3,193	75%	2,220	72%	4,515	73%	2,251	73%	3,396	77%	2,649	71%
Employed	2,884		1,910		4,252		2,122		3,027		2,499	
Unemployed	309	7%	310	10%	182	3%	129	4%	369	8%	150	4%
OCCUPATION												
Management/business/art*	1,114	39%	651	34%	1,617	38%	444	21%	1,146	38%	919	37%
Service occupations	510	18%	494	26%	639	15%	391	18%	487	16%	371	15%
Sales & office occupations	641	22%	394	21%	1,138	27%	610	29%	591	20%	662	27%
Nat. resource/Construction	212	7%	250	13%	484	11%	391	18%	473	16%	288	12%
Produce/Transport/Distribute*	407	14%	121	6%	374	9%	286	14%	330	11%	259	10%
INDUSTRY												
Primary industries*	-	0%	-	0%	68	2%	57	3%	71	2%	19	1%
Construction	104	4%	155	8%	309	7%	261	12%	344	11%	300	12%
Manufacturing	436	15%	196	10%	308	7%	211	10%	229	8%	270	11%
Wholesale trade	88	3%	91	5%	79	2%	12	1%	62	2%	71	3%
Retail trade	329	11%	205	11%	547	13%	416	20%	510	17%	295	12%
Transport/Warehousing*	90	3%	42	2%	207	5%	22	1%	200	7%	71	3%
Information	85	3%	68	4%	78	2%	35	2%	66	2%	82	3%
FIRE*	161	6%	131	7%	453	11%	117	6%	29	1%	186	7%
Professional/Scientific*	167	6%	177	9%	696	16%	207	10%	337	11%	322	13%
Education/Health*	901	31%	392	21%	954	22%	378	18%	847	28%	534	21%
Arts/Rec/Food*	256	9%	249	13%	190	5%	198	9%	116	4%	242	10%
Other services	173	6%	168	9%	212	5%	114	5%	162	5%	35	1%
Public administration	94	3%	36	2%	151	4%	94	4%	54	2%	72	3%
CLASS OF WORKER												
Private wage & salary workers	2,336	81%	1,509	79%	3,494	82%	1,653	78%	2,306	76%	1,881	75%
Government workers	286	10%	229	12%	482	11%	215	10%	431	14%	392	16%
Self-employed	262	9%	172	9%	276	7%	254	12%	274	9%	218	9%
Unpaid family workers	-	0%	-	0%	-	0%	-	0%	16	1%	8	0%
Median HH income (dollars)	63,770		47,041		64,275		57,482		58,938		69,097	
Mean HH income (dollars)	76,318		58,216		80,244		62,595		67,097		84,821	
Per capita income (dollars)	30,810		24,758		30,358		26,084		24,963		35,898	

* **Management/business/art:** Management, business, science, & arts occupations
Nat. resource/Construction: Natural resources, construction, & maintenance occupations
Produce/Transport/Distribute: Production, transportation, & material moving occupations
Primary Industries: Agriculture, forestry, fishing & hunting, & mining
Transport/Warehousing: Transportation & warehousing, & utilities
FIRE: Finance & insurance, & real estate & rental & leasing
Professional/Scientific: Professional, scientific, & management, & administrative & waste management services
Education/Health: Educational services, & health care & social assistance
Arts/Rec/Food: Arts, entertainment, & recreation, & accommodation & food services

These conditions indicate that tourism and related economic activity will have a growing role in Raymond's future. There are important overlaps between what is needed to make Raymond a competitive tourist economy and what is needed to support more diversified forms of economic development. A number of quality businesses that located in Raymond, including leading manufacturing firms like Dielectric, did so because they were attracted to "quality of life" assets in the community. Enhancing amenities and supporting the tourism economy, if properly managed, can have the added benefit of continuing to make Raymond a high-quality place to live. In other words: sustaining and enhancing Raymond's quality of life (and touristic) assets can contribute to supporting the town's broader (non-tourist) economy.

GPCOG

The Greater Portland Council of Governments (GPCOG) supports regional community planning and economic development efforts in the Portland region. GPCOG also participates in regional infrastructure projects by funding research to inform policy decisions and investments made at the local level.

In 2012, GPCOG prepared an economic profile of Raymond, which highlighted long term trends in the community and prospects for economic improvement. The report documented Raymond's population growth since 1990, and that the pace of growth has slowed in recent years. A concerning trend is that education levels are declining; in 1990, the percent of resident adults in Raymond aged 25 and older with a university degree was 34%—by 2010 it fell to 30%. Census estimates for 2013 show a rebound to 32% but these figures include a large margin of error.

Raymond's economy is predominantly made up of small firms of fewer than four employees according to GPCOG (Figure 2). The economic profile confirmed what was documented by Maine Development Foundation in 2002: manufacturing jobs are disappearing at a rapid rate (Table 2). In fact, the decline of manufacturing employment in Raymond between 2002 and 2012 exceeded the rate of decline in the Portland-South Portland Metropolitan Statistical Area, Cumberland County, and the state of Maine for the same time period. In part this is because of the historically high concentration of manufacturing employment in Raymond.

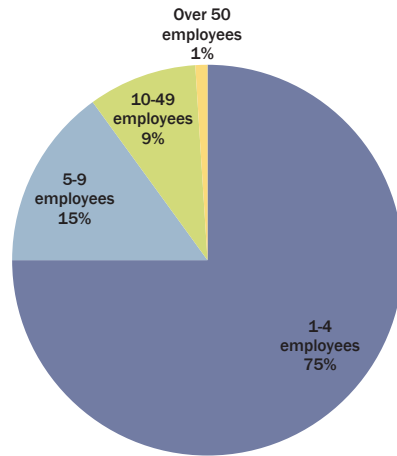


Figure 2 – Firm size, Raymond, ME, 2012.
Source: GPCOG, 2012

Table 2 - Manufacturing employment, 2002-2012.
Source: U.S. Census Bureau, Center for Economic Studies

	2002	2007	2012
RAYMOND	267	262	197
Change from 2002		-2%	-26%
PORTLAND METRO	23,882	23,389	19,715
Change from 2002		-2%	-17%
CUMBERLAND	10,707	10,259	8,727
Change from 2002		-4%	-18%
MAINE	67,864	60,586	52,803
Change from 2002		-11%	-22%

GPCOG also identified an opportunity for expanding retail sales near Sebago Lake. Using retail spending pull factors, GPCOG estimated that a large unmet demand for retail spending existed among Sebago Lake-region communities. While there are challenges with the approach used to calculate the retail spending “gap”¹, there appears to be potential for expanding retail activity in the region. GPCOG estimated in 2012 that there is an unmet retail spending demand across several business categories valued at over \$289 million (Table 3). Compared to several neighboring towns and cities, Raymond’s economy draws fewer shoppers, indicating that the potential to focus more spending in the community may be greater.

¹ The GPCOG figure was calculated based on retail “pull factors,” which is measure to identify how much retail business is leaving a community compared to the amount of retail that may be supported by the resident population. A pull factor of 1 indicates that the number of people that came to the community to shop is the same as the number that left to shop elsewhere. A factor of less than 1 means more people leave the community to shop than are coming in from the surrounding area. A pull factor greater than 1 means more people come to the community to shop than go elsewhere. The figure is skewed for Raymond because of the large influx of summer visitors who live in town for part of the year but do not register as residents for the purposes of tracking retail spending activity. As a result, spending outside of the community may be overrepresented relative to the year-round population.

Table 3 - Retail opportunities in the Sebago Lakes Region.
Source: GPCOG, 2012

UNMET DEMAND	CATEGORY
\$94 million	Restaurants
\$29 million	General Merchandise
\$27 million	Electronics
\$20 million	Meat, fish, produce
\$19 million	Hardware
\$19 million	Furniture
\$15 million	Lumber and building materials
\$15 million	Nursery
\$13 million	Pharmacy
\$12 million	Auto parts
\$10 million	Sporting goods
\$5.7 million	Boats
\$5.4 million	Shoes
\$5 million	Gifts and souvenirs
\$ 289.1 million	

In 2013, GPCOG released the *Multi-Modal Corridor Management Plan for Route 302 and the Lakes Region*, which outlined a number of recommendations for improving the Route 302 corridor for transportation and commercial activity. Route 302 is the primary connector between Portland and Sebago Lake for tourists, freight, and daily commuters. Managing traffic, development, and commercial activities along Route 302 is essential for the economies of communities like Raymond. GPCOG's corridor management plan called for the following strategic priorities and actions in Raymond:

GOAL 1: IMPROVE MULTIMODAL CAPACITY AND SAFETY ALONG ROUTE 302. RECOMMENDED ACTIONS:

- [1] The Town should work with business owners along Route 302 to create a Land Use Master Plan for the area. Specific focus should be given to the Raymond Shopping Center, as it is a focus for retail development in this area. It is a sizeable commercial/retail development along Route 302 and a major source of congestion on an otherwise uninterrupted stretch of road. The shopping center contains numerous small stores and businesses, and what seems to be an excessive number of curb cuts.
- [2] Conduct a sidewalk analysis of the Commercial District along Route 302, with particular emphasis on identifying locations where crosswalks could be installed to allow users to safely cross the road to visit businesses and recreational spots on the western side of Route 302.

GOAL 3: PROTECT NATURAL AND RECREATIONAL RESOURCES. RECOMMENDED ACTIONS:

- [1] Adopt standards for low impact and green infrastructure development and incorporate these standards into Town Ordinances
- [2] Coordinate with the Town of Windham to extend the proposed sewer and water facilities line along Route 302 to Raymond.

BROADBAND EXPANSION INITIATIVE

Recently the Towns of Raymond, Windham, Standish, and Gray, together with local institutional partners, created a Broadband Working Group. The group aims to investigate opportunities for improving high-speed internet access in these communities, and to coordinate actions and investment to that end. The Work Group emerged as a result of a shared belief that the economic future of Sebago Lake communities will depend increasingly on the availability of high-speed internet. The group has not developed any recommended action plans as of yet.

FOCUS GROUP FINDINGS

Building on previous studies of Raymond's economy, Planning Decisions conducted a focus group on June 18, 2015 with local businesses to gather input on opportunities to grow local business, attract new businesses, and support economic development in the community. Planning Decisions also carried out several telephone interviews with local business owners, and partners involved in economic development. The feedback gathered through the focus group and interviews is summarized in the Appendix according to:

- [1] **RAYMOND'S STRENGTHS:** current factors that make Raymond an attractive destination for opening and operating a business.
- [2] **RAYMOND'S WEAKNESSES:** current factors that make Raymond a difficult location to open and operate a business.
- [3] **OPPORTUNITIES THAT RAYMOND CAN BUILD ON:** based on its strengths and trends affecting the economic climate in Raymond, what are the main opportunities for starting, growing, and otherwise improving commercial and industrial activity?
- [4] **THREATS TO RAYMOND'S ECONOMIC FUTURE:** based on its weaknesses and trends affecting the economic climate in Raymond, what are the main threats to commercial and industrial activity?

To guide economic development efforts in Raymond, Planning Decisions synthesized the feedback into "focus areas," which are intended to serve a dual purpose: first, to provide immediate direction for Town investment (capital, policy making, staff time, or any other form of Town resource that is appropriate); second, to serve as the topics of future research and planning related to economic development in Raymond.

It is difficult to address all of the issues and capture all of the opportunities discussed during the focus group and interviews. Nor would this be appropriate. There is a need to prioritize efforts and create a road map for capitalizing on opportunities and addressing issues. In many ways, economic development in Raymond will rely on incremental improvements that collectively make Raymond a more desirable community for residents and business.

FOCUS AREA 1: MAKE RAYMOND A DESTINATION FOR NEW BUSINESSES AND RESIDENTS

Raymond's business owners and others involved in economic development were concerned about the lack of a "destination" in town. Compared to its neighbors, Raymond lacks major attractions and events to draw visitors to the community and engage residents.

There are two consequences that emerge as a result: retail spending occurs in other communities that are more successful at attracting visitors, and the lack of activity contributes to poor marketing for the Town. Several focus group participants and interviewees commented that Raymond had a reputation of being a "pass-through" community.

1.1: Build Civic Engagement

The Town's Comprehensive Plan is currently out of date. In 2014, residents reported through the Citizen's Survey that many believe the Plan should be updated. Focus group and interview feedback revealed that the community was divided with respect to its vision, tolerance, and desire for economic development. Also lacking is a clear strategy, with strong community support, for encouraging economic development. Developing a detailed economic development plan or strategy in the absence of a widely-accepted Comprehensive Plan would be putting the cart before the horse. A community vision with clear goals is needed at the broadest level in Raymond to provide direction for economic development efforts—this vision and set of goals is best reflected in a Comprehensive Plan.

Recommendation: The Town should update the Comprehensive Plan, emphasizing community engagement and participation in the process, to establish a set of community goals and guidelines that will provide direction for economic development efforts.

Recommendation: When developing an updated Comprehensive Plan, the Town should emphasize the need to reach agreement on a suitable balance between neighborhood preservation and commercial development. As was described above, most strategic actions listed in the current Comprehensive Plan are focused on limiting negative aspects of commercial activity. Few specific recommendations were offered to help support the business community, attract quality employers, and grow the non-residential tax base.

Recommendation: The Town should develop an economic development plan that speaks to the goals and objectives outlined in an updated Comprehensive Plan.

1.2: Add Additional Year-Round "Destination" Activities along the Route 302 Corridor.

There is a need for activities, events, and other attractions along Route 302 to create a "destination" in Raymond that will attract visitors and create reasons to congregate throughout the year. Good Life Market, the Post Office, Dunkin Donuts, Prime Cut Meat Market, Center Stage Performing Arts, and Raymond RediCare are good traffic generators, but these businesses and their clients seldom support one another. In comparison, the focus group identified one

business—a relatively new dance studio located in the Raymond shopping center—that has helped bring additional business to surrounding retailers. More businesses attracting visitors with interests or needs that overlap with existing businesses in the commercial district are needed.

Recommendation: The Town may conduct a study to identify complementary businesses, then work with business associations and commercial developers to build an incentive and resource package to attract high-traffic, complementary operations. Working off the GPCOG retail spending gap “categories” is a good place to start identifying possible complementary businesses. At the top of GPCOG’s list is restaurants; several business and economic development leaders expressed a need for a high-quality restaurant in Raymond—both because there was demand in the community and because a quality dining establishment would benefit the commercial area. Other businesses that may be appropriate include shared offices, outdoor and recreational outfitters, community centers, vendors serving Raymond businesses (vendors, upholstery, boat mechanics, etc.), fitness centers, as well as well-being establishments and other service centers (clinics, healthcare, apothecaries, social services, etc.).

1.3: Assist with Adopting and Implementing Design Criteria

The Town’s design guidelines were intended to create an attractive and pedestrian-oriented built environment. There was agreement among focus group participants that these goals are valid but that the design expectations may be too onerous. On the other hand, commercial developers in the community emphasized that the design guidelines were reasonable and not financially unrealistic; however design expertise or the ability to contract with a designer makes the process much more manageable. Nevertheless, the few commercial property owners whose efforts to make incremental improvements to their properties were stalled by the need to meet related (but unplanned-for) design requirements, represent a missed opportunity to some degree. Finding ways to improve existing buildings in the commercial corridor will be critical for creating a desirable atmosphere where visitors and residents will want to congregate.

Recommendation: To encourage site improvements in the commercial corridor, the Town should consider incentives for façade and other design improvements. Incentives may include loan assistance from the Town, streamlining design review processes for façade improvements, and potentially engaging property owners to complete pre-approved façade improvement plans or models to help reduce costs associated with contracting design experts by individual property-owners.

Recommendation: The Town may leverage its borrowing capacity, strong credit rating, and proceeds from its Tax Increment Financing (TIF) district to complete a design plan for the Route 302 corridor. This design plan could include pre-approved designs that property owners can implement. Partners for this project include GPCOG, the Portland



Area Comprehensive Transportation System (PACTS), and Maine Department of Transportation (MeDOT).

1.4: Identify Blighted or Problem-Properties and Provide Improvement Incentives

There are several “gaps” along the Route 302 commercial corridor that separate active areas. Supporting infill development along Route 302 to close and improve gaps in the built environment is critical to developing a cohesive destination area, i.e. a village. Sidewalks and other connections (navigational signage, bicycle paths) can be installed to connect businesses².

There is little open space in the commercial corridor; filling gaps will depend on engaging existing property owners and finding opportunities to support redevelopment efforts. In particular, these efforts should be targeted toward key properties at gateway locations. Smaller commercial operations that generate traffic such as fitness centers, restaurants, and community centers are within reach.

Recommendation: The Town of Raymond should conduct a study of the Route 302 corridor and other commercial areas to identify blighted and other underused properties in a systematic way. The results of the study can be used by the Town to prioritize interventions, incentives, and other supports that can be offered to help improve sites with the greatest need and opportunity. This study should also investigate opportunities to increase the impact of the recent investment in a boat dock near Webbs Mills Road.

Recommendation: Incentives designed to encourage façade and site improvement can be designed to give preference to “critical” properties, i.e. those that are located in strategic areas, that have a large potential to be catalysts for further development and investment, or properties that are in particularly unsuitable condition or use.

Recommendation: The Town should investigate the feasibility of developing a community center or other traffic-generating public gathering center in the commercial area.

1.5: Improve Town and Commercial Gateways

Gateway improvements are needed at the entrances to the Route 302 corridor as well as to key commercial sites. The entrance to Tassel Top Park has an attractive and well-maintained welcome island along Route 302, but there is little to no indication of where the commercial area begins and ends in Raymond. Creating seating, activity areas, and other small improvements along the route from Tassel Top Park to the commercial area can help improve the commercial corridor, generate more activity and bring visitors to Route 302 businesses.

Recommendation: The Town should investigate and create a plan for improving the link between Tassel Top Park and the commercial area. This may include plans for visual

² In “Route 302 Corridor Study” (2001) by Gorrill-Palmer Consulting Engineers, the cost of sidewalk construction in the Windham portion of Route 302 was estimated to be \$120 per linear foot (if the work is completed at the same time as roadway widening and includes bituminous curbing).

improvements, directional signage, and installations with fitness and other equipment to encourage outdoor recreation, and other safety improvements for vehicles, bicyclists, and pedestrians moving along and crossing Route 302.

Recommendation: Entrances to the commercial area should be clearly marked with bright, attractive signage. The Town should investigate where gateway installations would be most effective and engage the community in developing the design.

1.6: Participate Regionally in Infrastructure Projects

Improving the speed and reliability of broadband internet will benefit economic development Raymond. Many businesses and residents face unreliable service at expensive rates. There are few options for internet service providers in Raymond. Expanding broadband capacity in Raymond has the potential to help budding home businesses reach new customers, expand online marketing for existing businesses, and attract new businesses that depend on high-speed internet capabilities.

Recommendation: The Town should continue to participate in the Raymond-Windham-Gray-Standish broadband Working Group and plan to budget for future investments in expanding internet infrastructure to the commercial corridor.

Recommendation: Time Warner Cable has announced plans to make high-speed internet (100mb download speeds) available in Windham and Raymond at affordable prices within the next two years. While these are merely plans, Raymond should encourage the Broadband Working Group to engage with the internet service provider to assist and market internet service improvements where possible.

FOCUS AREA 2: BUILD ON EXISTING ASSETS

2.1: Improve and Market Raymond Beach

Raymond's economy balloons during the summer season as tourists descend on the area. The main attractions are recreational, foremost being Sebago Lake and local summer camps. Access to these attractions is not only relevant to tourists: they are important reasons for people to consider Raymond when buying a home, starting a family, and potentially starting or relocating a business. The Town must invest in these quality of life assets and celebrate them. In order to build Raymond's brand, and secure its position as a destination for tourists, (new) residents, and (new) businesses, recreational and environmental assets must be maintained.

Recommendation: Part of the challenge of maintaining the Town's environmental and recreational assets is ensuring consistent oversight and management over time. To address this issue, the Town may seek to coordinate a new committee or redefine the responsibilities of an existing committee. The responsibilities of the organization should include resource management as well as communications to encourage public support

for maintaining local attractions. Responsibilities of the committee may include a) investigating reasons why past maintenance efforts have struggled, b) engaging local and regional groups to develop a strategy to secure long term management of Raymond's recreational assets, c) engaging the community to build an understanding of the value of local recreational assets and build support for investing in their care, and d) engaging Town government to allocate funding and other resources to maintain Raymond's key resources.

2.2: Facilitate Seasonal Commercial Opportunities

According to local retail businesses, there is significant opportunity to expand commercial activity during the summer season, but the opportunity is not significant enough to warrant expanding many existing businesses on a permanent basis. At the same time, owners of existing businesses may not be interested or may not be prepared to expand their businesses.

Recommendation: Temporary or "pop-up" businesses may provide Raymond businesses and others interested in operating a business in the community a chance to capitalize on summer visitors without needing to sustain a business through quieter months. Allowing and encouraging temporary businesses may encourage residents operating home occupations to "expand" or "test" business ideas on a larger scale without taking on an enormous level of risk. Adopting clear ordinance language to support temporary establishments, and providing appropriate locations where these activities are permitted would be beneficial. Reaching out to targeted businesses (see Recommendation 1.1 under Focus Area 1) and working with existing property owners to allocate space on existing lots for temporary establishments can help create complementary activities that would fill "gaps" within the commercial corridor.

2.3: Expand the Tourism Shoulder Seasons

Where possible, the Town should examine opportunities to expand the tourist season. Helping to organize events and other draws to the community at the beginning or end of the season will support local businesses while marketing the community and making Raymond into a destination.

Recommendation: The Town should work with local groups to coordinate new events and other attractions to draw visitors and provide activities for the community during the tourism shoulder season.

2.4: Work with local employers to attract new residents to the community.

Raymond has a strong manufacturing history. Larger, local employers such as Dielectric and Sabre Yachts are also regarded as quality employers in the state. Dielectric has expressed plans to expand hiring in the next few years in response to anticipated business contracts. The Town should assist businesses in attracting skilled labor and work with employers to attract new residents to the community and grow the population base.

Recommended Action: The Town of Raymond should coordinate a workshop between Town staff and local employers to identify opportunities for connecting with and marketing to skilled workers to fill employment positions when they arise. The workshops should aim to encourage workers to relocate to the community. Welcome packages for new residents can be developed to highlight local attractions and share information about the community. Local real estate agents, property developers, and school district representatives, would be useful partners in this effort.

2.5: Market the Community

As improvements begin to take hold in Raymond there is a need to market the community and advertise local attractions.

Recommendation: The Town should develop promotional materials and publicize its assets in a variety of media. These efforts should be emphasized when improvements are made, rather than preceding them. Branding is a powerful awareness-raising tool; it will not drive economic development on its own, but can support economic development efforts and investments. Branding is a contract between the community and the outside world. The community must be prepared to deliver on that contract: to provide attractive places to recreate, to offer great affordable neighborhoods where people can raise a family, to connect children with excellent schools, to provide job opportunities, etc.

FOCUS AREA 3: IMPROVE REGULATIONS

Local ordinances can have a profound impact on commercial and industrial activity. It is a balancing act to prepare for and allow certain commercial and industrial activities to occur while maintaining the integrity of residential and rural neighborhoods. Improving ordinances is as much about reviewing and revising regulations as it is about engaging the community on what activity and land use is appropriate in specific neighborhoods.

3.1: Review Ordinance Provisions, Including Design Guidelines

According to the Land Use Ordinance, there are very few restrictions in place for development within the commercial district, except that properties must meet state minimum lot size requirements for lots with on-site septic systems (Table 4). Industrial development is more challenging in Raymond. There is no designated industrial district beyond two industrial zones that overlap with the Sabre Yachts and Dielectric facilities. The Commercial District does not permit “industrial” activities.

Table 4 – Commercial district regulations, Town of Raymond
Source: Town of Raymond. (2015). *Land Use Ordinance*

	STANDARD
Minimum lot size	Maine Revised Statute Title 12, Chapter 423-A: minimum lot size:
Minimum road frontage	None
Minimum front setback	None
Minimum rear/side setback	None, or 25ft if commercial property abuts a residential district
Minimum lot coverage	None
Maximum building height	2.5 stories, or 3 stories if located on the east side of Route 302
Minimum off-street parking	1 per 1.2 employees in a commercial/industrial facility, plus: 2 per dwelling unit 1 per room (accommodations businesses) 1 per tent or recreational vehicle 1 per bed in medical facilities 1 per 200ft ² for retail or office space (up to 250ft ² if parking lots are landscaped) 1 per 3 seats in a establishments serving food and theatres No shared parking permitted
Off-site parking	Permitted, unless it is separated by Route 302, if located within 300ft of the premises
Parking waiver	Reduced parking may be permitted by the reviewing authority
Parking dimensions	Each space must be a minimum 9ft by 18ft

Raymond has a large number of home occupations. Current regulations permit home businesses, but they must be operated by family members living in the residence (Table 5). The connection between business owner and resident of the home is often mandatory in home occupation regulations but may not always be appropriate. What is appropriate for home occupations varies depending on neighborhood circumstances but increasingly communities are realizing that one-size-fits-all approaches are not appropriate.

Table 5 – Home occupation standards, Town of Raymond
Source: Town of Raymond. (2015). *Land Use Ordinance*

Where are they permitted	All but the commercial and industrial districts
Site restrictions	Must be wholly within the dwelling or accessory structure No exterior displays or materials storage is permitted Signs must conform with district standards
Size restrictions	None given
Operator restrictions	Business must be operated by a family member living in the household
Employee restrictions	Maximum of 2 employees
Other regulations and standards	Objectionable conditions (i.e. nuisances) are not permitted Additional parking shall be provided for employees Adequate parking must be supplied for customers

Recommendation: Review the land use ordinance to allocate space or a process for permitting desirable industrial development in the community. Perceptions toward “manufacturing” and industrial activity are that these uses generate noise, fumes, heavy vehicle traffic, and other nuisances that make them incompatible with residential and mixed-use neighborhoods. The reality is that there is a spectrum for manufacturing activities that ranges from low-nuisance activities such as wood-shops, to heavy industrial facilities. Light manufacturing can be clean and quiet; deliveries by mail carriers can replace heavy freight, and there need not be external evidence of manufacturing activities occurring within buildings. Regulating light manufacturing based on performance standards—the type of interior operation, exterior storage, noise and vibration levels, odors, etc.—rather than by product or commercial classification, and allowing light manufacturing in areas where other low-impact businesses are located, can make sense.

Recommendation: Tailor home occupation provisions to the needs of different neighborhoods, possibly allowing accessory business uses and non-resident operators with reasonable regulations—that are largely already in place—to mitigate nuisances and negative impacts on surrounding properties.

3.2: Prepare the community for commercial and industrial development opportunities

Regulatory transparency and predictability are fundamental conditions required by developers and business owners when considering relocating a business to a new community or building new commercial and industrial space. As much as possible communities should have a consistent process for reviewing and making decisions about new development. Updating Raymond’s Comprehensive Plan and reaching a community consensus on what types of commercial and industrial activity are appropriate, as well as potentially reevaluating zoning regulations to expand areas where suitable industrial development is permitted, will help avoid confusion and unnecessary barriers when development opportunities arise.

Recommendation: Along with updating the Comprehensive Plan and examining zoning regulations and boundaries, the Town should coordinate a fair for regional economic development organizations, commercial realtors, commercial property managers, and groups such as the Portland Company, to communicate Raymond’s willingness to facilitate and support commercial development. Building networks with these groups will help market Raymond to commercial developers and potential new businesses.

3.3: Review Parking Regulations

The commercial corridor is land constrained, particularly because of natural resources, the Route 302 “barrier”, and built-out areas abutting the eastern border of the commercial zone. In this environment it may be helpful to offer more flexibility than is already available in local parking regulations. Raymond already permits parking reduction, with sound justification, and

allows for off-site parking. There may be additional appropriate strategies to support parking in the commercial corridor, including parking that meets design and environmental standards.

Recommendation: The Town should investigate whether a) there is interest among commercial property owners to coordinate parking among multiple properties, and b) the feasibility of implementing a parking management district in the commercial corridor. The purpose of the parking district should be to prioritize public investment in improving the commercial area, coordinating site improvements to achieve—as much as possible—the design guidelines adopted by the town, and to serve the parking and other needs of the business community.

Recommendation: It is possible to help alleviate some parking demand in the commercial area by providing employee parking off-site. The Town should investigate the benefits and logistics of increasing the permitted distance for locating off-site parking beyond the existing 300ft. Municipalities have adopted upwards of 1,200 feet from the premises, while walkability research tends to recommend a range between 400 and 800 feet as a comfortable walking distance for customers.³

FOCUS AREA 4: IMPROVE LEADERSHIP AND SERVICE FOR BUSINESS AND ECONOMIC DEVELOPMENT

4.1: Make Economic Development and Improved Business Relations a Priority

While it is unlikely that a town of Raymond's size will be able to support an economic development specialist, there is an opportunity to modify staff priorities to allow more time for dedicated economic development activities. Already the Town has taken steps to assign economic development responsibilities to existing staff members, these efforts can be cemented and advertised among local businesses and regional economic development organizations.

Recommendation: Allocate specific job accountabilities of municipal staff members for economic development to ensure that business relations, commercial and industrial development, and other coordinating efforts are allotted the necessary time and resources to be successful.

Recommendation: The Town may coordinate a "meet-and-greet or workshop to advertise its commitment to staffing economic development efforts. This marketing effort would inform businesses in the community and in other communities that there is a primary point of contact for economic and business development in Raymond.

³ CRCOG. (2002). *Livable Communities Toolkit: A Best Practices Manual for Metropolitan Regions*

4.2: Invest in Schools

All four schools in RSU14 as well as the RSU itself received a grade of “C” from the Maine Department of Education *School Report Card 2014*. Nearby MSAD 15 in Gray-New Gloucester received a similar grade. There is a need to improve local school district rankings to attract new residents, which would help support existing businesses and create new opportunities for commercial development.

Recommendation: Consider increasing investment into education programs in need.

4.3 Invest in infrastructure

To grow the commercial and industrial tax base in Raymond, without impacting residential neighborhoods or the rural and scenic character of the community, commercial and industrial activity will need to be concentrated more densely in designated commercial and industrial zones. There is limited opportunity to achieve this without water and sewer infrastructure, particularly in the built-out commercial corridor along Route 302.

Recommendation: The Town should study the feasibility of partnering with the Town of Windham on a shared sewer and water system with connections to the Portland Water District through the commercial corridor. A wastewater treatment system may also be appropriate for alleviating future septic and other waste discharge into Sebago Lake and tributary waters.

APPENDIX: SUMMARY OF FOCUS GROUP AND INTERVIEW FEEDBACK

RAYMOND'S STRENGTHS

- Sebago Lake is a major attraction and gives Raymond a strong "brand" for attracting residents, businesses, and visitors
- Raymond schools were once very highly ranked, and still maintain a strong standard. This has helped attract families and investment to the community.
- There is strong community and customer loyalty to local businesses
- Raymond has approximately 1,070ft of accessible, sandy beachfront on Sebago Lake within a short drive of population centers.
- There is strong interest from commercial property owners to upgrade and improve their properties. In 2012, the Raymond retail/shopping center was completely upgraded.
- Town staff is very supportive of economic development and most are actively working to improve conditions for businesses.
- Raymond has a strong credit rating; it is among a very small group of premier municipalities in Maine with a Standard & Poor's AAA rating. This decreases the community's borrowing costs.
- Raymond's commercial and industrial legacy provides a launching point for economic development.
- Dielectric and other firms in town are high-quality employers, which makes it easier to hire and attract talented individual to fill skilled-labor positions when those employment opportunities emerge.

RAYMOND'S WEAKNESSES

- Raymond is seen as a pass-through town. There are no locations in Raymond that serve as major anchors or destinations.
 - Raymond provides few unique services within the region that would help drive more local shopping and other commercial activity.
 - Commercial and residential realtors frequently field inquiries about the lack of restaurants in Raymond during conversations with prospective buyers.
 - There are no major organized events or attractions to draw people to the town.
 - No gateway or visual cues to signal entry into or being in Raymond.
- Given the commuter nature of the community, attempts have been made to provide better public transportation options for the local workforce and residents who do not drive. These efforts have had limited success; the local population is too small to support a reasonable level of service and the economic impact on Raymond is likely limited due to a) the small number of residents that would be affected and, b) the fact that a frequent-service public transit option in town will make it easier for residents to leave Raymond to do business.
- Residents tend to shop near places of employment or on route to and from work. This puts Raymond retailers at a disadvantage because of the large share of commuting residents.

- The town has a low population base to support year-round businesses. The majority of economic activity happens over a 4-5 month period in the summer.
- Raymond has a weak marketing strategy. The town is not taking advantage of advertising avenues that exist, such as tourism brochures and magazines.
- Regulatory constraints and unrealistic expectations—particularly related to parking, design guidelines, building renovation, and street improvements—make it difficult for business owners and commercial property owners in the commercial district to invest and improve their properties to attract more business.
 - Design *guidelines* are being enforced as design *standards*
- Internet access in Raymond is slow and unreliable.
- Raymond lacks a strong, local champion for economic development; a point-person to support local business and help attract new businesses.
- Raymond has a weak scholarship fund – this used to be an asset that attracted families.
- There are limited incentives available to attract businesses to Raymond or help businesses set up and grow in Raymond.
- Many vocal and influential residents in Raymond are not interested in supporting commercial activities in the community.
- Compared to other communities, land costs in Raymond may be too high to attract young families.
- Raymond's location—approximately 20 minutes from the nearest interstate connection—drives up distribution costs for businesses.

OPPORTUNITIES THAT RAYMOND CAN BUILD ON

- In 2015, Raymond hosted the inaugural July 4th festival, which attracted approximately 400 people. There was support for the initiative among residents and business owners. Other events and sites that may be used to market the Town include:
 - “Founder’s Day” was a traditional summer event celebrated by the town that drew people; this may be an opportunity to provide an attraction and build civic pride through an event with historic and cultural precedent.
 - Tassel Top Park is a summer draw and there may be opportunities to build off the visitors who come to the beach to increase commercial activity in the commercial corridor.
 - Rattlesnake Mountain
 - Raymond Village Library
 - Hawthorne House
 - Summer camps attract many visitors. It may be possible to integrate camps with other outdoor and recreational attractions to market Raymond as a recreational destination
 - Morgan Meadow Wildlife Management Area – more than 1,000 acre public land reserve
- There may be potential to attract visitors to Raymond by better connecting and programming daily activities for visitors.

- A new boat dock was recently built to make it easier for visitors and residents to access the commercial corridor. The landing has had a positive impact on area business, including Good Life Market and Fisherman's Catch Restaurant.
- With access to Sebago Lake and a number of parks and recreational spaces, Raymond may have an opportunity to attract outdoor recreational businesses.
- There is an opportunity to support office-oriented activities by improving access to the lake and other nearby amenities.
- School choice provides flexibility for families – this should be balanced against the need to provide strong in-town schools that would help attract families.
- Raymond is centrally located in the Lakes Region; there may be an opportunity to orient Raymond as a service center for communities further from Portland and Lewiston-Auburn.
- Shifting focus in the town's development design guidelines to façade improvements rather than whole-building improvements could alleviate some of the challenges for property owners while creating an attractive built environment.
- A façade improvement program and funding assistance to invest in improvements could go a long way to put Raymond on the map.
- Business owners also cited an oversupply of parking in the commercial corridor, and the potential for a coordinated parking strategy to meet parking needs rather than a case-by-case parking requirement may be appropriate.
- There is strong support from the business community to participate in and work on expanding broadband in the commercial corridor. This project could also be a major asset for attracting more telecommuters and affluent recreational home buyers.
- There are opportunities for catering more effectively to the growing number of elderly residents in Raymond and the wider area. Raymond RediCare on Route 302 has done well with this approach.
- Increasingly, Windham is becoming an unattractive destination for communities around Raymond. It is busy, crowded, a farther drive for some, etc. There may be an opportunity to build on weaknesses in Windham.
 - The Umbrella Factory in Naples has succeeded by carving out a niche, and through the ingenuity and charisma of the store owner. This shows that there are opportunities to compete with larger format businesses in Windham.
- An anchor store would have strong spill-over impact on other retailers and businesses. A good case is Center Stage Performing Arts at the Raymond Shopping Mall.
 - This may be a high-quality retail operation, a regional operator or nationally-recognized brand.
- A community center that provides recreational, athletic, and other social functions would be an excellent way to help build a sense of community and to attract residents to commercial areas.
 - Community flex-space or shared office space may be another option to help bring people together and provide training or other services.
 - A YMCA in Raymond would be a strong and appropriate anchor.

- There is an opportunity to promote more commercial activity through pop-up stores or temporary establishments that could capitalize on the peak season traffic in town.
- Public funds can be used to advertise the community in print and other media more effectively.
- Ensuing changes to industry standards are expected to create a large market for Dielectric products in the next couple of years. The impact will be to increase employment at the facility from 40 to approximately 100. Labor demand is expected to include machinists, welders, and other skilled workers, as well as a small number of highly trained electrical and mechanical engineers to oversee production processes. The latter will require experience with structural loads, and broadcasting design, and new UHF frequencies that will become the industry standard.
- Attracting vendors who serve Raymond's existing firms may help local companies and bring jobs to the community. There may be an opportunity to attract businesses such as Maine Parts & Machine in Portland or TK Machining in Waterboro to Raymond.
- Dielectric is interested in working with the Town to increase internet speed, reliability, and choice.

THREATS TO RAYMOND'S ECONOMIC FUTURE

- Surrounding towns have recently made significant improvements leaving Raymond in a position of "falling behind." The causeway improvement in Naples is one example. These investments elsewhere create vibrant destinations around Raymond that are more competitive and desirable.
- The continued expansion of Windham just 5 miles south of Raymond creates significant challenges for opening and operating businesses in Raymond.
- Opportunities for recreational development on key sites may be in the process of being squandered. Two locations were identified where greater economic development might occur:
 - 42-acre conservation area between Route 302 and Sebago Lake south across from the commercial corridor leading to Tassel Top Park.
 - On Patricia Avenue plans are forming to conserve open areas for recreation and other uses that do not involve an economic development focus. Could this be a lost opportunity?
- Raymond lacks a dedicated specialist involved with economic development and there are limited resources to support such an individual.
- Town staff members are constrained by other commitments. Development oversight bodies at all levels do not recognize the problems or challenges that current regulations impose on commercial and economic development.
- There is a sense of a lack of expertise in business and economic development among key decision-makers in town, which is exacerbated by the lack of a clear and well thought-out plan for economic development.
- Slowing down traffic along Route 302 could be an important aspect of creating a village atmosphere but getting agreement from MeDOT and others to do so is very unlikely.

- An aging population presents challenges for change and growth in Raymond as there is a vocal group of residents interested in limiting growth.
- The loss of Dielectric workers, knowledge industry employees, and young families generally has had a negative ripple effect on the school district by lowering the number of residents overall, and by reducing the number of residents who are heavily involved in improving school quality in the area.
- A significant increase in commercial activity is expected to cause strain on existing internet infrastructure.

Town of Raymond
Business Focus Group Report

April 26, 2016

Planning Decisions, Inc.
477 Congress Street, Suite 1005
Portland, ME 04101

2016 RSU #14 Budget Validation Vote Notice of Election

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:		Request Date:	May 3, 2016
Requested By:	MIKE DUFFY RSU #14 WINDHAM RAYMOND SCHOOLS		
Address:	228 WINDHAM CENTER ROAD WINDHAM, ME 04062		
eMail:	MDUFFY@RSU14.ORG		
Phone #:	207-892-1800 ext 2032		

Category of Business (please check one):

☐ Information Only ☐ Public Hearing ☐ Report ☒ Action Item

☐ Other - Describe: 2016 BUDGET VALIDATION REFERENDUM

Agenda Item Subject: 2016 BUDGET VALIDATION REFERENDUM

Agenda Item Summary: We request that the Raymond Selectmen appear AND sign the WARRANT AND NOTICE OF election calling Regional School Unit #14 Budget Validation Referendum (20-A M.R.S.A: 1486)
THIS NOTIFICATION is to the voters of the Town of Raymond indicating there will be a BUDGET VALIDATION REFERENDUM election on Tuesday, June 14, 2016 at the Raymond Voting locations

Action Requested:

Attachments to
Support Request:

We will forward the form for the Selectman's signatures AS SOON AS the RSU #14 School Committee signs the form either the end of this week or next week

**WARRANT AND NOTICE OF ELECTION
CALLING REGIONAL SCHOOL UNIT NO. 14
BUDGET VALIDATION REFERENDUM
(20-A M.R.S.A. §1486)**

TO: Michael Duffy, a resident of Regional School Unit No. 14 (the "Regional School Unit")
composed of Raymond and Windham, State of Maine:

In the name of the State of Maine, you are hereby ordered to serve upon the
Municipal Clerks of each of the municipalities within Regional School Union No. 14,
namely, Raymond and Windham, an attested copy of this Warrant and Notice of Election.
Service shall be in hand within three (3) days of the date of this Warrant and Notice of
Election. The Municipal Clerks of the above municipalities shall immediately notify
the respective municipal officers, who shall post the following Warrant and Notice of
Election.

**TOWN OF RAYMOND
REGIONAL SCHOOL UNIT BUDGET VALIDATION REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Cumberland ss.

State of Maine

TO: Sue Look, Town Clerk of Raymond: You are hereby required in the name of the State of
Maine to notify the voters of this municipality of the election described in this Warrant and
Notice of Election.

TO THE VOTERS OF RAYMOND:

You are hereby notified that a Regional School Unit budget validation referendum
election will be held in the Town of Raymond on Tuesday, June 14, 2016 at Jordan Small
Middle School 7:00 am-8:00 p.m. for the purpose of determining the following referendum
articles:

Article 1A: To elect a Moderator to preside at said meeting.

Article 1: Do you favor approving the Regional School Unit No. 14 budget for the
upcoming school year that was adopted at the latest Regional School Unit Budget
Meeting?

The voting on Article 1 shall be by secret ballot referendum. The polls will be opened
immediately after election of the Moderator following commencement of the meeting at 7:00
a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, May 4, 2016, at Windham, Maine.

Maya Gossie
Diana Froisland
Jeralene Kean-Jung
Kate Bux

Jeffrey M. ...
Jeffrey M. ...
Mike Kinsie
Launa G. Dillon

A majority of the Regional School Unit No. 14 Board of Directors.

A true copy of the Warrant and Notice of Election, attest:

Michael Duffy
Michael Duffy, Resident
of Regional School Unit No. 14

Countersigned this 10th day of May 2016 at Raymond, Maine

A majority of the Municipal Officers of the Town of Raymond

A true copy of the Warrant and Notice of Election, attest:

Sue Look, Town Clerk
Town of Raymond, Maine

Panther Pond Association - Research Buoy

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:	May 5, 2016	Request Date:	April 26, 2016
Requested By:	Peggy Jensen, President, Panther Pond Association		
Address:	315 Meadow Road		
	pjensen@zwi.net		
eMail:	655-3381		
Phone #:			

Category of Business (please check one):

<input checked="" type="checkbox"/> Information Only	<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Report	<input type="checkbox"/> Action Item
<input type="checkbox"/> Other - Describe:			

Agenda Item Subject:	Research Monitoring Buoy in Panther Pond
Agenda Item Summary:	Panther Pond Association, continuing a research collaboration with Professor Holly Ewing, Bates College, will launch a research monitoring buoy in Panther Pond for the 2016 summer season.

Action Requested:	none
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Attachments to Support Request:	no request/ just information
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Restoration of Town Banner Site on Route #302

Estimated costs:

\$8,000	for 2 poles and installation
\$1,000	for hardware
\$1,000	for banner
<u>\$400</u>	for banner installation
\$10,400	Total Cost

Tax Acquired Properties - Quit Claim Deeds

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: 5/10/2016

Request Date: 4/13/2016

Requested By: Sue Carr

Address:

eMail:

Phone #:

Category of Business (please check one):

☐ Information Only

☐ Public Hearing

☐ Report

☒ Action Item

☐ Other - Describe

Agenda Item Subject:

Quit Claim for Vall Enterprises

Agenda Item Summary:

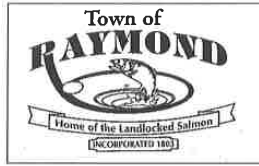
Vall Enterprises own 9 lots of land located on Tenny Hill all the taxes have been paid for the 9 lots. The amount paid was \$5837.58.

Action Requested/
Recommendation:

Requesting signing of Quit Claim Deed

Attachments to
Support Request:

There will be 9 Quit Claim Deeds



*Town of Raymond
401 Webbs Mills Rd
Raymond Me 04071*

207-655-4742

Fax: 655-3024

May 10, 2016

Vall Enterprises Inc. located at Tenny Hill Estate owned \$5837.58 on the 9 lots of land and paid \$5837.58. All of the lots of land now have a zero balance. The back taxes and all of this year have been paid in full.

*018/018/C00/011 018/018/C00/012 018/018/C00/013 018/018/C00/014
018/018/C00/015 018/018/C00/016 018/018/C00/017 018/018/C00/018
018/018/C00/019*

Quit Claim is to sign over the property back to Vall Enterprises Inc. as we have no interest in the property.

*Thank you,
Sue Carr*

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to VALL ENTERPRISES INC in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 18, Lot 018C00011

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 18, Lot 018C00011, in the name of VALL ENTERPRISES INC and recorded in said Registry of Deeds.

BK 29838 PG 218 BK30940 PG 100 BK 31729 PG 265
BK 32517 PG 292

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MIKE REYNOLDS, TERESA SADAK, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 10 day of MAY, 2016.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
MIKE REYNOLDS, Selectman

TERESA SADAK, Selectman

JOSEPH BRUNO, Selectman

SAMUEL GIFFORD, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally appeared the aforesaid Selectmen, known to me, this 10 day of MAY, 2016 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

Notary Public

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to VALL ENTERPRISES INC in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 18, Lot 018C00012

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 18, Lot 018C00012, in the name of VALL ENTERPRISES INC and recorded in said Registry of Deeds.

BK 29838 PG 215 BK30940 PG 101 BK 31729 PG 257
BK 32517 PG 293

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MIKE REYNOLDS, TERESA SADAK, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 10 day of MAY, 2016.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
MIKE REYNOLDS, Selectman

TERESA SADAK, Selectman

JOSEPH BRUNO, Selectman

SAMUEL GIFFORD, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally appeared the aforesaid Selectmen, known to me, this 10 day of MAY, 2016 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to VALL ENTERPRISES LLC in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 18, Lot 018C00013

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 18, Lot 018C00013, in the name of VALL ENTERPRISES LLC and recorded in said Registry of Deeds.

BK 29838 PG 216 BK30940 PG 99 BK 31729 PG 258
BK 32517 PG 294

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MIKE REYNOLDS, TERESA SADAK, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 10 day of MAY, 2016.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
MIKE REYNOLDS, Selectman

TERESA SADAK, Selectman

JOSEPH BRUNO, Selectman

SAMUEL GIFFORD, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally appeared the aforesaid Selectmen, known to me, this 10 day of MAY, 2016 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

Notary Public

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to VALL ENTERPRISES LLC in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 18, Lot 018C00014

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 18, Lot 018C00014, in the name of VALL ENTERPRISES LLC and recorded in said Registry of Deeds.

BK 29838 PG 217 BK30940 PG 133 BK 31729 PG 264
BK 32517 PG 300

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MIKE REYNOLDS, TERESA SADAK, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 10 day of MAY, 2016.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
MIKE REYNOLDS, Selectman

TERESA SADAK, Selectman

JOSEPH BRUNO, Selectman

SAMUEL GIFFORD, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally appeared the aforesaid Selectmen, known to me, this 10 day of MAY, 2016 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

Notary Public

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to VALL ENTERPRISES in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 18, Lot 018C00015

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 18, Lot 018C00015, in the name of VALL ENTERPRISES and recorded in said Registry of Deeds.

BK 29838 PG 220 BK30940 PG 128 BK 31729 PG 259
BK 32517 PG 295

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MIKE REYNOLDS, TERESA SADAK, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 10 day of MAY, 2016.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
MIKE REYNOLDS, Selectman

TERESA SADAK, Selectman

JOSEPH BRUNO, Selectman

SAMUEL GIFFORD, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally appeared the aforesaid Selectmen, known to me, this 10 day of MAY, 2016 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

Notary Public

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to VALL ENTERPRISES in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 18, Lot 018C00016

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 18, Lot 018C00016, in the name of VALL ENTERPRISES and recorded in said Registry of Deeds.

BK 29838 PG 219 BK30940 PG 129 BK 31729 PG 260
BK 32517 PG 296

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MIKE REYNOLDS, TERESA SADAK, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 10 day of MAY, 2016.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
MIKE REYNOLDS, Selectman

TERESA SADAK, Selectman

JOSEPH BRUNO, Selectman

SAMUEL GIFFORD, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally appeared the aforesaid Selectmen, known to me, this 10 day of MAY, 2016 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to VALL ENTERPRISES in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 18, Lot 018C00017

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 18, Lot 018C00017, in the name of VALL ENTERPRISES and recorded in said Registry of Deeds.

BK 29838 PG 212 BK30940 PG 130 BK 31729 PG 261
BK 32517 PG 297

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MIKE REYNOLDS, TERESA SADAK, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 10 day of MAY, 2016.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
MIKE REYNOLDS, Selectman

TERESA SADAK, Selectman

JOSEPH BRUNO, Selectman

SAMUEL GIFFORD, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally appeared the aforesaid Selectmen, known to me, this 10 day of MAY, 2016 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to VALL ENTERPRISES in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 18, Lot 018C00018

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 18, Lot 018C00018, in the name of VALL ENTERPRISES and recorded in said Registry of Deeds.

BK 29838 PG 213 BK30940 PG 131 BK 31729 PG 262
BK 32517 PG 298

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MIKE REYNOLDS, TERESA SADAK, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 10 day of MAY, 2016.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
MIKE REYNOLDS, Selectman

TERESA SADAK, Selectman

JOSEPH BRUNO, Selectman

SAMUEL GIFFORD, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally appeared the aforesaid Selectmen, known to me, this 10 day of MAY, 2016 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to VALL ENTERPRISES in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 18, Lot 018C00019

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 18, Lot 018C00019, in the name of VALL ENTERPRISES and recorded in said Registry of Deeds.

BK 29838 PG 214 BK30940 PG 132 BK 31729 PG 263
BK 32517 PG 299

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MIKE REYNOLDS, TERESA SADAK, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 10 day of MAY, 2016.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
MIKE REYNOLDS, Selectman

TERESA SADAK, Selectman

JOSEPH BRUNO, Selectman

SAMUEL GIFFORD, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally appeared the aforesaid Selectmen, known to me, this 10 day of MAY, 2016 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

Tax Acquired Properties - Disposition?

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: **05/10/2016**

Request Date: **04/26/2016**

Requested By: **SUE CARR**

Address:

eMail:

Phone #:

Category of Business (please check one):

☐ Information Only

☐ Public Hearing

☐ Report

☒ Action Item

☐ Other - Describe

Agenda Item Subject:

T.A.P.

Agenda Item Summary:

Review the T.A.P. list and determine which to go to auction.
Chapman William/Holly
Charette David /Mary
Conley Robert/ Donna
Cunningham Richard
Mike Hugo
Lewis James
Libby Scott

Action Requested/
Recommendation:

Attachments to
Support Request:

will have list with address and all infomation

NAME	MAP/LOT	ACCOUNT	ADDRESS	USE	SIZE	VALUE	OWES	AFTER AGENDA
CHAPMAN WILLIAM / HOLLY	18/27A	C5025R	TENNY HILL	LAND	7.97	\$49,300.00	\$1,725.51	FOUND BANK
CHARRETTE DAVID / MARY	52020J31	C9311R	20 COUNTY RD					PAID
CONLEY ROBERT / DONNA	15/79	C1580R	8 CRAGGY KNOLL RD	HOME	43560	\$123,000.00	\$9,121.90	FOUND BANK
CUNNINGHAM RICHARD	10/124	C2370R	367 WEBBS MILLS RD	HOME	4.4	\$153,800.00	\$3,917.87	FOUND BANK
HUGO MIKE	3 LOTS		DEEP COVE RD					BANKRUPTCY
LEWIS JAMES / DANIEL	21/2	L0880R	NOTCHED POND RD	LAND	19602	\$22,300.00	\$1,241.21	
LIBBY SCOTT	41/35	S0610R	54 BOULDER RD	LAND	6534	\$126,800.00	\$4,691.51	
SQUARE J PROPERTIES	53/32	S0006	HARMOND RD	LAND	1.3	\$39,100.00	\$2,005.84	
STEIMLASK CASSIE	8/106B	G9270R	NICHOLS DR	LAND	7.56	\$50,600.00	\$1,771.00	
THOMPSON/ DAVID	16/2A	T0397R	9 PEPPERCORN WAY	HOME	2.1	\$74,200.00	\$1,492.22	PAYMENT PLAN

Supplemental Taxes and Tree Growth Penalties

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:	May 10, 2016	Request Date:	April 25, 2016
Requested By:	Curt Lebel		
Address:			
eMail:	curt.lebel@raymondmaine.org		
Phone #:			

Category of Business (please check one):

- ☐ Information Only ☐ Public Hearing ☐ Report ☒ Action Item
- ☐ Other - Describe

Agenda Item Subject:	Supplemental Assessment (Tree Growth Penalty)
Agenda Item Summary:	David Baker of Keystone Investment group has asked for voluntary removal of his parcel from tree growth classification. The amount of penalty has been calculated and provided to Mr. Baker. He has, in turn provided a letter requesting removal.
Action Requested/ Recommendation:	Issue Supplemental assessment in the amount of \$13, 060 for the removal of Map 007 Lot 012 from tree growth classification
Attachments to Support Request:	Supplemental warrants request letter from owner Penalty calculation Tax Map



TOWN OF RAYMOND SUPPLEMENTAL TAX CERTIFICATE

State of Maine 36 M.R.S.A. § 713

We, the undersigned, Assessors of the Municipality of Raymond, Maine, hereby certify that the foregoing list of estates and assessments thereon, recorded in page 446 of this book, were either invalid, void or omitted by mistake from our original invoice and valuation and list of assessments dated the 17th day of September 2015, or are a withdrawal penalty under Title 36 Section 581 or 1112, that these lists are supplemental to the aforesaid original invoice, valuation and list of assessments, dated the 10th day of May, 2016, and are made by virtue of Title 36, Section 713-B, as amended.

Given by our hand this 10th day of May, 2016.

Sam Gifford

Lonnie Taylor

Joe Bruno

Teresa Sadak

Mike Reynolds, Chairman

Assessors, Town of Raymond



TOWN OF RAYMOND SUPPLEMENTAL TAX WARRANT

State of Maine 36 M.R.S.A. § 713

County of CUMBERLAND, ss.

To: SUZANNE CARR, Tax Collector

of the Municipality of RAYMOND, within said County of
CUMBERLAND.

GREETINGS:

Hereby are committed to you a true list of the assessments of the estates of the person(s) hereinafter named. You are hereby directed to levy and collect each of the person(s) named in said list his respective proportion, therein set down, of the sum of \$ 13,060 dollars and 00/100 cents, it being the amount of said list; and all powers of the previous warrant for the collection of taxes issued by us to you and dated September 17, 2015 are extended thereto; and we do hereby certify that the list of
(here insert date of original warrant)

assessments of the estates of the persons named in said list is a supplemental assessment laid by virtue of Title 36, Section 713-B, as amended and the assessments and estates thereon as set forth in said list were either invalid, void, or omitted by mistake from the original list, or penalty under Title 36 section 581 or 1112, committed unto you under our warrant dated September 17, 2015.
original date of warrant

Given by our hands this 10th day of May, 2016.

Sam Gifford

Lonnie Taylor

Joe Bruno

Teresa Sadak

Mike Reynolds, Chairman
Assessors, Town of Raymond

TOWN OF RAYMOND - SUPPLEMENTAL TAX WARRANT LIST

We, the undersigned, Assessors of the Municipality of Raymond, hereby certify, that the foregoing list of estates and assessments, contain a list of valuations of the estates, real and personal, that were omitted from our original invoice and valuation and list of assessments dated September 17, 2015, or are a withdrawal penalty under Title 36 Section 581 or 1112 and to be supplemented for the 2015 assessment as of May 10, 2016.

Signed _____, Assessor

Signed _____, Assessor

Signed _____, Assessor

Signed _____, Assessor

Signed _____, Assessor

M/L	OWNER OF RECORD	ADDRESS	SUPPLEMENTAL VALUATION	ACCT #	TAX DOLLARS	MISCELLANEOUS INFORMATION
007-012	Keystone Investment Group LLC	PO Box 953 Raymond, ME 04071		K8012R	\$13,060.00	Tree Growth Penalty for voluntary removal from classification
					\$13,060.00	

Town of Raymond

Board of Assessors

401 Webbs Mills Road, Raymond, ME 04071

TREE GROWTH PENALTY ESTIMATE

April 7, 2016

Keystone Investment Group LLC
David Baker
PO Box 953
Raymond, ME 04071

Map – Lot 007-012

Per your request, we have calculated an estimated Tree Growth penalty for the voluntary withdrawal of 15 acres from Map 7, Lot 12. Our records indicate that the parcel was enrolled in the program in 1977.

A calculation of the penalty for the removal is below.

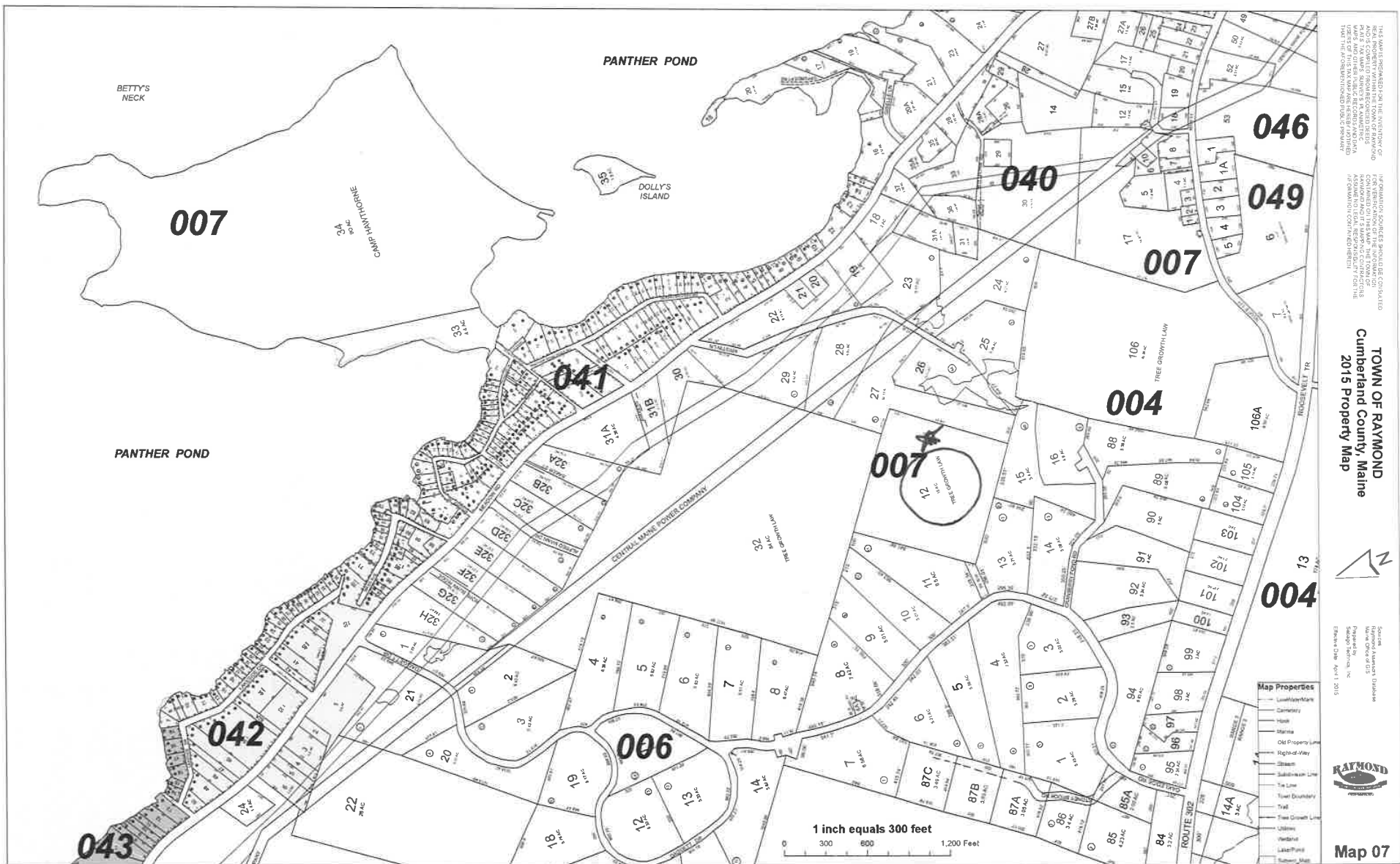
TG Assessment		Withdrawal Value	
Acres	Value	Acres	Value
Base		3	52,200
Addt		12	16,600
SI			
Other			
Soft			
Mixed			
Hard	15		3,500
Total	15	15	68,800

Withdrawal Value	Adjusted TG Assessment*	Difference	Penalty Rate	Penalty Estimate
68,800	3,500	65,300	0.20	\$13,060

* TG Assessment is adjusted by the certified ratio (divide by 1.0).

**Tree Growth rates change on a year to year basis. The above penalty calculation will change after next commitment.

Because the property is enrolled on the Statutory date of assessment, April 1, 2016, the property will be assessed as tree growth on the annual warrant for the 2016-2017 taxes. After the removal, however, you are free to begin developing the property. The Property will be reassessed and placed at full value for the tax assessment on April 1, 2017.



April 7, 2016

Town of Raymond

Map – Lot 007-012

To Whom It May Concern:

I am requesting my lot be taken out of tree growth.

1234 5678 9101112 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 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Town Office Renovations

May 4, 2016

TO: Board of Selectmen

FROM: Sue Look, Town Clerk

RE: **Renovation of Town Office – Back Office**

Now that the Front Office space in the Town Office has been reconfigured and is more functional, we would like to turn our attention to the Back Office space.

In meeting with the staff members it quickly became apparent that more than “paint & paper” is needed. The flow of customers and work is disjointed, we are exposed to losing valuable documents, staff members do not have the privacy/space that they need, the customers do not always pay for the copies they make, etc. Following is a list of the basic needs that staff members have:

- Town Manager
 - Space to hold small meetings (5 or 6 people)
 - Ability to have private conversations (the current walls and doors are not exactly sound barriers ☺)
 - Buffer to keep people from coming in unannounced
- Code Enforcement Officer
 - Move files from his office to reduce interruptions/distractions
 - Ability to readily communicate and work with Administrative Assistant
 - Ready access to copier/scanner
 - Storage for building plans
 - Space to spread out plans and maps
 - Table to meet with owners/contractors
 - Buffer to keep people from coming in unannounced
 - Entrance for customers
 - CEO often meets with owners/contractors before the Town Office is open
 - There is a good deal of mud/dirt tracked throughout the building that could be localized to the Code Office
- Code Enforcement Administrative Assistant
 - Work space for processing permits as well as staff review, Planning Board, and Zoning Board of Appeals materials
 - Space to meet with applicants to complete simple permits, etc.
 - Barriers to extraneous noise and conversations
 - Ready access to files and to copier/scanner (we want to start scanning all permits and supporting documents)
 - Ability to see and stop those entering the back office area so they can be helped before going into the Town Manager's office in addition to Code Enforcement Officer's office - both Administrative Assistants need to be able to cover both
 - Space to keep the Code files, Planning Board files, and deeds secure – the documents would be available upon request instead of “self-serve”

- Assessor's Agent
 - Space to meet with property owners to discuss issues
 - Ability to readily communicate and work with Administrative Assistant
- Assessor's Agent / Town Manager / Public Works Director Administrative Assistant
 - Space for plotter, printing of large maps, and the Assessor's Agent's files
 - Ability to see and stop those entering the back office area so they can be helped before going into the Town Manager's office in addition to Code Enforcement Officer's office - both Administrative Assistants need to be able to cover both
- Public Works Director
 - Space for desk and files to work on reports
- Public
 - Space for reviewing property maps and files (under supervision of Administrative Assistants)
 - PC set up with access only to the Registry of Deeds, Raymond's property cards, etc. that the staff deems necessary, with instructions on use and signage to make the public aware of its purpose
 - Ability to print documents (to be picked up at a counter and paid for)
 - Waiting area
- Common Printing/Copy Area
 - Accessible to each staff member, but out of the public's area

I have measured our current space and have not been able to come up with a plan to accommodate all of these needs. I then contacted Mike Richman of Custom Concepts, Inc. Architecture (an architect recommended by Casco that they are using for their new Town Office) who came to see the building and get an idea of what we are trying to accomplish. Attached please find a copy of his proposal to help us come up with a workable design. It includes 2 possibilities:

1. Stay within the existing footprint, reconfigure walls, etc.
 - a. This would give us a bit more functionality, but not the space we need
 - b. We would need a temporary space/trailer for staff as the work was being done
 - c. Architect cost could be between \$6,000 and \$8,000
2. Expand the footprint toward Raymond Hill Road by about 20'.
 - a. This would give us the ability to meet the list of identified needs
 - b. With planning I think we could do this in phases such that we may not need to move staff to a temporary space/trailer
 - c. Architect cost could be between \$15,000 and \$19,000

Given the needs we have I would like to request that the Board of Selectmen consider option #2 above.

A more permanent option would be to remove the back office (a 40-year old modular building) and replace it with a 2 story structure that would include a new Broadcast Studio/meeting space. If we were to go with this option, the next few months would be spent in planning with a goal to have a plan ready to present for next Budget Season.



April 29, 2016

Susan Look
Town of Raymond, Maine
401 Webbbs Mills Road
Raymond, ME 04071

Susan,

It was a pleasure to meet with you the other day to tour Town Hall and discuss the project. I can understand the Town's position to try to figure out the best way to meet the needs of the building and I hope we can work together to make it a reality.

The attached Design Proposal / Contract covers my estimated time to meet with you and other Town officials to consider different design options that may fit the needs. As we discussed, I would first attempt to develop a layout, within the existing structure, that fulfills the needs of the Town. But, if we find that the current space simply is not large enough to accommodate those needs, we will look towards an expansion. This option would obviously take us more time to layout and specify, since it would involve a new foundation, structure, roof etc. so there is big difference in the cost of these two options. But we would have to see how the process develops to make an informed decision about what makes most sense for the Town. Either way, we can also develop a design that considers a future expansion if the needs of the Town / staff change.

Due to the un-known scale and complexity of the project at this time, however, this Proposal does not include any fees associated with any Engineering of the project. As soon as we have a design that meets the goals I would work with a Structural Engineer, if necessary, to ensure that the final documents meet applicable building codes.

My approach to all projects is collaborative and I would work with you and other Town officials, as well as with any other consultants, to ensure that all of their work blends together. Basically I would not only help design the project, but I would work on the Town's behalf as your Representative throughout the whole design process.

Please review the following proposal/contract and let me know if you have any questions or would like further clarification.

If you wish to proceed with the design simply sign one copy of the enclosed contract, include the retainer, and we can proceed as soon as possible.

Thank you,

Michael Richman
Custom Concepts Inc. Architecture



The Town of Raymond, Maine, in consideration of property located at 401 Webbs Mills Road in Raymond, Maine, ("Owner"), and Custom Concepts Inc., a Maine corporation located in Scarborough, Maine, ("Designer") hereby agrees as follows:

1. The parties agree that open and honest communication is essential to completion of the design work. Communication will be via fax machine, mail, e-mail and meetings.
2. Owner agrees that Designer will not be held responsible for any delays in the design work or delays during the construction phase, due to incorrect information furnished to Designer by the Owner (i.e., incorrect site plan, room sizes, etc.)
3. Owner agrees to furnish to Designer:
 - Budgetary requirements to complete the project. (if applicable)
 - A detailed site plan of the land on which the project will be constructed (CAD file)
4. **Project Description:**

Work on a design for the rear portion of the existing Town Hall building - 2 Options.

 1. Space planning within the existing structure to accommodate the current and expected needs of that portion of the building. And if it is determined that the current building does not offer enough space then:
 2. Work on a layout that includes the existing space as well as additional space gained through an expansion off of the existing building.
5. **SCOPE OF WORK**
 - Architectural design of the rear portion of the building
 - Meetings and coorespondence with Town Officials (including a presentation to the employees if helps the process)
 - Determine, through the Design Process, if the existing structure is large enough to support the current needs of the Town office.
 - Full code review of the affected area:
 - Single use occupant
 - No Fire Supression System within the structure
 - Consult with the State Fire Marshal's office for a preliminary review
 - Make revisions to plans based on feedback if required
 - Further develop the plans into a "Builder's Set" of Construction Drawings suitable for Permitting from the State Fire Marhal's office, Construction Bids and Construction.
 - Final Drawings to consist of:
 - o Floorplans with all dimensions, proper fenestration tags and code related details and notations
 - o Proper details of all interior and exterior code elements including bathrooms.
 - o Full layout of Fire/Life Safety items

- **The Final Drawings will be stamped by a Registered Maine Architect**
 - Consult with the local Fire Department as necessary
 - Submission and Permit by the Office of the State Fire Marshal for:
 - Barrier Free (ADA Permit)
 - Life / Safety
6. The following are **NOT included** in this Scope of Work:
(although we can facilitate any of these services if needed)
- Planning Board / Zoning Board submission and presentations
 - Civil Engineering / Surveying
 - Fees associated with Structural Engineering
 - Electrical, Mechanical and Plumbing Design
 - Landscape / Hardscape Design
 - Interior design such as trim, flooring selections, colors, window treatments or furniture selections.
 - Sprinkler system layout and bid documents
 - Designs of signage
 - Production of the on-line "Com-check" energy compliance system
 - Submission Fees for the State Fire Marshal's Permit (Owner to re-imburse Designer)
7. **Fees – Estimate of hours for each Option.**
- Option #1 – New layout withing the existing structure (space-planning and interior only)**
(62-75 hours) \$6,280.00 - \$8,250.00
- Option #2 – Develop a design that includes an expansion to accommodate space requirements. This includes a full design of the interior and exterior of the proposed addition. Full architectural drawings.**
Additional (86-98 hours) \$9,460.00 - \$10,780.00
- Please keep in mind that these are estimates and the client always has the power to stop the project at any time
8. It is agreed by both parties that Designer's responsibility is limited to the design plans prepared by him and provided to Owner, and further that Designer is not responsible for any construction work of any trade performed by others. The design plans are specifically prepared by Designer for the sole purpose of providing imagery. Any deviation from the exact specifications on the design plans are not the responsibility of Designer. It is the responsibility of the Owner and the Owner's contractor to be satisfied with respect to all engineering matters, including mechanical and electrical engineering, as to which the Designer shall not be responsible. Designer can not be held liable in any way for leaking structures and/or for systems or materials that were not designed or specified in writing by Designer.
9. All drawings and design plans furnished to Owner remain the property of the Designer until all invoices to Designer have been paid in full, and use of the design plans by the Owner shall be limited to the construction of the specific parcel of land mentioned above. Any unauthorized reproduction or disbursement of the design plans by Designer or Owner is prohibited.
10. The Designer and Owner agree that Designer's compensation for the above design services shall be at the rate of \$110.00 per hour. Designer will not exceed the estimated fees as stated without Owners consent. Any additional fees associated with the project (i.e., permit fees, soil testing, civil engineering fees, structural engineering fees, fire suppression system design fees, interior design fees, etc.) will require Owner's consent and will be billed in addition to the hourly rate.

11. Owner will compensate Designer as follows:
(a) \$1,000.00 retainer due upon signing of this Design Contract; and
(b) Invoices will be furnished to Owner periodically, and payments to Designer are expected within 10 days of submission of invoices.
12. Owner agrees that no claim shall be made against Designer arising out of the services provided under this Contract in an amount in excess of the fees paid by Owner to Designer, whether for negligence, breach of contract, or otherwise. Owner further agrees that no claim for damages of any nature may be asserted personally against any director, officer, employee or agent of Designer. Designer can not be held liable in any way for determining the construction budget of this project, prior to, during, or after the design process has concluded.
13. Designer's use of materials – Designer retains the right, at their discretion, to use the design material (sketches, drawings, models, photos etc.) for promotional purposes such as promotional literature, use on the Web-site, office photos etc. Designer agrees to exclude, on any promotional material, client names, addresses or any other specific information that could identify the name or location of said project. For example, Designer may describe a project with the following: "3,000 sq.ft. cottage on Sebago Lake", followed by other basic facts about the project. In the event that an Owner disagrees with the promotional material, Owner is to contact Designer immediately and Designer will remove the project from the promotional material as soon as possible. Owner hereby waives the right to file any type of lawsuit for use of design material utilized in any type of Designer's promotional material.
14. Billings/Payment- Invoices for company's services shall be submitted at Company's option, either upon completion of such services or at the end of each calendar month, and mailed to Client at the address above. All such invoices shall be payable net 10 days, and in the event that payment is not duly made within (30) thirty days, the outstanding balance shall bear interest at the rate of one and a half (1.5%) per month from date of original billing or at the highest interest rate permitted by law, whichever is less. It is further understood and agreed that if Client fails to pay any invoice due to Company within thirty (30) days after the date thereof, Company, without waiving any other claim of right against, and without liability whatsoever to client, may terminate its performance hereunder. In the event that Company places any invoice which is unpaid after the due date, with an agency or an attorney for collection; Client shall pay all costs and expenses of such collection, including without limitation attorney's fees and court costs, if any.

ACCEPTANCE OF CONTRACT

The terms, conditions and compensation set forth in this Contract are satisfactory to both parties, and are hereby accepted. Designer is authorized to proceed with the work as described herein, and payment will be made in accordance with terms and conditions of this agreement.

THIS CONTRACT IS EXECUTED IN DUPLICATE, AND ONE SIGNED COPY SHOULD BE RETURNED TO CUSTOM CONCEPTS Inc.

SIGNATURE: _____ DATE: _____
Town of Raymond, Maine - Authorized Signature

CUSTOM CONCEPTS INC.

SIGNATURE: _____ DATE: _____
By: Michael Richman, President, Designer