



# Town of Raymond Board of Selectmen ePacket September 12, 2017 Table of Contents

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# Agenda

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## BOARD OF SELECTMEN Agenda

September 12, 2017

6:30pm – 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 meetings**

a) June 20, 2017

**3) Public Hearing**

a) 2017-2018 General Assistance Ordinance Approval – Don Willard, Town Manager

This is the annual update of the General Assistance (GA) Ordinance which requires a public hearing.

**4) New Business**

a) Age Friendly Community – Beth Clark

The AARP Network of Age-Friendly Communities is an affiliate of the World Health Organization's Age-Friendly Cities and Communities Program, an international effort launched in 2006 to help cities prepare for rapid population aging and the parallel trend of urbanization. The program has participating communities in more than 20 nations, as well as 10 affiliates representing more than 1,000 communities. Ms Clark will go over a short Power Point presentation explaining the program and will ask for official town support so they can submit the formal application to AARP for technical support.

b) Consideration of Extension of Jalisco LLC dba A La Mexicana's Peddler's License – Jose Manuel Chavez-Mendoza, Owner

c) Consideration of the FY 2017-2018 Tax Rate – Curt Lebel, Contract Assessor

The Select Board will be asked to set the FY 2017-2018 tax rate. The Assessors' Agent will provide possible tax rate options and be available to discuss this year's valuation.

d) For Information Only – County Tax Warrant

We have received the annual Tax Warrant from Cumberland County. The total Cumberland County tax is \$29,283,062, and Raymond's share is \$727,076, which is 2.5% of the total and is a Tax Rate of 0.0006949019 based on \$1,046,300,000 in total valuation.

e) Quit Claim Deeds – Sue Carr, Tax Collector

The following foreclosed properties have had their taxes and all associated costs paid in full:

William & Maryann Coppersmith	052-108	A0315R	49 Tommahawk Trl
David & Mary Charette	052-020-J-31	C9311R	20 County Rd
Gregory & Rhonda Mayer	017-020-A	M3037R	10 Dyer Rd

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*Selectman's Meeting Agenda (Page 1 of 2) September 12, 2017*

- f) Consideration of the FEMA Grant Awarded to Public Safety for the Purchase of a Fire Truck – Bruce Tupper, Fire Chief

Per Warrant Article 39 of the 2017 Town Meeting, the Board of Selectmen are authorized to accept or reject grants, as well as authorized to expend such monies if accepted. Public Safety applied for and has been awarded a FEMA grant totaling \$275,000 for the purchase of a fire truck.

- g) Merit Pay System Discussion – Board of Selectmen
- h) Consideration of Ordinance Regarding Municipal Elections and Write-In Candidates – Sue Look, Town Clerk

The Town Clerk made an inquiry over the Clerk's List-Serve asking towns how they deal with no nominated candidates for an open seat with the following results:

- Some towns notify the write-in candidate with the most votes that they have won and give the candidate the option of accepting or refusing (this is what we currently do)
  - Some have adopted a minimum number of votes that an individual must receive to be declared the winner
  - Some have adopted the use of Maine State Statute (Title 21-A §722) which requires a write-in candidate to declare their candidacy prior to the election.
- i) Approval of the Warrant for the Special Town Meeting Election for the Portland Water District Board of Trustees – Sue Look, Town Clerk
- Every 5 years there is a seat open on the Portland Water District Board of Trustees which must be filled by secret ballot.
- j) Appointment of Weights & Measures Inspector – Sue Look, Town Clerk
- The State of Maine eliminated the position of Weights & Measures Inspector more than a year ago. They have since come to realize that the position is necessary and have reinstated it. This will go into effect on November 1, 2017 (90 days after ME Legislature adjournment) and Gregory Joy of New Gloucester will be our inspector once again.
- k) Consideration of Granting Authority to the Town Manager to Appoint Interim and Assistant CEOs

**5) Public Comment**

**6) Selectman Comment**

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

- a) Confirm Dates for Upcoming Regular Meetings

- October 10, 2017
- November 14, 2017

- b) Reminder of Upcoming Holiday Schedule

- October 9, 2017 – In observance of Columbus Day

**8) Treasurer's Warrant**

**9) Executive Session**

- a) Consideration of Town Report Dedication (Pursuant to MRSA 1 §405 (6)(A))

**10) Adjournment**

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# Previous Meeting(s) Minutes

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## BOARD OF SELECTMEN Minutes

June 20, 2017

6:30pm – 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:** Joe Bruno, Samuel Gifford, Teresa Sadak, and Rolf Olsen

**Selectmen absent:** Lawrence Taylor

**Town Staff in attendance:**

Don Willard – Town Manager  
Chris Hanson – Code Enforcement Officer  
Sue Carr – Tax Collector  
Sue Look – Town Clerk

- 1) **Called to order** at 6:30pm by Chairman Bruno.
- 2) **Election of Chair, Vice Chair, and Parliamentarian** – Board of Selectmen

**Motion** to nominate Teresa Sadak as Chair by Selectman Bruno. Seconded by Selectman Gifford.

**Nominations declared closed** by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved.**

**Motion** to nominate Rolf Olsen as Vice-Chair by Selectman Bruno. Seconded by Selectman Gifford.

**Nominations declared closed** by Selectman Bruno. Seconded by Chairman Sadak.

**Unanimously approved.**

**Motion** to nominate Joe Bruno as Parliamentarian by Selectman Olsen. Seconded by Selectman Gifford.

**Nominations declared closed** by Chairman Sadak. Seconded by Selectman Bruno.

**Unanimously approved.**

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*Selectman's Meeting Minutes (Page 1 of 7) June 20, 2017*

### 3) Minutes of previous meetings

- a) May 9, 2017 Selectmen Meeting Minutes – Regular Meeting
- b) May 18, 2017 Special Selectmen Meeting Minutes – Insurance RFP

**Motion** to approve as presented by Selectman Gifford. Seconded by Selectman Olsen.

**Unanimously approved.**

### 4) New Business

- a) Consideration of Issuing a Peddler's License – Chris Hanson, Code Enforcement Officer

Jose Chavez Mendoza has requested a Peddler's License to open a temporary food trailer for A La Mexicana while the restaurant is being rebuilt.

CEO Hanson – This is the first Peddler's License we have issued for a while. It is for A La Mexicana. After the restaurant burned they approached me to open a food cart in front of the restaurant and potentially using their picnic tables for outside use. The plans presented may change depending on whether or not the restaurant building will be torn down. If the building is to be torn down, they will fence in the area and the location of the cart will need to be adjusted. As I condition I recommend that I have the final say of exactly where it goes. The Fire Department and I make sure it is safe for the public. The other condition is that they get their State Food Service License. The carts come all set up, but the State will do a site visit to make sure that water and septic are all set.

Chairman Sadak – Is the building pretty much damaged? Would you like to answer questions Mr Chavez?

Mr Chavez – Yes, the building is damaged.

Chairman Sadak – What requirements does Raymond have for the Peddler's License?

Selectman Bruno – A food truck. Are we talking a food truck or a trailer...?

Mr Chavez – A trailer.

Selectman Bruno – A trailer. So, it is going to stick out in the parking lot? How far?

CEO Hanson – He was talking about 18'. They have plenty of parking in the front to accommodate that. We want to make sure that they have the aisle width to make it safe. They may need to add some barricades to keep people out of there. That is why I said it would be up to the Fire Department and the Codes Officer to determine the final location. Where they originally wanted it was right up against the entrance to the building. The problem they have is they may need to tear the building down, which would mean adding fencing around the building and moving the trailer forward.

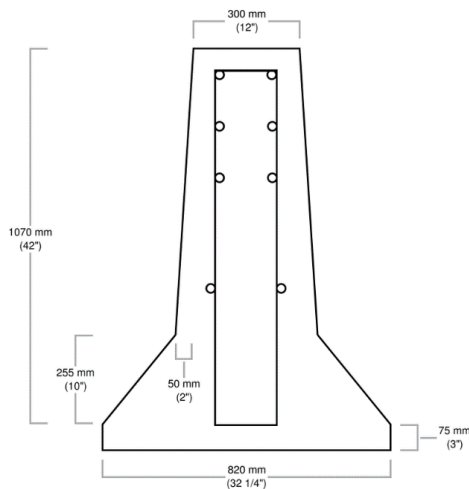
Selectman Bruno – What about traffic flow? Isn't there an entrance right there?

CEO Hanson – That is why I said we needed to approve the final plans. There is parking at that entrance, there is parking in the rear against the building. We will locate them depending on what they do with the building. I think the main goal was to keep them in business doing something.

Selectman Bruno – Yes. That is our goal too. I am concerned about pedestrians...

Chairman Sadak – Yes.

CEO Hanson – We may need to have them put up some Jersey Barriers to keep them safe.



*42-inch-high variation of the Jersey barrier known as an Ontario Tall Wall, used to deflect vehicles from crossing into the opposing lanes of traffic.*

Selectman Bruno – Is there still an empty lot next to that building?

CEO Hanson – No, that is where the septic system is. That may be where the cart will go, it depends on where they put the fence.

Chairman Sadak – Is it a possibility to block that one entrance from 302 since there are multiple entrances?

CEO Hanson – Those are all controlled by MDOT. It would take a pretty big effort to close those down.

Selectman Olsen – Timing-wise what are you looking at?

Mr Chavez – We just ordered the trailer, so I do not know.

Selectman Gifford – If you are approved this evening, then what?

Mr Chavez – I need to get the State Food Service License.

CEO Hanson – Getting the cart is going to be the problem. I have talked to the owners and the cart will have fire suppression. I believe the insurance company is paying for it, so they will be cutting a check. My guess is about 2 weeks. If it can happen faster than that we will work with them.

Selectman Bruno – Is this a temporary situation or will it be permanent?

CEO Hanson – Temporary. The Peddler's License is good for 90 days and the Select Board can grant extensions.

**Motion** to approve as presented by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved.**

b) Resignation of Robert O'Neill from Planning Board – Don Willard, Town Manager

Town Manager Willard – Long time Planning Board member. He served 13 years and

has been Chair for a number of years. He has been an exemplary, exceptional leader of the Planning Board, leading the board through some difficult issues always with professionalism in a thorough and fair manner. We hate to see him go, but he has some things he wants to do in his life. He did express in his letter of resignation that he hopes to come back at some point for future service to the town. I think we should encourage that and send him a nice letter of thanks for his service. He is an exceptional volunteer.

**Motion** to accept by Selectman Olsen. Seconded by Selectman Bruno.

**Unanimously approved.**

c) Consideration of Appointing Danielle Stumper to the Planning Board

Ms Stumper – Raymond resident looking to join the Planning Board. I am a Raymond native. I have moved back after living in Virginia for about 10 years. I love Raymond and as soon as my husband and I had children I said we are moving home. I am looking to support the town and community by volunteering my time. I am a mortgage broker in Windham and I think my ability with Real Estate and to remain neutral will be a benefit.

Selectman Gifford – Do you have a knowledge of the requirements for a Planning Board member? For example, Shoreline...?

Ms Stumper – Shoreline, no. What specific requirements?

Chairman Sadak – I didn't know anything about being a Selectman and I am up here, so don't let that dissuade you.

Ms Stumper – I am eager to learn if you are willing to bear with me. I am certainly willing to put in the effort. I have been in lending for 10 years for both residential and commercial.

CEO Hanson – To be fair, I think that most of our Planning Board members, when they start, have very little knowledge of our ordinances.

Chairman Sadak – One thing I have found is that the boards are that they are patient and will work with you.

Sheila Bourque – There is also a 1 day training class that the Town makes available.

**Motion** to appoint by Selectman Gifford. Seconded by Selectman Bruno.

**Unanimously approved.**

d) Consideration of Appointing Patricia Beaton to the Zoning Board of Appeals

Ms Beaton – Raymond resident, live down here off Raymond Hill Road. I have a background with Real Estate, research and development, and I am on the Planning Board. The 1 day course was fabulous. It covered everything.

Chairman Sadak – Can people be on both the Planning Board and the Zoning Board of Appeals?

CEO Hanson – Yes. The ZBA hears appeals of the CEO, not the Planning Board. Appeals from the Planning Board would go to superior court.

**Motion** to appoint by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved.**

- e) Tax Acquired Properties, Quit Claim Deeds – Sue Carr, Tax Collector

**Motion** to grant the Quit Claim Deed for Map 10 Lot 124 to Martha Murray by Selectman Bruno. Seconded by Selectman Gifford.

Tax Collector Carr – This is a property that Ms Murray has been paying on and is finally caught up.

**Unanimously approved.**

**Motion** to grant the Quit Claim Deed for Map 21 Lot 2 on Notched Pond Road to Martin and Cynthia Barry by Selectman Bruno. Seconded by Selectman Gifford.

Town Manager Willard – This is the property we are selling thought a Real Estate agent. Once the Quit Claim Deed is signed and filed, I will execute the remaining paper work to complete the transaction.

Selectman Bruno – How much are we selling it for?

Town Manager Willard - \$14,100, which is better than we would have done on a sealed bid.

**Unanimously approved.**

Chairman Sadak – Sue, how is that list coming?

Tax Collector Carr – It is getting down. I only had 1 foreclosure in February and they came in a paid the taxes. There are a couple who keep telling me that they are going to sell. They said this past winter that they intended to try to sell in the spring.

- f) Authorization of Town Manager to Sign Agreement for Locally Administered Federal Aid Main Street Sidewalk Project with MDOT – Don Willard, Town Manager

**Motion** to authorize the Town Manager to sign the agreements for the locally administered Federal-aid Main Street Sidewalk Project with MDOT by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved.**

- g) Consideration of FY 2017-18 Fee Schedule – Sue Look, Town Clerk

Selectman Bruno – 1.5% is available and Cathy should look into other options at local banks. Using your credit card at the town office is overpriced.

**Motion** to accept the presented as the maximum rates and if we are able to reduce the costs we will go with the lower rates by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved.**



- h) Consideration of FY 2017-18 Committee Appointments – Sue Look, Town Clerk  
**Motion** to appoint as presented by Selectman Bruno. Seconded by Selectman Gifford.

Selectman Olsen – Thanks to all of the volunteers who have stepped up to serve.

**Unanimously approved.**

- i) Consideration of FY 2017-18 Staff Appointments – Sue Look, Town Clerk  
**Motion** to appoint as presented by Selectman Gifford. Seconded by Selectman Olsen.

**Unanimously approved.**

## 5) Public Comment

Beth Clark – Irene Morris – Chase Rand – representing Aging Friendly Community. We represent about 40 residents. We would like the support of the town to join AARP and the World Health Network to move forward with this effort. We would like the Town Manager to sign the AARP application on behalf of the Town. This is just the first step in the stage. We have a meeting this Thursday at 3pm at the Public Safety building.

Selectman Gifford – I think this is a good idea.

Selectman Bruno – I just want to note that it is not that we do not support your efforts, but we can not make a decision on this as it is in the Public Comment section of the meeting. We will be supportive, but we can not formally do it tonight.

## 6) Selectman Comment

Selectman Olsen – Based on the Election Results we need to look at where we need to make changes to our current Town Office.

Selectman Bruno – I think Don, Chris, and Nathan need to get a list of what needs to be fixed.

Chairman Sadak – Welcome back Sam and Lonnie.

Frank McDermott – I would like to see other options presented for the Town Office, including the Library and/or a Community Center.

Irene Morris – People did not understand the question. Some were very sorry that they voted no once they realized that it could include the Library and a recreation center.

## 7) Town Manager's Report and Communications

- a) Confirm Dates for Upcoming Regular Meetings

- September 12, 2017

- b) Reminder of Upcoming Holiday Schedule

- Tuesday, July 4, 2017 – in observance of Independence Day
- Monday, September 4, 2017 – in observance of Labor Day

A few weeks ago, Windham Town Manager Tony Plant asked if we would have interest

in joining Windham, Standish, and Gorham in an LED street light conversion project. They are putting together an RFP to see what might be possible and to see cost structure toward self-sufficiency.

**8) Treasurer's Warrant**

**Motion** to approved the Treasurer's Warrant dated June 20, 2017 for a total of \$101,479.97 by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved.**

**9) Executive Session**

- a) Town Manager's Annual Performance Review (Pursuant to MRSA 1 §405 (6)(A))

**Motion** to enter Executive Session as noted above at 7:08pm by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved.**

**Motion** to leave Executive Session at 8:21pm by Selectman Gifford. Seconded by Selectman Olsen.

**Unanimously approved.**

**Motion** to grant our Town Manager a \$1,000 raise and to extend an extra year on his contract by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved.**

**10) Adjournment**

**Motion** to adjourn at 8:22pm by Selectman Olsen. Seconded by Selectman Bruno.

**Unanimously approved.**

*Respectfully submitted,*

*Susan L Look  
Town Clerk*

# Public Hearing - General Assistance Ordinance



Susan L Look  
 Raymond Town Clerk  
 401 Webbs Mills Road  
 Raymond, Maine 04071  
 207.655.4742 x121

September 5, 2017

To: Board of Selectmen  
 From: Sue Look, Town Clerk  
 RE: **Changes to GA Ordinance**

Following is a list of the changes for the coming year's GA Ordinance:

## Appendix A) Overall Maximums

Persons in Household	1	2	3	4	5*
Last Year	\$838	\$975	\$1,220	\$1,638	\$1,717
This Year	\$1,002	\$1,131	\$1,431	\$1,931	\$2,097
% Change	19.6%	16.0%	17.3%	17.9%	22.1%

\* For each additional person add \$75

## Appendix B) Monthly Food Maximums

Persons in Household	1	2	3	4	5	6	7	8*
Last Year	\$194	\$357	\$511	\$649	\$771	\$925	\$1,022	\$1,169
This Year	\$192	\$352	\$504	\$640	\$760	\$913	\$1,009	\$1,153
% Change	-1.0%	-1.4%	-1.4%	-1.4%	-1.4%	-1.3%	-1.3%	-1.4%

\* For each additional person add \$144

## Appendix C) Monthly Housing Maximums - Unheated

Number of Bedrooms	0	1	2	3	4
Last Year	\$674	\$781	\$983	\$1,355	\$1,377
This Year	\$844	\$943	\$1,227	\$1,658	\$1,771
% Change	25.2%	20.7%	24.8%	22.4%	28.6%

## Appendix C) Monthly Housing Maximums – Heated

Number of Bedrooms	0	1	2	3	4
Last Year	\$775	\$905	\$1,137	\$1,543	\$1,606
This Year	\$942	\$1,064	\$1,354	\$1,841	\$1,994
% Change	21.5%	17.6%	19.1%	19.3%	24.2%

## Appendix D) Monthly Electricity Maximums with Electric Hot Water

Number in Household	1	2	3	4	5	6
Last Year	\$86	\$102	\$119	\$139	\$160	\$176
This Year	\$89	\$102	\$119	\$139	\$167	\$176
% Change	3.5%	0%	0%	0%	4.4%	0%



Paul R. LePage, Governor Ricker Hamilton, Acting Commissioner

Department of Health and Human Services  
Commissioner's Office  
221 State Street  
11 State House Station  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-3005  
TTY Users: Dial 711 (Maine Relay)

TO: Municipal Officials/Welfare Directors/General Assistance Administrators  
FROM: Ian Miller, General Assistance Program Manager  
RE: 2017 – 2018 General Assistance Ordinance Maximums  
DATE: 8-21-2017

Enclosed please find the following items:

- MMA's new (October 1, 2017–September 30, 2018) “**General Assistance Ordinance Appendix**” (A - D).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (see “*Filing of GA Ordinance and/or Appendices*” below for further information).

#### Appendix A - D

The enclosed Appendices A - D have been revised for your municipality's General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – D. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

#### **The Adoption Process**

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices ***after notice and hearing***. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

#### **Filing of GA Ordinance and/or Appendices**

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site [www.memun.org](http://www.memun.org)).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

**GENERAL ASSISTANCE ORDINANCE  
APPENDICES A-D  
2017-2018**

The Municipality of Raymond adopts the MMA Model Ordinance GA Appendices (A-D) for the period of Oct. 1, 2017—September 30, 2018. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
by the municipal officers:

_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)

## 2017-2018 GA Overall Maximums

### Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	714	788	994	1,242	1,506
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	605	682	847	1,095	1,269
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	641	726	915	1,169	1,397
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,002	1,131	1,431	1,931	2,097
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	982	1,025	1,333	1,714	2,173
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	761	807	1,072	1,561	1,780

**Appendix A**  
Effective: 10/01/17-09/30/18

COUNTY	1	2	3	4	5*
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	781	863	999	1,318	1,600
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	745	872	1,079	1,457	1,477

\*Note: Add \$75 for each additional person.

**Non-Metropolitan Areas**

**Persons in Household**

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	618	642	760	965	1,049
<b>Franklin County</b>	646	671	793	985	1,400
<b>Hancock County</b>	693	787	992	1,249	1,367
<b>Kennebec County</b>	722	746	928	1,216	1,297
<b>Knox County</b>	754	755	928	1,186	1,315
<b>Lincoln County</b>	783	834	987	1,234	1,470
<b>Oxford County</b>	630	646	771	1,110	1,343
<b>Piscataquis County</b>	595	672	828	1,090	1,125
<b>Somerset County</b>	675	704	835	1,133	1,146
<b>Waldo County</b>	680	751	887	1,206	1,281
<b>Washington County</b>	630	645	763	985	1,173

\* Please Note: Add \$75 for each additional person.



## Appendix B

Effective: 10/01/17 to 09/30/18

### 2017-2018 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2017, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	44.65	192
2	81.86	352
3	117.21	504
4	148.84	640
5	176.74	760
6	212.33	913
7	234.65	1,009
8	268.14	1,153

**Note: For each additional person add \$144 per month.**

## 2017-2018 GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should ONLY consider adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (*See Instruction Memo for further guidance.*)

### Non-Metropolitan FMR Areas

<b>Aroostook County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	111	476	130	559	
1	111	476	134	578	
2	130	558	159	684	
3	167	718	204	878	
4	177	762	221	949	
<b>Franklin County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	117	503	137	587	
1	117	503	141	607	
2	137	591	167	717	
3	173	743	209	898	
4	258	1,108	302	1,300	
<b>Hancock County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	124	535	147	633	
1	139	599	167	720	
2	183	788	213	915	
3	227	976	270	1,159	
4	242	1,041	294	1,264	
<b>Kennebec County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	131	564	154	662	
1	131	564	158	679	
2	168	724	198	851	
3	219	943	262	1,126	
4	226	971	278	1,194	

**Appendix C**  
Effective: 10/01/17-09/30/18

**Non-Metropolitan FMR Areas**

<b><u>Knox County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	139	596	161	694
1	139	596	161	694
2	168	724	198	851
3	212	913	255	1,096
4	230	989	282	1,212
<b><u>Lincoln County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	145	625	168	723
1	150	646	178	767
2	182	783	212	910
3	223	961	266	1,144
4	266	1,144	318	1,367
<b><u>Oxford County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	110	472	133	570
1	110	472	135	579
2	132	567	161	694
3	195	837	237	1,020
4	237	1,017	288	1,240
<b><u>Piscataquis County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	106	457	126	540
1	118	508	143	613
2	147	630	177	759
3	198	853	235	1,011
4	198	853	240	1,034
<b><u>Somerset County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	120	517	143	615
1	121	519	148	637
2	147	631	176	758
3	202	869	243	1,043
4	202	869	243	1,043

**Appendix C**  
Effective: 10/01/17-09/30/18

**Non-Metropolitan FMR Areas**

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	121	522	144	620
1	131	563	159	684
2	159	683	188	810
3	217	933	260	1,116
4	222	955	274	1,178
<b><u>Washington County</u></b>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	110	472	133	570
1	110	472	134	578
2	130	559	160	686
3	166	712	208	895
4	208	847	249	1,070

**Metropolitan FMR Areas**

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	129	556	152	654
1	140	600	168	721
2	184	790	213	917
3	225	969	268	1,152
4	275	1,180	326	1,403
<b><u>Penobscot Cty. HMFA</u></b>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	104	447	127	545
1	115	494	143	615
2	149	643	179	770
3	191	822	234	1,005
4	219	943	271	1,166
<b><u>Lewiston/Auburn MSA</u></b>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	112	483	135	581
1	125	538	153	659
2	165	711	195	838
3	208	896	251	1,079
4	249	1,071	301	1,294

## Appendix C

Effective: 10/01/17-09/30/18

### Metropolitan FMR Areas

<b>Portland HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	196	844	219	942	
1	219	943	247	1,064	
2	285	1,227	315	1,354	
3	386	1,658	428	1,841	
4	412	1,771	464	1,994	
<b>York/Kittery/S. Berwick HMFA</b>					
<b>York/Kittery/S. Berwick HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	192	824	214	922	
1	195	837	223	958	
2	263	1,129	292	1,256	
3	335	1,441	378	1,624	
4	430	1,847	481	2,070	
<b>Cumberland Cty. HMFA</b>					
<b>Cumberland Cty. HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	140	603	163	701	
1	144	619	172	740	
2	202	868	231	995	
3	299	1,288	342	1,471	
4	338	1,454	390	1,677	
<b>Sagadahoc Cty. HMFA</b>					
<b>Sagadahoc Cty. HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	145	623	168	721	
1	157	675	185	796	
2	185	795	214	922	
3	243	1,045	286	1,228	
4	296	1,274	348	1,497	
<b>York Cty. HMFA</b>					
<b>York Cty. HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	136	587	159	685	
1	159	684	187	805	
2	203	875	233	1,002	
3	275	1,184	318	1,367	
4	269	1,156	320	1,374	

**APPENDIX D - UTILITIES**

**ELECTRIC**

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water:*** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

**NOTE:** For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water:*** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

**NOTE:** For each additional person add \$10.00 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

**APPENDIX E - HEATING FUEL**

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

***FOR MUNICIPAL USE ONLY***

**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

*FOR MUNICIPAL USE ONLY*

3

MMA  
08/17

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# Age Friendly Community

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## Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Rd  
Raymond ME 04071  
204-655-4742 fax 207-655-3024  
[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

Requested Meeting Date:

September 12, 2017

Requested By & Date:

Beth Clark

### **CONTACT INFORMATION**

Address:

715 Webbs Mills Road  
Address Line 2  
Raymond, ME 04071

Email Address:

Jnbclark87@gmail.com

Phone #:

207-650-1046

### **AGENDA ITEM REQUESTED**

Agenda Item Subject:

Age Friendly Community

Agenda Item Summary:

Address BOS and present a short Power Point presentation about "Age Friendly Community".

Action Requested/Recommendation:

Approval  Public Hearing  Information Only



# Age Friendly Communities

A Raymond Citizen Initiative

## Who Are We and Why Are We Here?

- **40 citizens of the Town of Raymond.**
- **Have conducted three group meetings.**
- **Recognized the need for coordinated action to serve town residents as they age in place.**
- **Town support for joining the AARP Network of Age-Friendly Communities and the World Health Organization Global Network of Age-Friendly Cities and Communities to conduct a town wide assessment.**

What is an Age Friendly  
Community?

The Eight Domains

## Domain 1 Outdoor Spaces and Buildings

People need places to gather – indoors and out . Parks, sidewalks, safe streets, outdoor seating and accessible buildings (think elevators, stairs with railings, etc.) that can be used and enjoyed by people of all ages.



## Domain 2 Transportation

Driving shouldn't be the only way to get around. Public options can be as expansive as a train system or as targeted as a taxi service that provides non-drivers with rides to and from a doctor's office.



## <sup>6</sup>Domain 3 Housing

Most older adults want to age in place. Doing so is possible if homes are appropriately designed or modified – and if a community includes affordable housing options for varying life stages.



## Domain 4 Social Participation

Regardless of one's age, loneliness affects a person's health and sense of wellbeing. Isolation can be combatted by the availability of accessible, affordable and fun social activities.



## Domain 5 Respect and Social Inclusion

Intergenerational activities are a great way for young and old to learn from one another, honor what each one has to offer and, at the same time, feel good about themselves.





## Domain 6 Civic Participation and Employment

An age-friendly community provides ways older people can, if they choose to, work for pay, volunteer their skills and be actively engaged in community life.



## Domain 7 Communication and Information

An age-friendly community recognize that not everyone has a smart phone or internet access and that information needs to be disseminated through a variety of means.



## Domain 8 Community and Health Services

At some point everyone gets hurt, becomes ill or simply needs a bit of help. While it is important that care be available nearby, it's essential that residents are able to access and afford the services required.



# **What We Are Doing**

## **Domain 7 Communication and Information**

- 1) Gathering resource information on available services and opportunities for seniors**
  
- 2) Developing a one page handout**
  
- 3) Developing a web page with support of the Raymond Village Library**

## **What We Wish to Do: 1-3 years**

- 1) Establishment of ways to involve older people throughout the Age-Friendly review**
  
- 2) A baseline assessment of the age friendliness of the town.**
  
- 3) Development of a 3-year town wide plan of action based on assessment findings. We are not assuming we know the needs or the solutions.**

## **Next Steps:**

**1) Town support for joining the AARP Network of Age-Friendly Communities and the World Health Organization Global Network of Age-Friendly Cities and Communities**

## **Benefits:**

- **Free technical support from AARP**

**2) Town sponsorship of printing needs. Posters, one page handout, survey etc.**

# Handouts

Age Friendly City Checklist  
Application



# Checklist of Essential Features of Age-friendly Cities

This checklist of essential age-friendly city features is based on the results of the WHO Global Age-Friendly Cities project consultation in 33 cities in 22 countries. The checklist is a tool for a city's self-assessment and a map for charting progress. More detailed checklists of age-friendly city features are to be found in the WHO Global Age-Friendly Cities Guide.

This checklist is intended to be used by individuals and groups interested in making their city more age-friendly. For the checklist to be effective, older people must be involved as full partners. In assessing a city's strengths and deficiencies, older people will describe how the checklist of features matches their own experience of the city's positive characteristics and barriers. They should play a role in suggesting changes and in implementing and monitoring improvements.

## Outdoor spaces and buildings

- Public areas are clean and pleasant.
- Green spaces and outdoor seating are sufficient in number, well-maintained and safe.
- Pavements are well-maintained, free of obstructions and reserved for pedestrians.
- Pavements are non-slip, are wide enough for wheelchairs and have dropped curbs to road level.
- Pedestrian crossings are sufficient in number and safe for people with different levels and types of disability, with non-slip markings, visual and audio cues and adequate crossing times.
- Drivers give way to pedestrians at intersections and pedestrian crossings.
- Cycle paths are separate from pavements and other pedestrian walkways.
- Outdoor safety is promoted by good street lighting, police patrols and community education.

- Services are situated together and are accessible.
- Special customer service arrangements are provided, such as separate queues or service counters for older people.
- Buildings are well-signed outside and inside, with sufficient seating and toilets, accessible elevators, ramps, railings and stairs, and non-slip floors.
- Public toilets outdoors and indoors are sufficient in number, clean, well-maintained and accessible.

## Transportation

- Public transportation costs are consistent, clearly displayed and affordable.
- Public transportation is reliable and frequent, including at night and on weekends and holidays.
- All city areas and services are accessible by public transport, with good connections and well-marked routes and vehicles.



- Vehicles are clean, well-maintained, accessible, not overcrowded and have priority seating that is respected.
- Specialized transportation is available for disabled people.
- Drivers stop at designated stops and beside the curb to facilitate boarding and wait for passengers to be seated before driving off.
- Transport stops and stations are conveniently located, accessible, safe, clean, well-lit and well-marked, with adequate seating and shelter.
- Complete and accessible information is provided to users about routes, schedules and special needs facilities.
- A voluntary transport service is available where public transportation is too limited.
- Taxis are accessible and affordable, and drivers are courteous and helpful.
- Roads are well-maintained, with covered drains and good lighting.
- Traffic flow is well-regulated.
- Roadways are free of obstructions that block drivers' vision.
- Traffic signs and intersections are visible and well-placed.
- Driver education and refresher courses are promoted for all drivers.
- Parking and drop-off areas are safe, sufficient in number and conveniently located.
- Priority parking and drop-off spots for people with special needs are available and respected.

### **Housing**

- Sufficient, affordable housing is available in areas that are safe and close to services and the rest of the community.
- Sufficient and affordable home maintenance and support services are available.
- Housing is well-constructed and provides safe and comfortable shelter from the weather.
- Interior spaces and level surfaces allow freedom of movement in all rooms and passageways.
- Home modification options and supplies are available and affordable, and providers understand the needs of older people.
- Public and commercial rental housing is clean, well-maintained and safe.
- Sufficient and affordable housing for frail and disabled older people, with appropriate services, is provided locally.

### **Social participation**

- Venues for events and activities are conveniently located, accessible, well-lit and easily reached by public transport.
- Events are held at times convenient for older people.
- Activities and events can be attended alone or with a companion.
- Activities and attractions are affordable, with no hidden or additional participation costs.

- Good information about activities and events is provided, including details about accessibility of facilities and transportation options for older people.
- A wide variety of activities is offered to appeal to a diverse population of older people.
- Gatherings including older people are held in various local community spots, such as recreation centres, schools, libraries, community centres and parks.
- There is consistent outreach to include people at risk of social isolation.

#### **Respect and social inclusion**

- Older people are regularly consulted by public, voluntary and commercial services on how to serve them better.
- Services and products to suit varying needs and preferences are provided by public and commercial services.
- Service staff are courteous and helpful.
- Older people are visible in the media, and are depicted positively and without stereotyping.
- Community-wide settings, activities and events attract all generations by accommodating age-specific needs and preferences.
- Older people are specifically included in community activities for “families”.
- Schools provide opportunities to learn about ageing and older people, and involve older people in school activities.

- Older people are recognized by the community for their past as well as their present contributions.
- Older people who are less well-off have good access to public, voluntary and private services.

#### **Civic participation and employment**

- A range of flexible options for older volunteers is available, with training, recognition, guidance and compensation for personal costs.
- The qualities of older employees are well-promoted.
- A range of flexible and appropriately paid opportunities for older people to work is promoted.
- Discrimination on the basis of age alone is forbidden in the hiring, retention, promotion and training of employees.
- Workplaces are adapted to meet the needs of disabled people.
- Self-employment options for older people are promoted and supported.
- Training in post-retirement options is provided for older workers.
- Decision-making bodies in public, private and voluntary sectors encourage and facilitate membership of older people.

#### **Communication and information**

- A basic, effective communication system reaches community residents of all ages.
- Regular and widespread distribution of information is assured and a coordinated, centralized access is provided.

- Regular information and broadcasts of interest to older people are offered.
- Oral communication accessible to older people is promoted.
- People at risk of social isolation get one-to-one information from trusted individuals.
- Public and commercial services provide friendly, person-to-person service on request.
- Printed information – including official forms, television captions and text on visual displays – has large lettering and the main ideas are shown by clear headings and bold-face type.
- Print and spoken communication uses simple, familiar words in short, straightforward sentences.
- Telephone answering services give instructions slowly and clearly and tell callers how to repeat the message at any time.
- Electronic equipment, such as mobile telephones, radios, televisions, and bank and ticket machines, has large buttons and big lettering.
- There is wide public access to computers and the Internet, at no or minimal charge, in public places such as government offices, community centres and libraries.

### **Community and health services**

- An adequate range of health and community support services is offered for promoting, maintaining and restoring health.
- Home care services include health and personal care and housekeeping.
- Health and social services are conveniently located and accessible by all means of transport.
- Residential care facilities and designated older people's housing are located close to services and the rest of the community.
- Health and community service facilities are safely constructed and fully accessible.
- Clear and accessible information is provided about health and social services for older people.
- Delivery of services is coordinated and administratively simple.
- All staff are respectful, helpful and trained to serve older people.
- Economic barriers impeding access to health and community support services are minimized.
- Voluntary services by people of all ages are encouraged and supported.
- There are sufficient and accessible burial sites.
- Community emergency planning takes into account the vulnerabilities and capacities of older people.

WHO/FCH/ALC/2007.1

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## Membership Application

To join the **AARP Network of Age-Friendly Communities** and the **World Health Organization Global Network of Age-Friendly Cities and Communities**

- If you have questions while completing this form, please email [livable@aarpp.org](mailto:livable@aarpp.org) or call 202-434-2430
- If you need additional space for answering the questions you may add an additional sheet of paper.

**APPLICATION SUBMISSION DATE:** Click here to enter a date.

### Section 1: COMMUNITY DETAILS

**NAME OF THE COMMUNITY:** Click here to enter text.

**STATE:** Click here to enter text.

**POPULATION SIZE:** Click here to enter text.

**PERCENTAGE OF RESIDENTS ABOVE THE AGE OF 60:** Click here to enter text.

**NAME AND TITLE OF THE ELECTED OFFICIAL SIGNING THE OFFICIAL COMMITMENT:** Click here to enter text.

**OFFICE ADDRESS OF THE SIGNER:** Click here to enter text.

### Section 2: COMMUNITY CONTACT FOR THE AARP NETWORK OF AGE-FRIENDLY COMMUNITIES

The community contact is the local staff member or volunteer who is primarily responsible for carrying out the community-level work — it is not the responsible AARP staff member.

**NAME:** Click here to enter text.

**POSITION:** Click here to enter text.

**EMAIL ADDRESS:** Click here to enter text.

**TELEPHONE NUMBER:** Click here to enter text.

**Please describe the named person’s role in the city or community’s age-friendly initiative:**

Click here to enter text.

**Section 3: COMMUNITY ACTIVITIES, ENGAGEMENTS and COLLABORATIONS**

**1) Please provide a brief summary of the community policies, programs and services that are targeted toward older people and how the community plans to become more age-friendly.**

Click here to enter text.

**2) How will the community engage and involve older people in the process of becoming a more age-friendly?**

Click here to enter text.

**3) Briefly describe the mechanisms the community has or is planning to put in place to facilitate collaborative planning and implementation between different agencies and departments.**

Click here to enter text.

**Section 4: NETWORK MEMBERSHIP**

Your answers to the following questions will help us complete your membership in the global age-friendly network and better enable us to understand how to support the network.

**4) How do you hope to contribute to the AARP Network of Age-Friendly Communities and the World Health Organization Global Network of Age-Friendly Communities?**

Click here to enter text.

**5) What motivated your community to join the AARP Network of Age-Friendly Communities and the World Health Organization Global Network of Age-Friendly Communities?**

Click here to enter text.

**6) Please provide a digital file or link of a logo or other image that represents your community.**

The image resolution should be at least 72 dpi. As an example of an image, here's ours >



Click here to paste the JPEG image or the link to one.

# A La Mexicana's Peddler License Extension Request



Extension of License 6/20/2017  
valid 6-20-17 to 9-20-17

## Peddler's License

\$250 – Residents     \$500 – Non-Residents

Town of Raymond  
401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742

Applicant Name: Jose Chavez Mendoza

Description: weight 150 eye color Brown hair color Black

Residence Address: 62 Pipeline Rd  
Windham ME 04062

Phone: 540-354-7990 Email: chavez-j8029@yahoo.com

Business Name: A La Mexicana

Business Address: 1227 Roosevelt Trl  
Raymond ME 04071

Nature of Business and Goods to be Sold: Food + non-alcoholic beverages

Name & Address of Employer (if employed by another – please include proof of employment): \_\_\_\_\_

owner A La Mexicana

member Jalisco LLC DBA A La Mexicana

Description of the Location from which Goods will be Sold: Map 55 Lot 33 - in front  
of present restaurant location at 1227 Roosevelt Trail

Description of Vehicle or Stand: Mobile Trailer with seating area, picnic  
tables, tent. Approximate space of buildings 10' x 12' x 80'

Names of at least 2 reliable property owners who will certify as to the applicant's good character and business responsibility:

Name: Robert V Mason Address: PO Box 829

Phone Number: 207-232-5485 S Casco ME 04077

Name: Laurie Lee Mason Address: PO Box 829

Phone Number: 207-233-9268 S Casco ME 04077

I have not been convicted of any crime, misdemeanor, or violation of any municipal ordinance.  
 I have been convicted of crime, misdemeanor, or violation of any municipal ordinance. Below list the nature of the offense(s) and the punishment or penalty assessed therefor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documents to include with application:

- Copy of Lease Agreement OR Document Providing Landowner Authorization
- Copy of Comprehensive Public Liability Certificate of Insurance
- Photograph of Applicant
- Copy of All Current and Relevant Business Licenses (State and Municipal)
- Sketch, drawn to scale, and, if available, a photograph of the art to be used in the operation of the business labeling all aspects including, but not limited to:

- Materials
- Measurements
- Appurtenances
- Signs
- Awnings
- Umbrellas
- Fuel
- Refrigeration
- Off-cart Items
- Water Supply

Signature of Applicant: Jose M Chavez  
Date: 8/23/2017

\*\*\*\*\*

**FOR TOWN USE ONLY**

Date Received by Town Clerk: 8/23/2017  
CEO Final Written Recommendation: \_\_\_\_\_

Board of Selectmen Approval Date: \_\_\_\_\_  
Board of Selectmen Conditions for Operation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Joseph Bruno

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Teresa Sadak

\_\_\_\_\_  
Lonnie Taylor

\_\_\_\_\_  
Rolf Olsen

Revised 6/2017



A LA MEXICANA  
1227 ROOSEVELT TRAIL  
RAYMORD, ME 04071  
540-854-7990

August 23, 2017  
Board of Selectmen  
Town of Raymond  
401 Webb's Mills Rd.  
Raymond, ME 04071

RE: PEDDLER'S LICENSE

Dear Board of Selectmen,

A La Mexicana respectfully requests an extension to our current peddler's license issued for the term of 6/20/17 to 9/20/17. Unfortunately we had a late start to the food trailer business and would like to extend the season as long as possible to continue takeout and/or limited outdoor seating/service. To date, the business has been very successful and gratefully accepted back into the community. We would remain in the current location.

We would appreciate the Board's consideration for extending the license to the latest date possible.

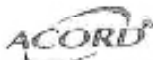
If you have any questions, please don't hesitate to contact us.

Respectfully submitted,

Jalisco LLC dba A La Mexicana Restaurant

Jose Manuel Chavez-Mendoza, Owner/member





# CERTIFICATE OF LIABILITY INSURANCE

PAT. (MM/DD/YYYY)  
12/28/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PROVIDER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, such a policy may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such an endorsement(s).

<b>INSURER</b> Day Insurance Group/through 152 US Rte 1 Box 111 South Berwick ME 04074 <b>INSURED</b> JALISCO LLC DIA A LA MEXICANA 1227 ROOSEVELT TRL RICHMOND ME 04171-6607	<b>CONTACT NAME:</b> Mike Bolsvart <b>PHONE:</b> (207) 289-3855 <b>FAX:</b> (207) 289-1518 <b>EMAIL:</b> mike.bolsvart@dayinsurance.com <b>ADDRESS:</b>
<b>INSURER(S) OR UNDERWRITER(S)</b> INSURER: Maine Mutual-MMG Insurance Co. 15997 INSURER: Great Falls Insurance Co 14003 INSURER: INSURER: INSURER:	<b>REVISION NUMBER:</b>

**COVERAGES** CERTIFICATE NUMBER: 0116122951766  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. ANY OTHER SPECIAL REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY SUCH POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, LIMITS, COINSURANCE AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR. TYPE	TYPE OF INSTR. CANCEL	DATE SUBR. INSTR. WAD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	UNITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> LIABILITY <input checked="" type="checkbox"/> OCCUP <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/>	0277100145	12/15/2017	12/15/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (B) (EXCLUDED) \$ 1,000,000 MED. LA. (any amount) \$ 5,000 PERSONAL & AUTOMOBILE \$ 1,000,000 GENERAL AGGR. DLE \$ 2,000,000 PRODUCTS-COMMODITY \$ 2,000,000 A&E&X \$ COVERED SINGLE UNIT (Excluded) \$ TOILET (Excluded) \$ BODILY INJURY (Excluded) \$ PROPERTY DAMAGE (Excluded) \$
	<input type="checkbox"/> AGGREGATE LIMIT APPLIES FOR <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> PER <input type="checkbox"/> OTHER					EV. LOSSBURFACD \$ AGGREGATE \$ PER STATE/PER POL
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL VEHICL <input type="checkbox"/> AUTO <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> UNRELIABLE <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> OTHER					EL EACH OCCURR \$ 1,000,000 EL DISEASE-PA EMPLOYEE \$ 1,000,000 EL DISEASE-POLICY LIMIT \$ 1,000,000

COVERED OPERATIONS/VEHICLES/VEHICLES (ACORD 101, Additional Report Schedule, may be attached if more space is needed)  
Any person or organization including Certificate Holder is additional insured if written signed contract, agreement, or permit to such exists prior to loss subject to form indicated above in General Liability section.

<b>CERTIFICATE HOLDER</b> j1@mason@att.net 1227 Roosevelt Trail LLC PO Box 829 South Casco, ME 04077	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE GIVEN IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Day, Michael Mike Bolsvart
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ACORD 26 (2014/01)  
INSURANCE FORM

The ACORD name and logo are registered marks of ACORD

MAINE

DRIVER'S LICENSE

USA  
ME

ew Dunlap, Secretary of State



1 CHAVEZ-MENDOZA  
2 JOSE M  
8 62 PIPELINE ROAD  
WINDHAM, ME 04062

4d 9262333

4a ISSUED 01/27/2017 4b EXPIRES 01/03/2018 3 DOB 09/29/1980

15 GENDER M 16 HEIGHT 5'06" 17 WEIGHT 165 18 EYES BR 19 HAIR BK

80 M. Chavez CLASS C  
12 REST B

9a ENDS





STATE OF MAINE  
 MAINE REVENUE SERVICES  
**RESALE CERTIFICATE**



THIS CERTIFICATE IS VALID  
 OCTOBER 01 2015 THRU DECEMBER 31 2018

<u>Business Name and Location Address</u>	<u>Certificate Number</u>	<u>Business Type</u>
JALISCO LLC D/B/A A LA MEXICANA 1227 ROOSEVELT TRL RAYMOND, ME 04071-6607	1101031	PREP FOOD

This is to certify that the above named business is authorized to purchase tangible personal property for resale during the period identified on this certificate. This certificate can not be reassigned or transferred and can only be used by the above business or its authorized employees. This certificate is void if the business has ceased operating or if the certificate has been altered.

The above named business certifies that the following items will be resold as tangible personal property in the ordinary course of their business.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8/30/2015

Presented by: \_\_\_\_\_ (insert name of seller on photocopy) (date) Presented by: \_\_\_\_\_  
 Authorized Signature: (purchaser) (date)

**DO NOT WRITE ON THIS ORIGINAL FORM**

The document printed above is your new Resale Certificate. **Retain this copy as an original in your file.** This certificate is valid only for the period indicated.

Prior to the expiration of this certificate, Maine Revenue Services will automatically renew and reissue a new resale certificate for the next period if:

- your account is active and
- you have reported \$3,000 or more in gross sales during the previous 12 months

Make copies of this original, fill in the appropriate data and provide it to the vendors from whom you purchase goods for resale.

If you cease doing business, this certificate is void and must be returned to Maine Revenue Services.

Use of a resale certificate to purchase goods not intended for resale is a criminal offense.

If you have any questions regarding this document, please call (207) 624-9693.

**THIS IS NOT A BOUNDARY SURVEY**

This geographical description complies with 03-103 CM. Disagreement on any of its provisions after this date is prohibited.  
**MORTGAGE INSTRUMENTS OF: DEED BOOK** \_\_\_\_\_ **PAGE** \_\_\_\_\_ **COUNTY** \_\_\_\_\_  
**PLAN BOOK** \_\_\_\_\_ **PAGE** \_\_\_\_\_ **LOT** \_\_\_\_\_

**ADDRESS:** 1887 Roosevelt Trail, Raymond, Maine

**Job Number** \_\_\_\_\_  
**Inspiration Date:** \_\_\_\_\_  
**Scale:** \_\_\_\_\_

**Buyers:** EFA Properties Management LLC

**Sellers:** 1887 Roosevelt Trail Associates, LLC



*Approve area for  
 Food Mobile Trailer +  
 picnic tables / possible  
 Temp covering / up in tent*

*83702 =  
 Proof*

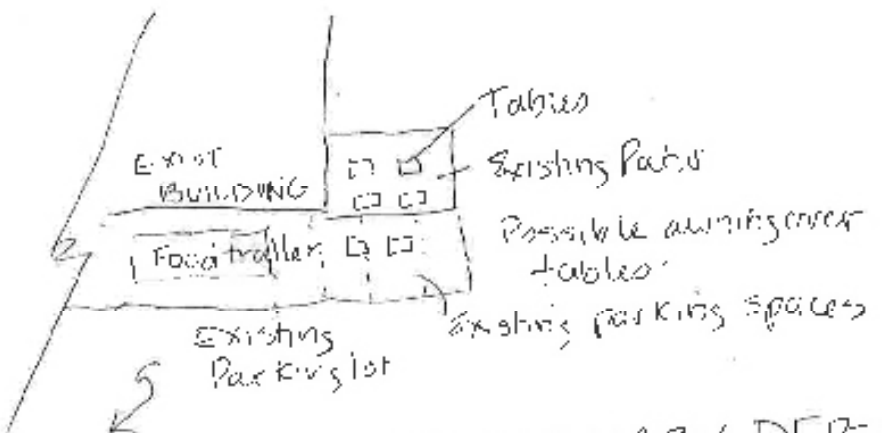
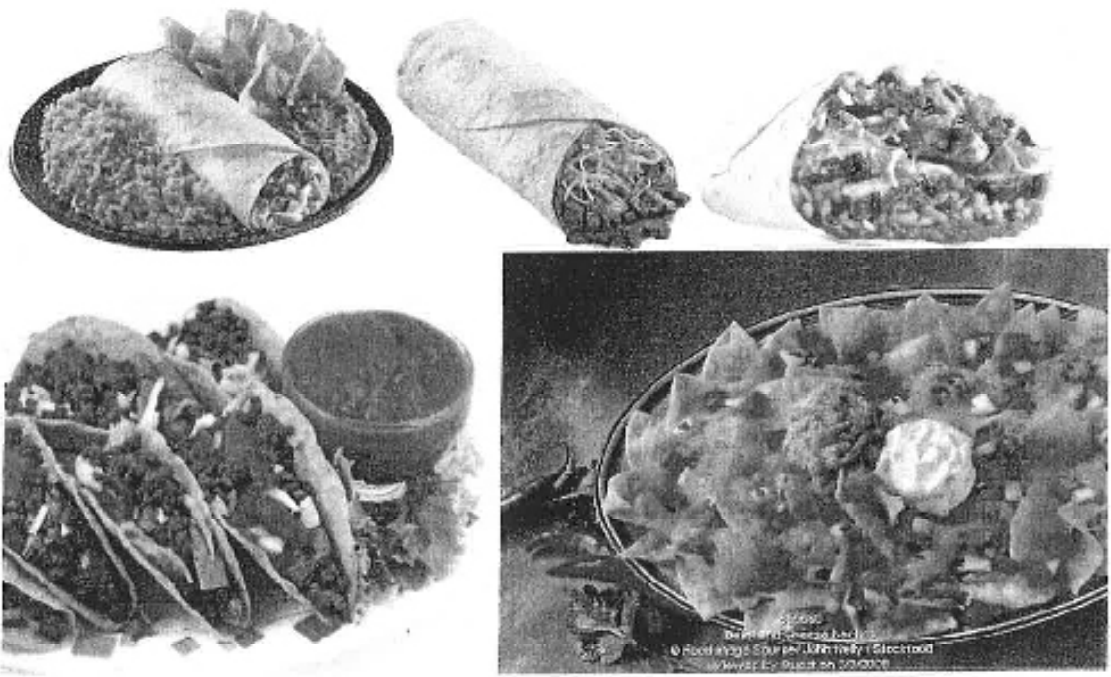
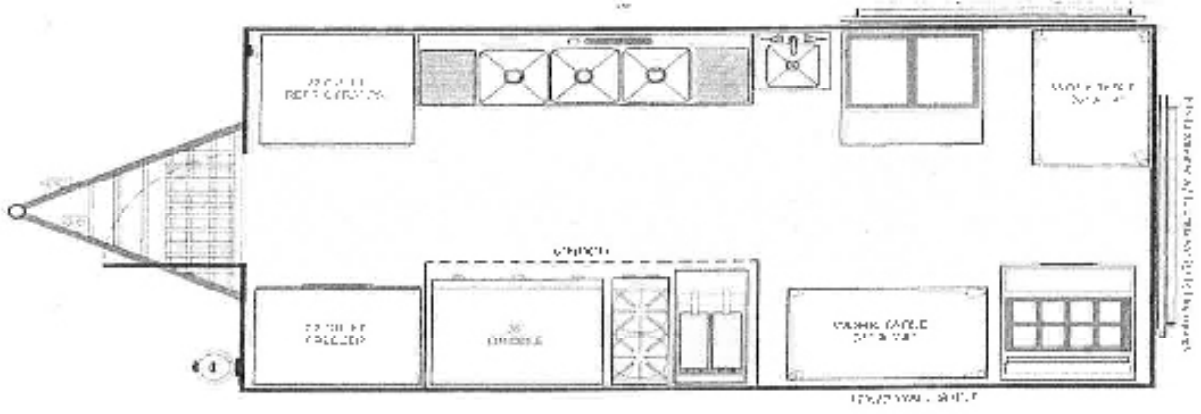


Roosevelt Trail/Rte 302 to Raymond

**ERRATA CERTIFY TO:** *Reduction, enlargement & copies*  
 The Reader and the title insurance  
 The lender and the title insurance  
 The building contracts to be used to have zoning requirements  
 As extracted in the General Emergency Management Agency Community  
 The structure does not fall within the scope of that device area  
 The form does not fall within the usual flow, related area.  
 A written study has not been performed.

**LIVINGSTON-HUGHES**  
 Professional Land Surveyors  
 85 Grand Street  
 Scarborough, Maine 04110  
 Telephone: 734-6671 Fax: 734-6672  
 www.livingston-hughes.com

**THIS SKETCH IS FOR MORTGAGE PURPOSES ONLY**



DESIGN MAY VARY DEPENDING ON BEST FIELD LAYOUT  
 Approx 80'w x 10'-12' L

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# FY 2017-2018 Tax Rate

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## 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: 9/12/2017

Request Date: 8/31/2017

Requested By: Curt Lebel, Assessors Agent

Address:

eMail:

Phone #:

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### Category of Business (please check one):

Information Only     Public Hearing     Report     Action Item

Other - Describe

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Agenda Item Subject: Consideration of 2017-2018 tax rate

Agenda Item Summary:

Board will be asked to set the FY18 tax rate, Assessors agent will provide possible tax rate options and be available to discuss this years valuation.

Action Requested/  
Recommendation:

Set tax rate required to fund Municipal, School and County operations

Attachments to  
Support Request:

Tax Rate options will be available at the meeting or one day prior to meeting date

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# County Tax Warrant

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WARRANT

STATE OF MAINE

COUNTY OF CUMBERLAND

Assessor, Town of Raymond

Pursuant to the provisions of Title 30-A, M.S.R.A. section 706, an estimate of sums necessary for defraying the charges of the County of Cumberland for the fiscal year 2017 was voted December 13, 2016 by the Board of County Commissioners. A tax of \$29,283,062 is to be assessed, collected and paid according to law, and applied for the purposes aforesaid.

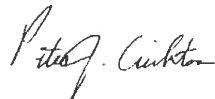
Whereas, upon a due apportionment of the said sum on the Towns/Cities in said County, your Town/City's proportion is found to be: **\$727,076 on a valuation of \$1,046,300,000.**

Tax Rate: 0.0006949019

Your municipality is hereby required, in the name of the State of Maine and the County of Cumberland, to assess the said sum upon the polls and estates in said Town/City, agreeable to the laws in said State, and cause the same in like manner to be collected and paid to Treasurer, Cumberland County upon this Warrant issued for the same, **on or before the first day of September 2017.**

February 17, 2017

Attest:



Peter J. Crichton  
Cumberland County Manager



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## Quit Claim Deeds

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### 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:	9/12/2017	Request Date:	08/09/2017
Requested By:	Sue Carr		
Address:			
eMail:	sue.carr@raymondmaine.org		
Phone #:			

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**Category of Business** (please check one):

Information Only       Public Hearing       Report       Action Item

Other - Describe

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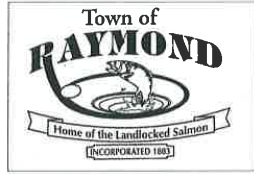
Agenda Item Subject:	Quit Claim Deeds
Agenda Item Summary:	Quit Claim Deeds for David & Mary Charette, Gregory & Rhonda Mayer, and William & Maryann Coppersmith

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Action Requested/ Recommendation:	Sign Quit Claims
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Attachments to Support Request:	
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401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742  
655-3024 (Fax)

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September 12, 2017

Board of Selectman,

The Town of Raymond foreclosed on the property owned by William and Maryann Coppersmith located at 49 Tommahawk Trail account # A0315R (map 53 lot 108). On June 9, 2017 taxes, interest, and lien costs were paid in full and are now up to date needing a Quitclaim.

The Town of Raymond foreclosed on the property owned by David and Mary Charette located at 20 County Road account #C9311R (map 052 lot 020J31000). On June 7, 2017 taxes, interest, and lien costs were paid in full and are now up to date needing a Quitclaim.

The Town of Raymond foreclosed on the property owned by Gregory and Rhonda Mayer located at 10 Dyer Road account # M3037R (map 17 lot 20A). On May 23, 2017 taxes, interest, and lien costs were paid in full and are now up to date needing a Quitclaim.

Thank you,

A handwritten signature in blue ink that reads "Sue Carr".

Sue Carr  
Tax Collector

**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 COPPERSMITH WILLIAM, COPPERSMITH MARYANN 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 052, Lot 108

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 052, Lot 108, in the name of COPPERSMITH WILLIAM, COPPERSMITH MARYANN and recorded in said Registry of Deeds.

BK 25536	PG 223	BK 26335	PG 348	BK 27261	PG 114
BK 27989	PG 32	BK 28886	PG 269	BK 29837	PG 348
BK 30940	PG 181	BK 31729	PG 32	BK 32517	PG 74
BK 33358	PG 275				

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 TERESA SADAK, LAWRENCE TAYLOR, JOSEPH BRUNO, SAMUEL GIFFORD, AND ROLF OLSEN thereto duly authorized, this 12th day of September, 2017.

THE INHABITANTS OF THE TOWN OF RAYMOND

\_\_\_\_\_  
Witness to All

By: \_\_\_\_\_  
TERESA SADAK, Selectman

\_\_\_\_\_  
LAWRENCE TAYLOR, Selectman

\_\_\_\_\_  
JOSEPH BRUNO, Selectman

\_\_\_\_\_  
SAMUEL GIFFORD, Selectman

\_\_\_\_\_  
ROLF OLSEN, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, appeared the aforesaid Selectmen, known to me, this 12th day of September 2017 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 CHARETTE DAVID J, CHARETTE MARY K 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 052, Lot 020J31000

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 052, Lot 020J31000, in the name of CHARETTE DAVID J, CHARETTE MARY K and recorded in said Registry of Deeds.

BK 31729      PG 7                      BK 32517      PG 71                      BK 33359      PG 271

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 TERESA SADAK, LAWRENCE TAYLOR, JOSEPH BRUNO, SAMUEL GIFFORD, AND ROLF OLSEN thereto duly authorized, this 12th day of September, 2017.

THE INHABITANTS OF THE TOWN OF RAYMOND

\_\_\_\_\_  
Witness to All

By: \_\_\_\_\_  
TERESA SADAK, Selectman

\_\_\_\_\_  
LAWRENCE TAYLOR, Selectman

\_\_\_\_\_  
JOSEPH BRUNO, Selectman

\_\_\_\_\_  
SAMUEL GIFFORD, Selectman

\_\_\_\_\_  
ROLF OLSEN, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, appeared the aforesaid Selectmen, known to me, this 12 day of September 2017 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 MAYER GREGORY S, MAYER RHONDA A 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 17, Lot 20A

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 17, Lot 20A, in the name of MAYER GREGORY S, MAYER RHONDA A and recorded in said Registry of Deeds.

BK 30940      PG 11      BK 31729      PG 87      BK 32517      PG 131  
BK 33359      PG 11

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 TERESA SADAK, LAWRENCE TAYLOR, JOSEPH BRUNO, SAMUEL GIFFORD, AND ROLF OLSEN thereto duly authorized, this 12th day of September, 2017.

THE INHABITANTS OF THE TOWN OF RAYMOND

\_\_\_\_\_      By: \_\_\_\_\_  
Witness to All      TERESA SADAK, Selectman

\_\_\_\_\_      \_\_\_\_\_  
LAWRENCE TAYLOR, Selectman

\_\_\_\_\_      \_\_\_\_\_  
JOSEPH BRUNO, Selectman

\_\_\_\_\_      \_\_\_\_\_  
SAMUEL GIFFORD, Selectman

\_\_\_\_\_      \_\_\_\_\_  
ROLF OLSEN, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, appeared the aforesaid Selectmen, known to me, this 12 day of September, 2017 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

\_\_\_\_\_  
Notary Public

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# FEMA Grant to Public Safety for Fire Truck

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\* Section # 2 Cost/Benefit: In the space provided below please explain, as clearly as possible, what will be the benefits your department or your community will realize if the project described is funded (i.e. anticipated savings and/or efficiencies)? Is there a high benefit for the cost incurred? Are the costs reasonable? Provide justification for the budget items relating to the cost of the requested items. \*4000 characters

The total cost on this project is \$300,000 with the FEMA grant ask to be \$275,000 with the Town picking up the additional monies. We have received estimates on the cost of a new tanker from three different vendors and are ready to issue a bid for proposals if we are awarded the grant.

The cost benefit and payback on this equipment is very reasonable, especially since the tanker will be used on almost every fire requiring water and help out our mutual aid partners. If we break it down per capita, based on the Towns' summer population of 16,000 and the useful life span of 20 years of the hose and equipment it comes to 93 cents on the dollar.

The apparatus to be purchased is outlined below:

Stock or demo pumper / tanker with minimum requirements of:

- Aluminum Body
- 3000-gallon capacity tank
- 1000 gallons per minute pump- 1250 preferred
- Capacity for 1000 feet of 5 inch LDH
- Mechanical Dump Tank
- Rear and side dumps
- 2 seated positions
- Adequate equipment storage

Total cost of the apparatus is proposed to be \$300,000.00

We are asking for a grant of \$275,000 with \$261,905 from FEMA and the required 5% matching funds of \$13,095.00. The additional \$25,000.00 will be covered by the Town of Raymond, who will contribute an additional \$15,000.00 available from our CIP and \$10,000.00 expected from the sale of our Tank 2.

Our fire department operating budget will assume the cost of driver training on the new tanker, insurance coverage and outfitting the new apparatus with equipment most of which will come from our Tank 2. We are willing to look at demos or stock to keep affordable. To rehab the current vehicle chassis and create a NFPA compliant from a non-compliant vehicle and correct the issues caused by the old chassis would be costly and non-productive use of funding.

To help ensure the benefit of the grant, the apparatus will carry a manufactures warranty and the department will conduct yearly pump testing and hose testing following NFPA 1962 guidelines to ensure its continued safety and mandatory training for all firefighters and operators.

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\* Section # 3 Statement of Effect: How would this award impact the daily operations of your department? How would this award impact your department's ability to protect lives and property in your community? \*4000 characters

Our risk assessment study has shown a clear need to upgrade and replace our 1989 Tank 2 but monies are not available to us from our capital improvement plan.

By having access to new Tanker we will enhance our water supply capabilities which will allow us to provide a higher level of fire protection and provide a more reliable water flow with reduced staffing levels.

RFRD will be able to provide better fire protection to all of the homes with the new pumper /tanker by having quicker access to the parts of town currently covered by Tank 2 since we will be able to train more drivers to operate it. By doing a quick initial exterior attack with a large amount of water in our tankers, we will soften the target enabling us to decide strategy and do a rescue and help salvage more of the property.

On a given day, the RFRD has 2-4 certified firefighters readily available for an emergency call. We rely heavily on the staff being able to quickly set up and establish water supply, many times with a single person, while mutual aid departments start arriving. Having the right apparatus readily available will help us with our mission to protect lives and property.

In the fire service, the most often fatal collisions resulting in firefighter deaths have involved tankers/tenders. The trucks, which are predominantly used in rural areas due to lack of hydrants, can have shifts of water in the tank, even at low speeds and can dramatically affect the ability of the apparatus operator to control the vehicle. With a safer truck that is engineered and designed to be a pumper/tanker, we can retire our old Tank 2 making it safer for our drivers and crews on scenes.

We thank you for your time and consideration to review our grant!

**Budget**

Budget Object Class

a. Personnel	\$ 0
b. Fringe Benefits	\$ 0
c. Travel	\$ 0
d. Equipment	\$ 275,000
e. Supplies	\$ 0
f. Contractual	\$ 0
g. Construction	\$ 0
h. Other	\$ 0
i. Indirect Charges	\$ 0
j. State Taxes	\$ 0
Federal and Applicant Share	
Federal Share	\$ 261,905
Applicant Share	\$ 13,095
Applicant Share of Award (%)	5

\* Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 13,095)

a. Applicant	\$ 13,095
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0

If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.

The budgeted replacement cost of the vehicle is \$300,000 total. We are only requesting a grant of \$275,000 as the Town of Raymond will fund and additional \$25,000.

**Total Budget** **\$ 275,000**



# FEMA

Mrs. Catherine Gosselin  
Raymond Fire and Rescue Department  
1443 Roosevelt Trail  
Raymond, Maine 04071-6331

Re: Award No.EMW-2016-FV-01189

Dear Mrs. Gosselin:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2016 Assistance to Firefighters Grant has been approved in the amount of \$261,905.00. As a condition of this award, you are required to contribute a cost match in the amount of \$13,095.00 of non-Federal funds, or 5 percent of the Federal contribution of \$261,905.00.

**Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system.** By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2016 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

**Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov).** As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

**Step 1:** Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 540-504-2883. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

Bridget Bean  
Acting Assistant Administrator for Grant Programs



**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2016-FV-01189	2. AMENDMENT NO. 0	3. RECIPIENT NO. 01-6000342	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX01287N2017T
6. RECIPIENT NAME AND ADDRESS Raymond Fire and Rescue Department 1443 Roosevelt Trail Raymond Maine, 04071-6331	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Andrea Day	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Catherine Gosselin	PHONE NO. 2076551187	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 03-JUL-17	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:03-JUL-17 To:02-JUL-18  Budget Period From:29-JAN-17 To:30-SEP-17	

15. DESCRIPTION OF ACTION  
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXX-XXXX-XXXX- XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2017-F6-C111-P4310000-4101-D	\$0.00	\$261,905.00	\$261,905.00	\$13,095.00
TOTALS			\$0.00	\$261,905.00	\$261,905.00	\$13,095.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)  
N/A

DATE  
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)  
Andrea Day

DATE  
27-JUN-17

[Go Back](#)

Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION  
ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM  
Application**

**INSTRUMENT:** GRANT  
**AGREEMENT NUMBER:** EMW-2016-FV-01189  
**GRANTEE:** Raymond Fire and Rescue Department  
**DUNS NUMBER:** 097729735  
**AMOUNT:** \$275,000.00, Vehicle Acquisition

**Project Description**

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

**Period of Performance**

03-JUL-17 to 02-JUL-18

**Amount Awarded**

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$275,000.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
State Taxes	\$0.00
Total	\$275,000.00

**NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)**

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Ramesa Pitts at [ramesa.pitts@fema.dhs.gov](mailto:ramesa.pitts@fema.dhs.gov).

**FEMA Officials**

**Program Officer:** The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

**Grants Assistance Officer:** The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

**Grants Operations POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant

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business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)**

**National Environmental Policy Act**

All recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

**Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.



FEMA

Agreement Articles

U.S. Department of Homeland Security  
Washington, D.C. 20472

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Vehicle Acquisition

GRANTEE: Raymond Fire and Rescue Department

PROGRAM: Vehicle Acquisition

AGREEMENT NUMBER: EMW-2016-FV-01189

AMENDMENT NUMBER:

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[https://eservices.fema.gov/FemaFireGrant/firegrant/jsp/fire\\_admin/awards/spec/view\\_award\\_package.do?agreementNo=EMW-2016-FV-01189&printa...](https://eservices.fema.gov/FemaFireGrant/firegrant/jsp/fire_admin/awards/spec/view_award_package.do?agreementNo=EMW-2016-FV-01189&printa...) 7/16

Article XXXVI	Protection of Human Subjects
Article XXXVII	Incorporation by Reference of Notice of Funding Opportunity
Article XXXVIII	Acceptance of Post Award Changes
Article XXXIX	Prior Approval for Modification of Approved Budget
Article XL	Disposition of Equipment Acquired Under the Federal Award
Article XLI	Environmental Planning and Historic Preservation Screening

I. **Assurances, Administrative Requirements and Cost Principles**

Recipients of DHS federal financial assistance must complete OMB Standard Form 424B Assurances - Non-Construction Programs. Certain assurances in this document may not be applicable to your program, and the awarding agency may require applicants to certify additional assurances. Please contact the program awarding office if you have any questions.

The administrative requirements and cost principles that apply to DHS award recipients originate from:

2 C.F.R. Part 200, Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards, as adopted by DHS at 2 C.F.R. Part 3002.

II. **Acknowledgement of Federal Funding from DHS**

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

III. **Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

IV. **Age Discrimination Act of 1975**

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

V. **Americans with Disabilities Act of 1990**

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101-12213).

VI. **Best Practices for Collection and Use of Personally Identifiable Information (PII)**

All recipients who collect PII are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template respectively.

VII. **Title VI of the Civil Rights Act of 1964**

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

VIII. **Civil Rights Act of 1968**

All recipients must comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features (see 24 C.F.R. § 100.201).

IX. **Copyright**

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations).

ii. By the end of the month following the month in which this award is made, and annually thereafter.

**c. Reporting of Total Compensation of Subrecipient Executives.**

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if-

i. in the subrecipient's preceding fiscal year, the subrecipient received-

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

**d. Exemptions**

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

**e. Definitions. For purposes of this award term:**

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. *Salary and bonus.*
- ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
- v. *Above-market earnings on deferred compensation which is not tax-qualified.*
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

XV. **False Claims Act and Program Fraud Civil Remedies**

All recipients must comply with the requirements of [31 U.S.C. §3729](#) which set forth that no recipient of federal payments shall submit a false claim for payment. See also [38 U.S.C. § 3801-3812](#) which details the administrative remedies for false claims and statements made.

XVI. **Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#) and form SF-424B, item number 17 for additional information and guidance.

XVII. **Fly America Act of 1974**

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under [49 U.S.C. § 41102](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* ([49 U.S.C. § 40118](#)) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, [amendment](#) to Comptroller General Decision B-138942.

XVIII. **Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, [15 U.S.C. §2225a](#), all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, 15 U.S.C. §2225.

XIX. **Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. In order to facilitate compliance with Title VI, recipients are encouraged to consider the need for language services for LEP persons served or encountered in developing program budgets. Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency* (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, *DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services; selecting language services; and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

- XX. **Lobbying Prohibitions**  
All recipients must comply with 31 U.S.C. §1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.
- XXI. **Non-supplanting Requirement**  
All recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Where federal statutes for a particular program prohibits supplanting, applicants or recipients may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt of expected receipt of Federal funds.
- XXII. **Patents and Intellectual Property Rights**  
Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards are in 37 C.F.R. Part 401 and the standard patent rights clause in 37 C.F.R. § 401.14.
- XXIII. **Procurement of Recovered Materials**  
All recipients must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- XXIV. **Contract Provisions for Non-federal Entity Contracts under Federal Awards**  
a. Contracts for more than the simplified acquisition threshold set at \$150,000.  
All recipients who have contracts exceeding the acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council as authorized by 41 U.S.C. §1908, must address administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
- b. Contracts in excess of \$10,000.  
All recipients that have contracts exceeding \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- XXV. **SAFECOM**  
All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
- XXVI. **Terrorist Financing E.O. 13224**  
All recipients must comply with U.S. Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the E.O. and laws.
- XXVII. **Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)**  
All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. Implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19
- XXVIII. **Trafficking Victims Protection Act of 2000**



All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act (TVPA) of 2000*, as amended (22 U.S.C. § 7104). This is implemented in accordance with OMB Interim Final Guidance, *Federal Register*, Volume 72, No. 218, November 13, 2007. Full text of the award term is located at [2 CFR § 175.15](#).

**XXIX. Rehabilitation Act of 1973**

All recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

**XXX. USA Patriot Act of 2001**

All recipients must comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act)*, which amends 18 U.S.C. §§ 175-175c. Among other things, the USA PATRIOT Act prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

**XXXI. Use of DHS Seal, Logo and Flags**

All recipients must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

**XXXII. Whistleblower Protection Act**

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

**XXXIII. DHS Specific Acknowledgements and Assurances**

All recipients must acknowledge and agree-and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree-to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS.
2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

**XXXIV. System of Award Management and Universal Identifier Requirements**

**A. Requirement for System of Award Management**

Unless exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the

information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

**B. Requirement for unique entity identifier**

If authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
2. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

**C. Definitions**

For purposes of this award term:

1. *System of Award Management(SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
2. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
  - a. A Governmental organization, which is a State, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. *Subaward*:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. *Subrecipient* means an entity that:
  - a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the Federal funds provided by the subaward.

**XXXV. Animal Welfare Act of 1966**

All recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. §2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

**XXXVI. Protection of Human Subjects**

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other

purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

**XXXVII. Incorporation by Reference of Notice of Funding Opportunity**

The Notice of Funding Opportunity for this program is hereby incorporated into your award agreement by reference. By accepting this award, the recipient agrees that all allocations and use of funds under this grant will be in accordance with the requirements contained in the Notice of Funding Opportunity.

**XXXVIII. Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. If you have questions about these procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to [firegrants@dhs.gov](mailto:firegrants@dhs.gov).

**XXXIX. Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. For awards with an approved budget greater than \$150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**XL. Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

**XLI. Environmental Planning and Historic Preservation Screening**

AFG funded activities (Modification to Facility or Equipment) that may require an EHP review, involving the installation or requiring renovations to facilities, including but not limited to air compressor/fill station/cascade system (Fixed) for filling SCBA, air improvement systems, alarm systems, antennas, gear dryer, generators (fixed), permanently mounted signs, renovations to facilities, sprinklers, vehicle exhaust systems (fixed) or washer/extractors are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process.

FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders.

To access the FEMA's Environmental and Historic Preservation (EHP) screening form and instructions go to our Department of Homeland Security/Federal Emergency Management Agency-website at: <https://www.fema.gov/library/viewRecord.do?id=6906>

In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds.

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# Merit Pay System Discussion

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To: Board of Selectmen  
From: Don Willard, Town Manager  
Re: Merit Pay Award Process

September 1, 2017

In June, as a part of the merit pay award process, I reviewed the salary grade structure against the current job content/duties listed below.

The Town Clerk holds a Department head position with supervisory duties as office manager. After adding several duties back into the position and consistent with the work other Town Clerks perform, I felt this position should be set at Grade 8 as are all the other Department Head positions.

The Tax Collector, and Human Resource Officer, were moved from Grade 5 to 6. Both positions have assumed more duties and responsibilities than when the initial Salary Structure was first established and perform work that exceeds the other employees in Grade 5.

Summary of changes and additions by position:

Town Clerk/Registrar/Deputy Tax Collector/Deputy Treasurer:

- Support the Town Manager and Board of Selectmen in researching Maine Statutes and Town Policies pertaining to questions as they arise.
- Reassumed Town Clerk duties which had been performed by various other town employees (i.e. creation and posting of Selectmen's agenda and ePackets, taking and posting minutes of Selectmen's meetings, creation and editing of Town Report and Town Warrant book).
- Liaison with the Public Works Director for Town Office improvement projects (i.e. renovations, electronic sign).
- Assist technical support with installation, testing, troubleshooting, and training of Town Office software.
- Research new software pertaining to the Town Clerk functions, present recommendations, assist with all aspects of installation and use.
- Responsible for the performance management of the Tax Collector and the front counter staff.
- Thorough knowledge and understanding of Town of Raymond Policies.

Tax Collector/Deputy Treasurer/Deputy Clerk/Deputy Registrar:

- Appointed Tax Collector from Deputy Tax Collector
- Prepares the recording of tax liens, discharges, and maintenance of list of uncollected taxes and liens (Tax Collector)
- Maintains accurate list of all back taxes and liens and all recordings that pertain to liens and TAP properties (Tax Collector)
- Prepares and mails 30-day notices for liens and foreclosures to all parties and mortgage holders
- Receives and processes tax payments by mail and on-line payments; updates online payment system, records and balances all payments
- Acts as Warden for elections and Deputy Moderator for Town Meeting
- Assists Town Clerk with vital records

Human Resource Officer/Deputy Treasurer/Deputy Tax Collector/Deputy Clerk/Deputy Registrar:

- Performs all Human Resource Duties
- Plans for employee training, wellness, environmental health and safety
- Manages the recruitment process using standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce
- Conducts the recruiting planning meetings when needed staff is identified
- Reviews resumes for all candidates and coordinates the interviews of candidates for employment
- Serves on employee interview committees
- Manages employee orientation and training
- Complies with all existing governmental and labor laws including EEO, ADA, OSHA, FMLA and others
- Assists with the writing and updating of the Personnel Policy
- Handles employee communication and feedback

FW: salary program maintenance

**Subject:** FW: salary program maintenance  
**From:** "Don Tyler" <don@mainehrpartners.com>  
**Date:** 8/10/2017 11:25 AM  
**To:** "'Don Willard'" <don.willard@raymondmaine.org>

**From:** Don Tyler [mailto:don@mainehrpartners.com]  
**Sent:** Thursday, August 10, 2017 10:28 AM  
**To:** 'Don Willard' <don.willard@raymondmaine.org>  
**Subject:** salary program maintenance

Hi Don,

Last week when we spoke you asked if I would reiterate a few points relating to the update and ongoing maintenance of a salary program. The recommendations I provided in my final report to the Town related to the recommended salary structure are usually developed to be competitive over a one year period and we typically recommend that organizations take a look at their salary program every year or two to ensure the ranges and actual salaries are competitive with the market. This undertaking can be done in-house or with the assistance of an outside consultant and would not be nearly as comprehensive a process as the recently completed pay and classification study. It is important to keep in mind that most other communities usually adjust their salaries annually based on merit, cost of living or other indicators and I feel it is important for Raymond to do likewise to ensure it remains competitive. If no adjustments are made for several years the Town may find its salary ranges lag the competitive market significantly, making retention and recruitment increasingly difficult.

We also discussed the need to conduct re-evaluations of a positions in light of the assumption of new and or additional duties having more, or less, responsibility, accountability, etc. This was discussed during one of our meetings with staff as well and the concept of re-evaluation in one employed by most, if not all, organizations with whom I have consulted over the years. Not all job changes result in grade level changes-- but when those added duties become significant and tend to change the overall scope and nature of the job then it is entirely reasonable to recognize this with a grade level change. Such actions serve to maintain the important concept of internal equity as well as external competitiveness. Organizations change over time as do positions and it

FW: salary program maintenance

is important to review and assess them as they occur and, where indicated, make the appropriate changes, based on position evaluation and analysis techniques used in the original study.

Please advise if you need anything further,

Regards,

Don

Donald H. Tyler, Jr.

Principal and Executive Vice President

Human Resource Partners, LLC

10 Serenity Drive

Harpswell, Maine 04079

207-440-0335

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# Municipal Elections & Write-In Candidates

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## Sanford

### Section 1109. Restrictions on Election

#### 1109.1

No person may be a candidate for more than one City government office at each election. No candidate for the offices of Mayor, City Council, or School Committee shall be elected to office unless he or she receives at least 50 votes.

#### 1109.2

To be considered a declared write-in candidate, a person must file a declaration of write-in candidacy with the City Clerk, on a form approved by the City Clerk, on or before 5 p.m. on the 10th day prior to the election. The candidate must meet all the other qualifications for that office.

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## Arundel

### 2.3.1 WRITE-IN CANDIDATES

Write-in candidates must receive a minimum of twenty- five (25) votes to be elected. If no candidate receives twenty-five (25) write-in votes, then a vacancy shall be declared. In the event of a vacancy, write-in candidates shall be given first consideration for the open position, which office or position shall be appointed by the Town Manager and confirmed by the Board of Selectmen pursuant to Section 6.2.g of this Charter. However, in the case of the Board of Selectmen, any such vacancy shall be filled by the Board of Selectmen without Town Manager participation. [Amended 6/14/94]

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## Lincolntonville

3. Write-in Candidates: A write-in candidate shall be elected by plurality vote, provided that such write-in candidate shall receive a minimum of five (5) votes. Any write-in candidate receiving fewer than five votes shall not be considered elected.

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## Portland

Adopted use of MRSA 21-A §722-A.



**Maine Revised Statutes**  
**Title 21-A: ELECTIONS**  
**Chapter 9: CONDUCT OF ELECTIONS**

**§722-A. DETERMINATION OF DECLARED WRITE-IN CANDIDATE**

To be considered a declared write-in candidate, a person must file a declaration of write-in candidacy with the Secretary of State, on a form approved by the Secretary of State, on or before 5 p.m. on the 60th day prior to the election. The candidate must meet all the other qualifications for that office. [2015, c. 447, §26 (AMD).]

SECTION HISTORY

1999, c. 426, §24 (NEW). 2007, c. 455, §40 (AMD). 2009, c. 253, §37 (AMD). 2015, c. 447, §26 (AMD).

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# Warrant for Special Town Meeting - PWD

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**Town of Raymond**  
November 7, 2017  
**SPECIAL TOWN MEETING WARRANT**

TO: Nathan White, a resident of the Town of Raymond, in the County of Cumberland and State of Maine.

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Jordan Small Middle School Gymnasium at 423 Webbs Mills Road in said town on Tuesday, November 7, 2017, at 7:00 A.M., then and there to act on Articles 1 through 2 as set out below. The polling hours thereof to be from seven o'clock in the forenoon until eight o'clock in the evening.

**ARTICLE 1:** To elect a moderator to preside at said meeting.

**ARTICLE 2: ARTICLE 42:** To elect one (1) member of the Portland Water District Board of Trustees, for a five-year term.

Given under our hands this 12<sup>th</sup> day of September AD 2017.

\_\_\_\_\_  
Teresa Sadak, Chairman

\_\_\_\_\_  
Rolf Olsen, Vice Chair

\_\_\_\_\_  
Joseph Bruno, Parliamentarian

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Lawrence Taylor

I attest that this is a true copy.

\_\_\_\_\_  
Susan L Look  
Town Clerk

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# Appointment of Weights & Measures Inspector

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## *Board of Selectmen*

*401 Webbs Mills Road  
Raymond, Maine 04071*

### **Appointment by Municipal Officers**

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm **Gregory Joy** to be the Weights & Measures Inspector for a term ending June 30, 2018.

Given under our hands on the 12<sup>th</sup> day of September, 2017.

\_\_\_\_\_  
Teresa Sadak

\_\_\_\_\_  
Rolf Olsen

\_\_\_\_\_  
Joe Bruno

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Lawrence Taylor