



Town of Raymond

Board of Selectmen ePacket

November 14, 2017

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Agenda



BOARD OF SELECTMEN Agenda

November 14, 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

3) Public Hearing

a) Proposed Miscellaneous Ordinance Change – Elections

It has been proposed to strike the existing Miscellaneous Ordinance entitled *Elected Official Recall & Appointment Ordinance* (because the verbiage is contained in 30-A MRSA) and replace it with one entitled *Elections* with a subsection dealing with write-in candidates for municipal elections.

4) New Business

a) Purchasing Policy Rewrite – Don Willard, Town Manager

At the request of the Board of Selectmen the Town of Raymond's Purchasing Policy has been reviewed and the decision was to rewrite rather than to simply update the existing policy. Both the current and the proposed Purchasing Policies and included in the Selectmen's ePacket.

b) Draft FY2018-19 Budget Schedule – Don Willard, Town Manager

c) Establish FY2018-19 Budget Goals – Board of Selectmen

d) Electronic Sign Policy – Don Willard, Town Manager

Since the signs were installed there have been several requests from various organizations to post information on them. In the ePacket is a proposed new management/use policy and application form for the Selectmen's consideration.

Selectman's Meeting Agenda (Page 1 of 2) November 14, 2017

- e) Discussion of Upgrading the Town Office Sign to Two-sided – Don Willard, Town Manager

There have been some public comments/feedback that the sign at the Town Office should be visible from both directions.

- f) Appointment of a Public Access Officer – Sue Look, Town Clerk

Pursuant to Maine's Freedom of Access Act (FOAA – 1 MRSA §413) each municipality is required to appoint a Public Access Officer to serve as the point person for all data requests.

- g) Gore Road, Private Road Section– Teresa Sadak, Chairman

There is a 1,790' section of Gore Road which has been classified as a private road. The Town of Gray is taking their section by eminent domain and rebuilding 660' in Gray. This leaves 1,130' in Raymond between Dolimount Road and the Gray/Raymond town line.

5) Public Comment

6) Selectman Comment

7) Town Manager's Report and Communications

- a) Confirm Dates for Upcoming Regular Meetings

- December 12, 2017
- January 9, 2018

- b) Reminder of Upcoming Holiday Schedule

- Thursday, November 23rd & Friday November 24th in observance of Thanksgiving

8) Treasurer's Warrant

9) Adjournment

Previous Meeting(s) Minutes



BOARD OF SELECTMEN Minutes

October 10, 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
Curt Lebel – Contract Assessor
Sue Look – Town Clerk

1) **Called to order** at 6:30pm by Chairman Sadak.

2) **Minutes of previous meeting**

a) September 12, 2017

Motion to approve as presented by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved.

3) **New Business**

a) Appointment – New Code Enforcement Officer – Don Willard, Town Manager

Scott Dvorak has accepted the offer to become our new Code Enforcement Officer (CEO). Mr Dvorak has over 30 years of construction experience and has been the Assistant CEO in the Town of Gorham since February 2014. He has the following certifications:

- Maine Residential Building Code
- Commercial Building Code
- Maine Subsurface waste water disposal systems
- Maine Internal Plumbing Code
- Maine Land Use
- Shoreline Zoning
- Maine Energy Code
- Maine Existing Building Code

Selectman's Meeting Minutes (Page 1 of 9) October 10, 2017

- Local Plumbing Inspector Certification
- CEO for Residential & Commercial Building Code Certification

Town Manager Willard - He was the unanimous choice in a 2-tiered process. Congratulations and welcome. He will be starting on October 24th. We are all looking forward to working with you.

Mr Dvorak – I look forward to working for the town. Thank you!

Motion to appoint Scott Dvorak as the Code Enforcement Officer for the Town of Raymond by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

- b) RSU #14 Board of Directors Update on New Bus Garage Referendum Question – Diana Froisland, Vice Chair, Jani Cummings, Anna Keeney

Ms Froisland – We have a new 5-year strategic plan with the following goals:

1. Design for Learning – Striving to have all students engaged in authentic, personalized learning experiences to master standards through multiple pathways.
2. Environment for Learning – All students will continue to learn in a school environment that meets the developmental needs of learners and supports balance and quality of life for all members of the RSU community.
 - a. A committee was formed to study our school's start time. We do not have a recommendation yet.
 - b. A committee is studying homework practices.
3. Technology for learning – We would like all students to be proficient users of technology and have consistent, equitable access to resources needed to support mastery of personalized learning goals.
 - a. We have MacBook laptops now for students down to the 5th grade.

Ms Cummings – I have only been on the School Board for a year and did not know how much work there was. I am on the Policy Committee. This year we are doing 27 different policies and making revisions as needed. Some of the changes are dictated by the Department of Education. Thank you for all the support we get from the Town.

Ms Keeney - This summer we did some repair and replacement on the roof of Jordan Small to correct leaking issues. There was also some mason work and painting of the gym. At RES we also did some repair and replace on the roof. The biggest thing is the playground at Raymond Elementary. The National Guard set up there for 2 weeks and brought the area up to level. Going forward we will be able to get the playground to what it should be. There will be an open field and a place to sled in the winter.

Ms Froisland – Lastly is the budget. It has been a difficult year because the State has flat-funded education. However, we received some additional State subsidy (\$664,000) of which 82% is being returned to the tax payers. Also, there is a joint shared maintenance facility discussion that is going on between the RSU and the Town of Windham. A couple of years ago the Town of Windham had an initiative to build a new Public Works facility. The voters turned it down. It is essentially the same structure. The voters in Windham will be voting on November 7th. The RSU shares

the facility according to our current arrangement. If you are interested there is an informational meeting on October 12th from 6:30pm to 9pm in the Windham Highschool cafeteria. If you have questions, there is going to be a presentation all about the project.

Selectman Bruno – Is it true that Raymond will be liable for some of the debt service if the garage passes, and why since it is a Windham building? I thought we had an understanding with Windham that anything built in Windham they are responsible for. Why would Raymond taxpayers be liable for any of that debt service?

Ms Froisland – It will be a similar arrangement to what we have now. Windham owns the structure and we just use the space. We have not worked out the financial arrangement yet. We have 2 options. Either a Memorandum of Understanding (MOU) where we would share in the bond for 20 years or we would be charged a lease payment. Either of these options would be about the same. The building will be Windham's building. You can go to an informational meeting for more details.

Selectman Bruno – With the whole succession process we agreed that any building built in Windham would be the responsibility of Windham and any building built in Raymond would be Raymond's responsibility. How are we getting sucked into the debt service here?

Ms Froisland – We currently pay towards the facility right now because we share that facility and we would do the same with a new facility. RSU #14 could build their own maintenance facility, but as we studied this it was determined that this was not the most efficient route. We use approximately 25% of the space.

Chairman Sadak – We have to pay for something that we don't get to vote on.

Ms Keeney – The RSU has not committed to anything. We like the idea. We want more information before we go forward. We are not paying for the building. We are paying to use that space because our buses used for Raymond students are housed there and maintained there.

Selectman Bruno – If we built something here in Raymond, would Windham taxpayers pick up some of that debt service here?

Ms Keeney – They would need to help pay for storing and maintaining the vehicles as well.

Chairman Sadak – The Town of Windham is saying that this is a priority and the RSU #14 Board of Directors is on board with the Town Council. How can you agree not to go forward with this when it is on a November ballot?

Ms Froisland – It would be very costly to build our own facility. It would be more efficient if we continue to share space with Windham.

Town Manager Willard – For several years we had a program here called "One Raymond" where the school and town shared resources to our mutual benefit. The RSU elected to end that relationship. They privatized the services. I think that was not a good decision. We had the resources here and we could cooperate together and help each other with our costs. We were told that Windham doesn't do that and we all have to be the same. Now you are jumping into a big project with Windham that I believe will be exponentially more than you are doing today. Why aren't you doing as you did with Raymond, looking at privatization, looking at other sources and not just jumping into this big new building. It does not appear to me that there has been a lot of analysis of the options. That was the case as well when you withdrew from the Raymond Public Works facility, from cooperating with Raymond Public Works

on plowing, joint maintenance agreements. I felt like you just wanted to privatize and did it. This is the polar opposite of what you did here.

Chairman Sadak – Also, Don was told by Don Davis that the lease agreement that we would be paying is substantially higher than what we are paying now. You just said, Anna, that you guys have not endorsed it.

Ms Keeney – No. I said we haven't agreed to anything. It is something we are interested in to learn more about.

Chairman Sadak – On October 3, 2017, on Windham's Facebook page it says that the proposed shared maintenance facility is endorsed by both the Windham Town Council and the RSU #14 School Board.

Ms Keeney – We came here tonight to give an update on what we have been working on this year. If you want to get in-depth with the proposed facility, I would encourage you to get with our sub-committee who has been responsible for diving in with looking at all the possibilities. I think it would be fantastic if you invite a couple of those committee members to come and speak with you. I don't think it is fair that we can't come in and give you the answers you are looking for.

Selectman Olsen – It appears to me to be passing the buck. You three are elected members from Raymond to the School Board. What you are saying is we can't give you good answers, get somebody else to give you the answers. No. We want you to get us the answers. That's what you are there for.

Chairman Sadak – I happened across this in the June 21st meeting that was being played on local tv one night. I don't think that we should be hunting down this information. You are there to question this. It is a lot of money that we don't get to vote on, but we open up our checkbooks to. It was listed on the agenda that we would be asking about this issue.

Ms Cummings – I want to respond a bit to Rolf. I voted to pursue this. I think it is a good idea. I am a tax payer and I think it is a good idea. I am also a School Board member and I think it is a good idea. And Joe, if Raymond builds a new school, then Raymond is responsible. If Windham builds a new school, then Windham is responsible. This is something that we both use, that is why we are a part of that.

Selectman Bruno – I am just telling you as a Selectman representing the Town of Raymond that I think you as school committee members should be looking out for the citizens of Raymond and the taxpayers of Raymond. The fact that we are going to be picking up debt service on a building that we have no vote on is not in the best interests of Raymond at all. Not even close to being in the best interests of Raymond.

Ms Froisland – I would encourage you to go Thursday night if you have questions. There have been numerous open houses. I know it has been in the paper.

Chairman Sadak – We just got the invite. I have not seen it in the paper.

Ms Froisland – As far as being on the agenda, I was in communication with the Town Office and was told I would not need to bring other committee members to do a presentation, just do an update.

Chairman Sadak – This is a big-ticket item that you need to have answers for. Who are supposed to ask if we can't ask you guys? It is not our job to search out information from Don Davis or Tony Plant. You were voted to be able to answer questions and defend this. We have 5 busses that stay in Raymond. I don't know how you can not know more answers to come back to taxpayers here in Raymond.

Ms Cummings – The RSU uses 25% of the space and of that Raymond would pay 36%.

Chairman Sadak – We are paying \$20,000 on a lease now for the existing building and a new building will be substantially more.

Ms Froisland – The building that is there now is a modular. The RSU had no offices and we had to lease a modular to have office space for meetings and for staff because the building is so undersized for their own town, let alone to have us share the space. We are not allowed to wash our busses there anymore because of the proximity to the river. We have had to set up a wash station at the high school which can not be used in the winter. If we do not wash the busses and care for our busses, then we are going to be buying them more frequently if they all have to be left outside, which is a waste of taxpayer money. So, there are many good points to a better facility. It has been woefully inadequate for them and we are sharing that space. So, if you went and toured the facility and were educated as to why they are doing this project it would probably be helpful.

Town Manager Willard – I am a believer in working together, that is why we had the “One Raymond” program. I think that is the direction we should be going in. I think what is good for Windham is also good for Raymond. Another point is analysis of options and does it make financial sense. I don’t see it in this bus garage, I really don’t. It looks to me to be a cooperative project that benefits Windham more than the RSU. When the “One Raymond” ended we were told that the private sector options were better for the RSU because you had control and you would not be in a relationship with the town. So why aren’t we doing that with this project? I am sure there are companies who would love to service the busses, there are facilities you can lease. I can see Windham pursuing it, but why are you pursuing it?

Ms Cummings – So your questions are that you want us to provide you with an analysis of why they are doing it, why we are not doing the “One Raymond”...

Town Manager Willard – I brought up that because this flies in the face. You are expanding your relationship with Windham and you have curtailed every relationship you had with Raymond.

Ms Cummings – And you also want us to discuss the private sector options, is that correct?

Town Manager Willard – Sure. Have you looked at other options?

Ms Cummings – I am not aware of what they have looked at, the committee that was designed to do this. If you ask me about policy, then I can give an answer.

Chairman Sadak – So, November is the vote. If it passes, what is the next step?

Ms Cummings – We will get back to you on those.

Selectman Bruno – Has Windham voted this down once already?

Ms Froisland – Yes, they have. This was the same initiative that they voted 2 years ago.

Selectman Bruno – So why is it coming back?

Ms Cummings – Because the need is great. I went to the presentation that they had at the bus garage and the town facility. I was not aware that when all of the bays are filled, which is very easy to happen with only 3 bays, any others need to be worked on outside. It may not be a big deal in this type of weather, but it may be a big deal when

it is snowing or any other kind of weather.

Selectman Bruno – There used to be busses fixed right down here in this Public Works garage.

Ms Cummings – What is that being used for now?

Town Manager Willard – It is being used for Public Works because you ended your relationship with Raymond. We made that available at zero cost. So, you walked away from a zero-cost option to build one in Windham?

Selectman Bruno – And have the Raymond taxpayers pick up the cost.

Ms Cummings – I understand how you feel.

Town Manager Willard – It is not really about feelings, it is about what makes sense for Raymond taxpayers.

Chairman Sadak – On a completely different subject – Anna, I know Alyssa has got great news and she was going to be here tonight to give us an update on the playground. What is the situation as far as playground equipment for the kids? I watched one meeting that said there wasn't enough money in the budget to buy playground equipment.

Ms Keeney – With this I am sure that you all are aware that this was a particularly rough budget season. We elected not to go forward as quickly with some of the options, so the playground was one that we unfortunately slowed down a little bit, so we can make sure immediate needs are met in the district.

Chairman Sadak – Is there a timeline? I know that Alyssa has worked so hard for 4 years now. The primary school down there has 2 new playgrounds I think, and the Manchester School has a new playground down there.

Ms Froisland – The projects have been done in phases, so it is no different than what is done in Windham. It has been a lengthy project at the primary school and is not complete. We still need to do the loam and the grass, there is a fence that is planned and a couple of other things that need to be completed.

Chairman Sadak – So do you have a timeline?

Ms Froisland – No. It depends what happens this budget season.

c) Library Update of Financials & Programs – Allison Griffin, Library Director and Leigh Walker, Treasurer

Ms Griffin presented a PowerPoint display overviewing their renovations and programs. Circulation is up this year and there have been more interlibrary loan requests. They currently have 4 computers available to the public, fax, scanning, and wi-fi services. The children's events are well attended. They now have a teen advisory group to address their needs. There have been several family events and author talks for adults. Fundraising is continuing. A science/technology program is beginning.

Selectman Gifford – I don't have any questions, but I did recently attend a tour of the library and it is by all means NEW. I strongly advise anyone to see it for themselves. It is a wonderful place and you have done a terrific job.

Selectman Olsen – Based on the improvements have you seen any uptick in donations?

Mrs Walker – Not so far this year. We are coming into our fundraising season now, so we will find out. We have done a lot of community collaboration. Our construction project is a great example of this. Many people donated their time or supplies to get these projects done. A lot of people were very generous and selfless in donating to the projects. We are very grateful.

Mrs Walker went on to say that the Library has had a good year financially. There are several reasons for this. They did not have a Library Director for 2 months, thus saving salary. There was more effort put into fund raising and went back to the events that have worked in the past. Each effort exceeded budget goals. She thanked all who were involved in the fund raisers. Operational expenses are under budget due to grants and in-kind donations. The annual appeal was very strong. They worked on their mailing list to delete duplicates and remove those who have moved. There have been some sizeable donations this year, especially from people who have not donated in a while. They have been controlling costs while increasing income. There will be required payroll increases due to the minimum wage increases. She thanked the Town of Raymond and the Board of Selectmen for their support.

Selectman Olsen – It looks like you ended last year to the good by \$25,000. Will you be putting this back to replenish the investments?

Mrs Walker – We just moved \$15,000 back into our investment funds. We are waiting to see how the annual appeal does to move any more.

Selectman Bruno – Have you thought about how much you will be asking the Town for this year?

Mrs Walker – We will stay flat. We do not do any fund raisers in the summer, so the amount the Town gives helps with cash flow.

d) Quit Claim Deeds – Sue Carr, Tax Collector

This is to correct an error made on a Quit Claim Deed approved by the Town of Raymond Select Board in 1999.

Motion to approve correction of the Quit Claim Deed as presented by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved.

e) Assessing Agent's Contract – Don Willard, Town Manager

Consideration of extending the Assessing Agent's contract. The current contract expired on September 30, 2017.

Town Manager Willard – I appreciate Curt coming all the way over (*Curt lives in Richmond*) I thought you would want to see his smiling face. I am very pleased with your work and I am recommending that we extend the contract for another year under the current terms. Curt has agreed to that. I think he has done an exceptionally good job for the Town.

Motion to approve 1-year extension of current contract as presented by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

f) Discussion of Filling Budget-Finance Committee Vacancy

There is currently a vacancy on the Budget-Finance Committee which may be filled by the Board of Selectmen with a term ending with the next Municipal Election on June 12, 2018.

Selectman Bruno – Has anyone expressed an interest?

Town Clerk Look – I have not had anyone express an interest.

Selectman Olsen – My preference would be to leave it at 8 members. It will not handicap the board to be down 1 member until the next election.

g) Draft Municipal Election Write-In Ordinance – Sue Look, Town Clerk

Consideration of the first draft of an ordinance to govern how write-in votes for an open seat will be handled.

Town Clerk Look – I did not want to reinvent the wheel, so I looked at the current Miscellaneous Ordinance and found that there was one pertaining to elections. In reviewing it I found that it is basically regurgitating what is in Title 30-A so it is unnecessary. What we don't have is anything that says that Title 30-A will govern all municipal elections augmented with Title 21-A when Title 30-A is silent. This is a formality. What I am proposing is to strike the current Miscellaneous Ordinance and replace it with:

ELECTIONS

GOVERNING RULES OF MUNICIPAL ELECTIONS

All municipal elections will be governed by Title 30-A MRSA and where silent by Title 21-A MRSA with the following exception:

1. WRITE-IN CANDIDATES

Write-In Candidates: A write-in candidate shall be elected by plurality vote, provided that such write-in candidate shall receive a minimum of fifteen (15) votes. Any write-in candidate receiving fewer than fifteen (15) votes shall not be considered elected. A write-in vote will be counted in accordance with both Title 21-A MRSA §692 (2) and the rules pertaining to determining "voter intent" as established by the Secretary of State – Division of Elections.

Motion to approve a public hearing at the November Board of Selectmen Meeting for the above ordinance change as presented by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

h) Appointment – Warden for November 7th Referendum Election – Sue Look, Town Clerk

Motion to appoint Sue Carr as Warden for the November 7, 2017, Referendum Election by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved.

4) Public Comment – None

5) Selectman Comment – None

6) Town Manager's Report and Communications

I am pleased to announce that the new Town signs are operational. Thanks to Sue Look, Nathan White, Chris Hanson. We have had comments that it should be 2 sided and we are getting the numbers on that.

I will be attending the ICMA conference from Saturday, October 21st to Wednesday, October 25th.

I would like to recognize Nathan for the work that has been done on our roads. Our roads stand out as finished and is a well-done job.

a) Confirm Dates for Upcoming Regular Meetings

- November 14, 2017
- December 12, 2017

b) Reminder of Upcoming Holiday Schedule

- Friday, November 10, 2017 – In observance of Veterans' Day

c) Update on Election Dates – Sue Look, Town Clerk

- Closed period begins 10/18/2017
- Deadline to request an absentee ballot is 11/2/2017
- We will be hand-counting the PWD ballot

7) Treasurer's Warrant

Motion to approve Treasurer's Warrant for \$1,122,060.18 by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved.

8) Adjournment

Motion to adjourn at 7:34pm by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved.

Respectfully Submitted,

Susan L Look
Town Clerk

Proposed Miscellaneous Ordinance Change - Elections

ELECTIONS

GOVERNING RULES OF MUNICIPAL ELECTIONS

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Purchasing Policy Rewrite

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

Requested Meeting Date:

November 14, 2017

Requested By & Date:

Cathy Ricker 10/19/2017

CONTACT INFORMATION

Address:

Town office
401 Webbs Mills Road
Raymond, ME 04071

Email Address:

Cathy.ricker@raymondmaine.org

Phone #:

207 655 4742 ext 132

AGENDA ITEM REQUESTED

Agenda Item Subject:

Update of Purchasing Policy

Agenda Item Summary:

Draft Policy of a new purchasing policy

Action Requested/Recommendation:

☒ Approval ☐ Public Hearing ☐ Information Only

List of Attachments Included:

Purchasing Policy currently in place new policy will be available next week.

Purchasing Policy

For the Town of Raymond

An agreement between the Board of Selectmen and the Town Manager

The Town Manager shall have the responsibility and authority to authorize all single item purchases of equipment, personal property, and services. The Town Manager may delegate purchasing authority to employees depending on the characteristics of such purchases.

Purchases between \$1,000 and \$3,000:

The Town Manager shall have the responsibility and authority to authorize all single item purchases of equipment, personal property, and services. In some cases, the Town Manager will implement a "request for proposal or bid" that solicits at least three vendors or contractors. The "request for proposal or bid" may range from a phone quote to a more formal written response with detailed specifications.

Purchases between \$3,000 and \$10,000:

The Town Manager, with the Board of Selectmen's confirmation, shall have the responsibility and authority to authorize all single item purchases of equipment, personal property, and services and, in most cases, the Town Manager will implement a "request for proposal or bid" that solicits at least three vendors or contractors. The "request for proposal or bid" may range from a phone quote to a more formal written response with detailed specifications.

Purchases over \$10,000:

The Town Manager, with the Board of Selectmen's confirmation, shall have the responsibility and authority to authorize all single item purchases of equipment, personal property, and services. In all cases, the Town Manager will implement a "request for proposal or bid" that solicits at least three vendors or contractors. In most cases, a formal written proposal will be required. Advertising, publishing, and invitation to provide a proposal or bid shall be at the discretion of the Board and/or Town Manager.

In all cases, Town purchasing decisions shall take into consideration the Town's present and former relationships with vendors and contractors. The Town will also recognize the importance of purchasing goods and services from local vendors and contractors.

Purchasing Policy for the Town of Raymond

(a) Board of Selectmen authorization. All contracts or purchases of supplies, materials or services shall be authorized by the Board of Selectmen, unless they meet the conditions outlined herein for approval by the Town Manager. The Board of Selectman shall not participate in the process for competitive bidding or request for proposals set out in paragraphs (c) and (d) below.

(b) Supplies, materials and/or services procurement. The Town Manager shall have the authority to award any bid and to execute any contract or approve any purchase for and on behalf of the Town for supplies and/or materials to be furnished and/or services to be performed for the Town, including without limitation professional consulting services, provided that:

- (1) Funds are available for such procurement; and
- (2) The bid is awarded and the contract or purchase is executed as the result of a competitive process, which shall mean either by competitive bidding or request for proposals.

(c) Competitive bidding. Competitive bidding, as used herein, shall include, at a minimum, prior public notice of the procurement, including publication in a newspaper of general circulation in the Town, unless the Finance Director determines in a particular case that publication elsewhere would be reasonably expected to provide effective competition; solicitation of sealed bids based on identical specifications; and intent to award the bid to the lowest qualified, responsive, and responsible bidder that meets the specifications.

(d) Competitive request for proposals. The request for proposals competitive process shall consist of the following:

- (1) Request for proposals. A request for proposals shall be issued identifying all significant evaluation factors, including price or cost, and their relative importance or weighting.
- (2) Solicitation. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The request for proposals shall be published at a minimum in a newspaper of general circulation in the Town, unless the Finance Director determines that publication elsewhere would be reasonably expected to provide effective competition.
- (3) Evaluation. Selection of proposals shall include a determination of compliance with the request for proposal and its evaluation factors: including determining that the proposer is qualified, responsive and responsible. The evaluation process may include interviews with some or all the proposers, team evaluation, and weighted scoring.
- 4) Negotiations. Negotiations may be undertaken with the qualified and responsible proposer(s) whose proposal(s) is determined to be most advantageous to the Town, considering the price and the evaluation factors set forth in the request for proposals.

(5) Award. The contract shall be awarded by the Town Manager to the qualified, responsive, and responsible proposer whose proposal and the result of the subsequent negotiations are determined by the Town Manager to be in the best interest of the Town.

(e) Exceptions to required competitive process. Unless otherwise prohibited by applicable state, federal law, or local ordinance; the Town Manager may authorize a contract or purchase of supplies, materials and/or services in any amount without any competitive process if one (1) or more of the following conditions are met, and that approved funds are available for such procurement:

(1) Such procurement does not equal or exceed the sum of twenty-five thousand dollars (\$25,000.00). For self-managed projects or self-constructed assets, the \$25,000 threshold is applied at the vendor level.

(2) The Town Manager determines in writing that the procurement of such services, supplies and/or materials is of such an emergency nature that the requirements of a competitive process cannot be followed, in which event the Town Manager shall specify such elements of a competitive process which he or she determines to be feasible under the circumstances.

(3) Regarding any project funded or reimbursable by state or federal sources if such source requires a different procurement process to be followed and procurement is affected through or in accordance with such process.

(4) The procurement is through an award by any governmental entity or group of governmental entities, which award is the result of a competitive process by said entity or group; or through any public or private group purchasing program.

(5) There has been a competitive process but no bids or proposals were received or the Town Manager determines that the bids or proposals received are unreasonable or more than the funds available for such procurement or not independently reached in open competition. In such cases, he or she may negotiate a contract if he or she determines:

- a. That it is not feasible or advantageous to re-solicit bids or proposals again; and
- b. Each qualified, responsive, and responsible bidder or proposer, if any, has been notified of the intention to negotiate with the bidders or proposers, starting with the lowest qualified bidder or proposer first and proceeding consecutively until a contract acceptable to the Town is reached.

(6) The procurement is of computer equipment, investment services, appraisal services, repair parts, travel, transportation, maintenance contracts and similar purchases to the extent specified by rule.

(7) The procurement is of legal services, including but not limited to lawyers, paralegals, court reporters and other persons necessary to provide legal services to the Town.

(8) The procurement is of used vehicles and equipment.

(9) Benchmarking. The use of benchmarking would include comparing unit costs with a public group purchasing program of which the Town does not participate or using informal or formal surveys of unit costs of surrounding towns.

(10) Preapproved vendors. This would be a process where a vendor would agree to a unit cost for a specific period without committing to a total projects cost. Vendors would work on an as needed basis at the direction of the department director. Unit cost could be hourly, daily, machine hour or a quantity of commodity.

(11) The Town Manager makes a written finding that said supplier, contractor or consultant is the sole acceptable source for said goods or services, and the basis for said finding. This section would apply when weighing the availability, timeliness, expertise, experience, and pricing offered.

(f) Specific products by brand. Unless otherwise prohibited by applicable state or federal law, nothing herein shall prevent or prohibit the Town from soliciting bids for supplies or materials based on brand names or unique specifications if;

- (1) Approved funds are available for said procurement; and
- (2) The solicitation is approved in advance by the Town Manager; and
- (3) It is deemed in the town's best interest, and at its sole discretion as determined by the Town Manager to purchase a certain brand based upon the advantages to the town compared to other products or services; and
- (4) The solicitation is in furtherance of a policy of standardization of such supplies or materials; and
- (5) The Town Manager determines that there are enough dealers in said brand-name supplies or materials in the solicitation to provide a reasonable expectation of competition for the bid.

(g) Rights of the Town. The Town Manager may waive any informality or irregularity in any bid or proposal received and shall have the right to reject any or all bids or proposals received for whatever reason he or she deems in the best interest of the Town.

(h) Rules and regulations.

- (1) The Finance Director is authorized to issue rules and regulations which are not inconsistent with this article; such rules and regulations may include, but are not limited to, requirements for bid security, performance and payment bonds, insurance and payment practices.
- (2) The Finance Director is further authorized to issue rules and regulations to govern purchases of supplies, materials and/or services of less than twenty-five thousand dollars (\$25,000.00), which rules may include, but not necessarily be limited to, a procedure for the solicitation of informal quotations for purchases of less than twenty-five thousand dollars (\$25,000.00).
- (3) All rules and regulations promulgated hereunder shall be effective upon approval by the Town Manager. A copy of all such rules and regulations shall be kept on file.

(i) Termination for convenience. Any contract executed or purchases awarded by the Town Manager without Board of Selectmen approval shall be subject to termination at the convenience of the Board of Selectmen, whenever the Board of Selectmen, in its sole discretion; determines it to be in the best interest of the Town. The Town would be responsible only for the contractor's unpaid, unrecovered, or unrecoverable out-of-pocket costs for supplies, materials and/or services provided or amounts expended or incurred in reliance thereon prior to the effective date of such notice.

(j) Contractor or consultant qualifications.

(1) The Town Manager or the Finance Director, may inspect or inquire into the qualifications of any bidder or proposer to determine whether they are qualified, responsive and responsible bidders or proposers. The failure of any bidder or proposer to promptly supply information or submit to such inspection shall be grounds for a determination that the bidder or offeror is not a qualified and responsible bidder or proposer. The right to inspect shall include the plant or business, contractor, consultant or any subcontractor or subconsultant under any procurement contract awarded or to be awarded by the Town. The Town Manager or Finance Director may establish rules and regulations for the qualification or prequalification of bidders or proposers. Such rules and regulations may apply to any procurement methods as set forth in this section, or may be specifically promulgated for any procurement situation.

(2) In determining whether a bidder or proposer is a qualified, responsive, and responsible bidder or proposer, in addition to price and compliance with all applicable bid specifications, the Town Manager, Finance Director, or Department Director may consider:

- (a.) The documented quality of performance of other contracts or services for the Town or for others;
- (b.) Whether the bidder or proposer can perform the contract or service within the time specified, without delay or interference;
- (c.) The past and current compliance with Federal and State laws and Town ordinances;
- (d.) Whether the bidder or proposer is current on its obligations to the Town, including taxes and any other Town accounts receivable; and
- (e.) The sufficiency of the manpower and financial resources of the bidder or proposer to perform the contract or provide the service; and
- (f.) Bid security, performance and payment bonds, insurance, payment practices, and creditworthiness.

(3) In addition to the foregoing determination, the Town Manager may disqualify a bidder or proposer from contracting with the Town for a period, up to and including two years, for good cause shown. Such cause shall include, but not be limited to, the foregoing factors used for determining the qualifications of a bidder or proposer.

(k) Disqualification appeal procedure. In the event of disqualification of any bidder or proposer, the affected party may appeal the disqualification as follows:

(a) First, by filing a complaint, in writing or orally, with the Finance Director for an informal discussion of the basis of the disqualification by the Town. Such complaint shall be filed within five (5) business days after the affected party had notice of the action taken by the Town. Following such discussions, the Finance Director, or his or her designee, shall provide the complaining party with a written decision on the complaint.

(b) In the event the complaint is not resolved in step (a) above to the satisfaction of the complaining party, then such party may appeal the decision to the Town Manager within five (5) business days of the Finance Director's decision. Within ten (10) business days thereafter, the Town Manager shall ensure that the affected party can be heard. The Town Manager shall issue a written decision, which decision shall be final.

(I) No prohibition. Nothing herein is intended, nor shall it be deemed, to prevent or prohibit the Town Manager from requiring Board of Selectmen approval of any proposed Town contract, purchase or lease should he or she choose to do so.

Nothing in this article shall bind the Board of Selectmen in its choice of a contractor or consultant including, but not limited to, the choice of a municipal attorney, auditor, and other contracted firms or employees under the direct control of the Board of Selectmen.

Approved this 7th day of November, 2017, by the Raymond Board of Selectmen:

Teresa Sadak, Chairman

Rolf Olsen, Vice Chairman

Joseph Bruno, Parliamentarian

Samuel Gifford

Lawrence Taylor

Draft FY2018-19 Budget Schedule



*401 Webbs Mills Road
Raymond, Maine 04071
(207) 655-4742*

FY2018/2019 Budget Development Schedule

******All meetings are Tuesday evenings at 6:30 PM at the Broadcast Studio******

November 14, 2017 Board of Selectmen: Set budget goals and approve calendar

February 13, 2018 Board of Selectmen: Town Manager submits budget to Board of Selectmen and Budget-Finance Committee

February 27, 2018 Joint Meeting: Department Head Review #1 (CIP Requests will be included in the Department Reviews to which they belong)

Revenues	TIF
County Tax	Administration
Insurance	Assessing
Code Enforcement	Community Development
Public Safety	Raymond Village Library

March 13, 2018 Joint Meeting: Department Head Review #2

Technology	Town Hall
Cemeteries	Parks & Recreation
Animal Control	General Assistance
Provider Agencies	Public Works
Infrastructure	Solid Waste

March 27, 2018 Joint Meeting: Budget Workshop

April 10, 2018 Board of Selectmen: Warrant Article review & approval

April 17, 2018 Budget-Finance Committee: Vote on recommendations for each budget warrant article.

June 12, 2018 Annual Town Meeting at Jordan-Small Middle School

FY2017-18 Budget Goals



401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742

Memorandum

Date: December 14, 2016

From: Don Willard, Town Manager
To: Budget/Finance Committee and Department Heads
CC: Board of Selectmen

Re: FY 2017/2018 Budget development priorities.

At their meeting of November 22, 2016, the Raymond Board of Selectmen provided the following priorities to help guide development of the FY 2017-2018 budget:

1. Consideration can be given to using UFB in excess of the \$2,000,000 policy level for major, non-recurring capital improvements
2. Departmental budget requests should include all present and anticipated needs for review, discussion, and prioritization by the Board of Selectmen
3. Increase the current \$275,000 road maintenance annual appropriation for paving and maintenance
4. Understand that all budget areas are "on the table" for discussion and subject to change
5. Develop a core services driven budget
6. Continue to explore privatization and outsourcing of services for cost savings
7. Explore working with neighboring towns and Cumberland County government to cut costs and/or improve services
8. Maintain current service levels in roadside solid waste and recycling collection
9. Bond for capital improvements vs capital reserve budgeting
10. New spending level requests should be considered against the estimated increase in property tax revenues
11. Consider new and expiring debt service budget impacts, as they relate to budget requests
12. Continue to invest in capital improvements and infrastructure
13. Employee training and staff development should continue to be a priority
14. An adequate budget to maintain and improve the town's technology offerings
15. The draft budget should contain a proposal for electronic public notice signs at the town office and the public safety building
16. Consider a referendum question for a new town office/community building project

Electronic Sign Policy

Town of Raymond – Electronic Sign Policy

Adopted 11/7/2017

Purposes

- The primary purpose of the Town of Raymond's electronic sign at the Town Office is to promote Town meetings, municipal events and services.
- The primary purpose of the Town of Raymond's electronic sign at the Public Safety building is to promote safety awareness in the community and major Town events.
- Additional purposes:
 - Enhance Town communications and transparency.
 - Help Raymond be a more welcoming place for the public.
 - Recognize achievements and events within the Town of Raymond.

Policies

- The Town of Raymond operates the town's 2 electronic signs.
- The Town Manager may delegate sign management responsibilities as necessary.
- Priority will be given to Town departments, elected committees, and Selectmen-appointed boards and committees.
- Other non-profit entities in the Town of Raymond may submit a request.
 - No recurring events (ie: weekly meetings, etc.)
- Requested postings will be posted based upon space availability at the discretion of the responsible Town staff.
- The responsible Town staff reserves the right to deny use of the sign, alter the contents and the design of information, and post/remove messages as they see fit.
- The electronic sign may not be used to promote or advertise meetings and events, even if taking place on Town property, that are not sponsored by the Town or in the direct interests of the citizens of Raymond.
- Exceptions may be granted by the Town Manager on an as needed basis at his/her sole discretion.

Prohibited

- Political messages/events
- Promotion of private businesses or individuals
- The sale of goods and services

How to Request a Posting

- An application must be received by the Town Clerk for the Town Office sign or by the Deputy Fire Chief at least 10 days prior the desired date of posting.
- Applications will be available at the Town Office and on www.raymondmaine.org.
- The application will include:
 - Contact information for the requestor
 - The nature of the event to be posted and how this event benefits the citizens of the Town of Raymond
 - The desired text, and any desired pictures

Approved this 7th day of November, 2017, by the Raymond Board of Selectmen:

Teresa Sadak, Chairman

Rolf Olsen, Vice Chairman

Joseph Bruno, Parliamentarian

Samuel Gifford

Lawrence Taylor



*Electronic Sign
Posting Request
Application*

Date of Application: _____

Applicant Name: _____

Organization Name: _____

Address: _____

Email: _____

Phone #: _____

Nature of the Requested Message: _____

Requested Text: _____

Requested Date Range to Post: _____

Signature of Applicant: _____

Town Use Only:

☐ Accepted

Actual Text Posted: _____

Date Range Posted: _____

☐ Rejected – Reason: _____

Rev 11-2017

Cost to Make Town Office Sign Double-sided



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

November 8, 2017

TO: Board of Selectmen
FROM: Sue Look, Town Clerk
RE: **Costs to Add Graphics and/or Change to a Double-sided Electronic Sign**

I have received figures (which include installation) from Neocraft and spoken with their representative about options, and found the following:

- The cost to add vinyl graphics only to the top back of the sign (that would match the graphics on the front of the sign, but not be illuminated) would be about \$1,500.
- The cost to make the electronic portion of the sign double-sided and add vinyl graphics to the top back of the sign (the top back would not be illuminated) would be about \$19,250.
- The cost to make the electronic portion of the sign double-sided and change the top portion to be double-sided and illuminated would be about \$21,525.

Freedom of Access Officer Appointment



Board of Selectmen

401 Webbs Mills Road
Raymond, Maine 04071
1-207-655-4742

Appointment of Public Access Officer

Pursuant to M.R.S.A. 1 § 413, the undersigned Board of Selectmen of the Town of Raymond do hereby vote to appoint and confirm **Susan L Look** to be the Public Access Officer (point person for all data requests under the Maine Freedom of Access Act).

Given under our hands on the 14th day of November, 2017.

Teresa Sadak, Chairman

Rolf Olsen, Vice-Chairman

Joseph Bruno, Parliamentarian

Samuel Gifford

Lawrence Taylor