



Town of Raymond

Board of Selectmen ePacket

June 18, 2019

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Agenda



BOARD OF SELECTMEN Agenda

June 18, 2019

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) May 14, 2019

3) New Business

- a) Election of Officers
- b) Be the Influence Tobacco/Vaping/Marijuana Policy – Laura Morris, Project Director of Be the Influence Coalition
- c) Discussion of Sub-Divisions and Town Roads – Bob O'Neill, Planning Board Chair
The Planning Board would like some direction from the Select Board concerning roads in sub-divisions.
- d) Consideration of Issuing of Supplemental Tax for a Tree Growth Withdrawal – Kaela Gonzalez, Assessors Agent Assistant
- e) Consideration of Writing Off Uncollectable Personal Property Taxes – Sue Carr, Tax Collector
- f) Consideration of Annual Staff Appointments – Sue Look, Town Clerk
- g) Consideration of Annual Board and Committee Appointments – Sue Look, Town Clerk
- h) Consideration of Annual Update of the Fee Schedule – Sue Look, Town Clerk
- i) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

4) Public Comment

5) Selectman Comment

Selectman's Meeting Agenda (Page 1 of 2) June 18, 2019

6) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- July 9, 2019
- August 13, 2019

b) Reminder of Upcoming Holiday Schedule

- Thursday, July 4th – Independence Day

7) Executive Session

- a) Consideration of Town Manager's Annual Review – pursuant to 1 MRSA §405 (6) (D)

8) Adjournment

Previous Meeting Minutes



BOARD OF SELECTMEN Minutes

May 14, 2019

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.

Select Board members in attendance: Teresa Sadak, Rolf Olsen, Marshall Bullock, Lawrence Taylor

Select Board members absent: Samuel Gifford

Town Staff in attendance:

Don Willard – Town Manager
Cathy Ricker – Finance Director
Scott Dvorak – Code Enforcement Officer (CEO)
Mary Quirk – CEO Administrative Assistant
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) April 9, 2019 – Regular Meeting

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

Unanimously approved

b) April 23, 2019 – Approval of Annual Town Meeting Warrant

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

Unanimously approved

3) **New Business**

a) Recognition of Lawrence Murch – Teresa Sadak

Chair Sadak – Mr Murch has been on the Zoning Board of Appeals since 1984. He has volunteered his time and has been doing it longer than Rolf 😊. We want to thank you for all your dedication, service and volunteering by presenting you with a

Selectman's Meeting Minutes (Page 1 of 6) May 14, 2019

clock with the inscription:

Lawrence “Larry” Murch
From the Town of Raymond
In appreciation of more than 30 years of service
As a member of the Zoning Board of Appeals

Mr Murch – Thank you very much.

Ms Quirk – That is not your only area of service is it?

Mr Murch – No, I will tell you how it started. Carleton Edwards called me up, that was when the legislature determined that we had to have boards. Before that we had none. Carleton Edwards ran the town at that time with an iron fist. He called me up one night and said, “Show up at the office tomorrow, Louise Lester will swear you in.” So, I went down and I was sworn in by Louise Lester and every 3 years she would call me up on a Tuesday night and say, “Come on in tomorrow morning, you are going to get sworn in for another 3 years.” That is the way it happened.

Chair Sadak – And you kept saying yes?

Mr Murch – Well, you could not refuse. Carleton Edwards ran this town. You don’t realize how much he ran this town and his two old-maid, school-teacher sisters ran him, and they ran the town. That was the way it was run in those days.

Chair Sadak – How long was he here for?

Mr Murch – Well, he lived up on the North Raymond Road where the gentleman put in the organic farm. That was his place there and he was here, oh forever, going back into the ‘30s.

Town Manager Willard – I believe he was First Selectman for over 40 years.

Mr Murch – Yes, and the town would not vote him out.

Chair Sadak – Well, we seriously thank you for all your service and all your time you have put into these meetings.

Mr Murch – I thank you very much.

b) Age Friendly Raymond Survey Results – Sheila Bourque,

Ms Bourque – I would like to introduce the Age Friendly Steering Committee members who are in attendance:

- Ginger Wallace
- Laurie Wallace
- Rev Nancy Verand, Raymond Community Church
- Susan Moore

I would also like to introduce the presenters of the survey Prof. John Kenneally and Jonathan Pennaro who just graduated last week from St Joe’s.

Prof Kenneally – I would first like to say that Jonathan is one of the brightest in this year’s Market Research class. We were very happy to have the Age Friendly group ask us to review their results.

Mr Pennaro – We reviewed the data based on the AARP 8 Domains of Livability:

- Buildings/Outdoor Spaces
- Transportation
- Housing
- Social Inclusion
- Respect & Social Inclusion
- Civic Participation & Employment
- Communication & Information
- Community & Health Services

Mr Pennaro went through a PowerPoint presentation with the assistance of Prof Kenneally. The major themes of the open-ended responses were Availability, Accessibility, and Affordability. They did determine that the sample size was significant for overall population, but not quite for the population over 65. With that said they still were able to be at 90% accuracy. They found that transportation was a weakness. The lakes, the outdoor spaces, housing, and the library came to the top of the strengths. One of the findings was that while housing is good there is a need for assistance with repairs and maintenance.

Prof Kenneally – St Joseph's College is just beginning a new community program called The Center for Integrative Aging. Silver Sneakers is a fitness program and there will be other community programs coming. There is also a transportation component that will be coming that may benefit Raymond's aging community.

Selectman Bullock – Am I to understand that Age Friendly designed the questions and not your staff?

Prof Kenneally – That is correct.

Chair Sadak – Will your new program be only for Standish or also for the surrounding communities?

Mr Pennaro – All the surrounding communities as well. Silver Sneakers has been going for 2 months. We will have lunches all summer that can be signed up for. We are now trying to compile lists of people in surrounding towns so we can look into running a shuttle.

Chair Sadak – Do you have information about this that could be posted at the Town Office or online?

Mr Pennaro – I believe it rolls out officially on the website tomorrow.

Selectman Olsen – Going forward from here, what is your relationship with the Age Friendly group?

Ms Bourque – Their job is done. What happens next is we will get the final report and then share it with you. There will be much more detail. One of the highlights is that the respondents said that Raymond is a safe place to live. Next, the Steering Committee will be developing action plans. St Joe's has had some ideas and we will be figuring out what we can reasonably do. We are thinking of having some community listening sessions where we ask people to come and talk about their needs for transportation, etc. We will share information as we go along. Some of the items we can try to address are in-home health, repairs, etc. We may be able to work with other groups to meet some of the needs. We are still in the planning stage. St Joe's students may want to sit in on the listening sessions.

Selectman Olsen – What was the timing of the survey?

Ms Bourque – It went out and was finished by last Labor Day.

Selectman Olsen – You referenced the 90% confidence level. You are basing that on a population of 3,600 adults, but you took the survey during the summer months when our population is in the 8,000 to 12,000 range. Does this change your confidence level?

Prof Kenneally – One of the questions was are you a full time or part time resident and the number of respondents who checked part time was very small.

Selectman Bullock – How many surveys have you done similar to this?

Prof Kenneally – I have done other projects similar to Age Friendly. I have been doing Market Research for 15 or 20 years.

Selectman Bullock – Are these results consistent with other efforts you have seen?

Prof Kenneally – Yes. The AARP 8 Domains is a step forward.

Ms Bourque – We can provide you a link to results for 50 other towns who have done similar surveys.

Selectman Bullock – No, I am asking this gentleman about this survey.

Prof Kenneally – For example, transportation may not be as much of an issue in Saco or Portland as it is in Raymond. There are some commonalities relating to allowing people to age in place – maintenance – transportation, etc.

Selectman Bullock – Do you think the people who designed the questions can skew the questions?

Prof Kenneally – There is potential for that, yes. We looked at the survey for that and did not find any bias. We did see that there was a low response from citizens under the age of 50. One of the things we talked about was instead of framing it as Age Friendly (people think it is just old people), to put it in terms of livability.

Chair Sadak – I have also questioned this as well because the young families need things to do as well. Thank you for coming in. We are looking forward to the final.

Prof Kenneally – I thank Age Friendly and the Town of Raymond. It is not often that students get the opportunity for hands-on research.

Selectman Bullock – Sheila, before you leave. I am disappointed that this came to this Board the way it did. It is supposed to go to the epackets on Friday and it goes to the epackets for 2 reasons. 1 so that we can see it and 2 so that the public has a chance to see it. You may have more people here when they see it. Next time, it goes to the epacket or it doesn't go in here.

Ms Bourque – I would suggest that the Select Board make that clear on your request form for the agenda. I submitted this request over 3 weeks ago. I received a call late last week about the epacket, I indicated I had nothing, and was never told that there was a problem until this afternoon. I will abide by that for any future presentations in front of this Board. This is the first time that rule has been held up to me for the entire time I have been here.

Chair Sadak – We have gotten calls and letters from people that are watching this at home and can not follow. I know when Mike Reynolds was chair nothing was allowed in the meeting that was not in the epacket. I am anxious to see the report and we want to keep this moving. I hear what you are saying.

- c) Health Insurance Representation Discussion – Rolf Olsen and Cathy Ricker, Finance Director

Ms Ricker – Our health insurance agent has been Cross Insurance and we would like to change to Rolf Olsen for a couple of reasons – he is local and will be responsive to questions. Cross has not been extremely responsive. Rolf can provide us with all the same policies.

Town Manager Willard – It is also important to have someone available for the employee's questions and concerns. Rolf has a knowledge of our Town and our employees.

Selectman Olsen – Anyone can arrange for a policy, but we need someone who can explain and analyze the policies.

Selectman Bullock – I do not see a problem as long as there is no conflict.

Selectman Olsen – I can not vote on this or anything related.

Motion to approve Rolf Olsen as our broker of record for health insurance by Selectman Bullock. Seconded by Selectman Taylor.

Voted 3-0-1, motion passed

- d) Approval of the RSU #14 Budget Validation Referendum Warrant – Sue Look, Town Clerk

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

Unanimously approved

- e) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

Selectman Olsen – The committee will be on May 28th which is a workshop meeting. We are inviting anyone who is interested in helping out with the sub-committees who will be tasked with looking at programs, budgets, transportation, maintenance, etc. This work needs to be complete before we can vote on the withdrawal.

Chair Sadak – At the last RSU #14 Board of Directors meeting Kate gave an update and she said that she thought this was an executive session to talk more about the withdrawal agreement.

Selectman Olsen – It is a workshop.

4) Public Comment - None

5) Selectman Comment - None

6) Town Manager's Report and Communications

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

- June 18, 2019
- July 9, 2019

b) Reminder of Election Schedule

- May 22, 2019 – RSU #14 Public Budget Meeting at the Windham High School auditorium at 6:30pm
- June 4, 2019 – Annual Town Meeting at the Jordan Small Middle School gymnasium at 6:00pm
- June 11, 2019 – Municipal Offices and RSU #14 Referendum Elections at the Jordan Small Middle School gymnasium from 7:00am to 8:00pm

c) Reminder of Upcoming Holiday Schedule

- Monday, May 27th – Memorial Day

7) Treasurer's Warrant

Motion to approve the Treasurer's Warrant for a total of \$198,984.61 by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

8) Executive Session

- a) Consideration and Award of Scholarship Applications (Pursuant to MRSA 1 §405 (6)(F))

Motion to enter executive session as cited above at 7:16pm by Selectman Olsen. Seconded by Selectman Bullock.

Unanimously approved

Motion to leave executive session at 7:25pm by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

Motion to instruct the Town Clerk to proceed as directed by Selectman Olsen. Seconded by Selectman Bullock.

Unanimously approved

9) Adjournment

Motion to adjourn at 7:26pm by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

Respectfully submitted,

Susan Look, Town Clerk

Be the Influence - Tobacco/Vaping/Marijuana Policy

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:

Requested By & Date:

CONTACT INFORMATION

Address:
Address Line 2
Windham, ME 04063

Email Address:

Phone #:

AGENDA ITEM REQUESTED

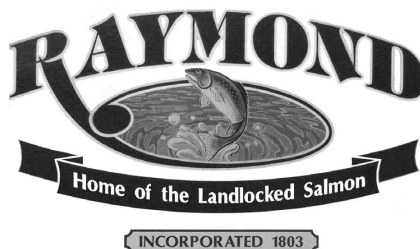
Agenda Item Subject:

Agenda Item Summary:

Action Requested/Recommendation: ☒ Approval ☐ Public Hearing ☐ Information Only

List of Attachments Included:

A
RESOLUTION
of the
SELECT BOARD



Town of Raymond, Maine

Town of Raymond Tobacco-Free Resolution

The Town of Raymond a resolution to promote the health and safety of Town of Raymond residents by establishing all Town of Raymond recreational area properties as a tobacco-free areas.

Whereas the town of Raymond Maine, has set a goal to be a safe and healthy place to live and work; and

Whereas tobacco use is the single most preventable cause of death and disease in the United States, as well as in the State of Maine; and

Whereas secondhand smoke contains thousands of harmful chemicals and many cancer causing agents, and is a serious health risk to humans, especially infants, children, and pregnant women; and increases a nonsmoker's risk of asthma, heart disease, and lung cancer; and

Whereas chewing tobacco contains many harmful chemicals and cancer-causing agents, and its use is associated with cancers of the mouth, gums, tongue, and throat; and

Whereas tobacco use in and around the Town of Raymond recreational area properties sends contradictory messages to young people who are participating in activities beneficial to their health, while at the same time exposed to the use of tobacco products; and

Whereas the purpose of the Town of Raymond recreational area properties is to provide opportunities for quality recreation and leisure experiences that enhance the quality of life for citizens of Town of Raymond, including providing a safe environment for these experiences; and

Whereas tobacco use and exposure to secondhand smoke are contrary to enhancing the quality of life and providing safe environments; and

Whereas staff and coaches are important role models for the youth that participate in community recreation activities, and whereas what coaches promote is respected and imitated by youth; and

Whereas a policy needs to have procedures to follow when a violation of the policy occurs; and

Whereas the intent of this resolution is to create a tobacco-free environment for youth and not alienate adults who use tobacco products;

Now, therefore, be it resolved that the town of Raymond does hereby declare that its recreational area properties as tobacco-free 24 hours a day, 365 days a year, and restricts the use of any tobacco product, including but not limited to, cigarettes, cigars, electronic smoking devices, and chewing tobacco, on, in, or at any athletic facility, playground, or assembly area operated by Town of Raymond. This definition includes all forms of marijuana and includes both recreation and medical marijuana use.

Be it further resolved that:

- Tobacco-free signage will be posted in appropriate areas, and notices will be published in local newspapers to inform the public of this tobacco-free resolution,
- Procedures that reinforce the norm that this property is a tobacco-free facility will be developed, and violations will be addressed in a positive manner.

IN WITNESS WHEREOF we have hereunto set our hands and caused the Seal of the Town of Raymond, Maine to be affixed this 14th day of June 2019.

Select Board of the Town of Raymond, Maine:

Rolf A Olsen

Teresa Sadak

Marshall Bullock

Lawrence Taylor

Samuel Gifford

Attest: Susan Look, CMC
Town Clerk

Planning Board - Sub-Divisions & Town Road

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:

May or June 2019

Requested By & Date:

Bob O'Neill, Planning Board Chair – April 30, 2019

CONTACT INFORMATION

Address:

Address Line 1
Address Line 2
City State Zip

Email Address:

Email Address

Phone #:

Phone #

AGENDA ITEM REQUESTED

Agenda Item Subject:

Acceptance of town roads in subdivisions

Agenda Item Summary:

The Planning Board is looking for direction from the Select Board

Action Requested/Recommendation:

☐ Approval ☐ Public Hearing ☐ Information Only

List of Attachments Included:

List of Attachments

Tree Growth Withdrawal

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: 06/11/2019

Request Date: 05/31/2019

Requested By:

Curt Lebel, Assessors Agent

Address:

eMail:

Phone #:

Category of Business (please check one):

☐ Information Only

☐ Public Hearing

☐ Report

☒ Action Item

☐ Other - Describe

Agenda Item Subject:

Issuing of Supplemental Tax for a Tree Growth Withdrawal

Agenda Item Summary:

Board will be asked to approve a supplemental in the amount of \$13,640.00 to Chase Custom Homes for the withdrawal of two properties from the Tree Growth program.

Action Requested/
Recommendation:

Approve supplemental

Attachments to
Support Request:



TOWN OF RAYMOND

SUPPLEMENTAL TAX CERTIFICATE

State of Maine 36 M.R.S.A. § 713

We, the undersigned, Assessors of the Municipality of Raymond, Maine, hereby certify that the foregoing list of estates and assessments thereon, recorded in page 939 of this book, were either invalid, void or omitted by mistake from our original invoice and valuation and list of assessments dated the 12th day of September 2018, or are a withdrawal penalty under Title 36 Section 581 or 1112, that these lists are supplemental to the aforesaid original invoice, valuation and list of assessments, dated the 18th day of June, 2019, and are made by virtue of Title 36, Section 713, as amended.

Given by our hand this 18th day of June, 2019.

Samuel Gifford

Lawrence Taylor

Marshall Bullock

Rolf Olsen

Teresa Sadak

Assessors, Town of Raymond



TOWN OF RAYMOND

SUPPLEMENTAL TAX WARRANT

State of Maine 36 M.R.S.A. § 713

County of CUMBERLAND, ss.

To: SUZANNE CARR, Tax Collector

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

GREETINGS:

Hereby are committed to you a true list of the assessments of the estates of the person(s) hereinafter named. You are hereby directed to levy and collect each of the person(s) named in said list his respective proportion, therein set down, of the sum of \$ 13,640 dollars and 00/100 cents, it being the amount of said list; and all powers of the previous warrant for the collection of taxes issued by us to you and dated September 12, 2018 are extended thereto; and we do hereby certify that the list of
(here insert date of original warrant)

assessments of the estates of the persons named in said list is a supplemental assessment laid by virtue of Title 36, Section 713, as amended and the assessments and estates thereon as set forth in said list were either invalid, void, or omitted by mistake from the original list, or penalty under Title 36 section 581 or 1112, committed unto you under our warrant dated September 12, 2018.
original date of warrant

Given by our hands this 18th day of June, 2019.

Sam Gifford

Lawrence Taylor

Marshal Bullock

Rolf Olsen

Teresa Sadak

Assessors, Town of Raymond

TOWN OF RAYMOND - SUPPLEMENTAL TAX WARRANT LIST

We, the undersigned, Assessors of the Municipality of Raymond, hereby certify, that the foregoing list of estates and assessments, contain a list of valuations of the estates, real and personal, that were omitted from our original invoice and valuation and list of assessments dated September 12, 2018, or are a withdrawal penalty under Title 36 Section 581 or 1112 and to be supplemented for the 2018 assessment as of June 18th, 2019.

Signed _____, Assessor

Signed _____, Assessor

Signed _____, Assessor

Signed _____, Assessor

Signed _____, Assessor

M/L	OWNER OF RECORD	ADDRESS	SUPPLEMENTAL VALUATION	ACCT #	TAX DOLLARS	MISCELLANEOUS INFORMATION
016-098	Chase Custom Homes	290 Bridgton Ave Suite 2 Westbrook, ME 04092		1506	\$8,120.00	Owners requested that the parcel be withdrawn from Tree Growth.
016-099	Chase Custom Homes	290 Bridgton Ave Suite 2 Westbrook, ME 04092		1510	\$5,520.00	Owners requested that the parcel be withdrawn from Tree Growth
					\$13,640.00	

Uncollectable Personal Property Taxes

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: 06/18/2019

Request Date: 06072019

Requested By: Sue Carr

Address:

eMail:

sue.carr@raymondmaine.org

Phone #:

Category of Business (please check one):

☐ Information Only

☐ Public Hearing

☐ Report

☒ Action Item

☒ Other - Describe

write off uncollectable personal property tax

Agenda Item Subject:

write off uncollectable pp tax and the interest

Agenda Item Summary:

Kokatosi campers that have moved out and business that have closed.

Action Requested/
Recommendation:

write off taxes and interest for closed businesses and campers that have moved out of kokatosi

Attachments to
Support Request:

June 2019 Personal Property write off

ACCOUNT NAME	YEARS	AMOUNT	REASON	
207 DOIRON	18/19	\$ 765.86	MOVED OUT IN 2017	KOKATOSI
208 DUPUIS	18	\$ 322.91	MOVED OUT	KOKATOSI
77 GOUZIE	2018/2019	\$1,671.55	SET UP TWICE	KOKATOSI
6 AMES	2018	\$ 126.69	MOVED OUT	KOKATOSI
220 KNIGHT	2019	\$ 318.78	MOVED OUT	KOKATOSI
32 KOKATOSI	2018/2019	\$ 113.61	MOVED OFF PROPERTY	KOKATOSI
33 COLLETT	19-Oct	\$ 667.12	MOVED OUT PAYED PAST	KOKATOSI
216 HOMETOWN SPORTS	2018	\$ 30.75	CLOSED	BUSINESS
189 LAND SERVICES INC	16-Oct	\$ 369.01	CLOSED	BUSINESS
105 LEWIS REX	2019	\$ 143.64	CLOSED	BUSINESS
154 SLOAN	13/19	\$ 188.10	SET UP TWICE	INDIAN POINT
June Total		\$4,718.02	plus interest	

Annual Staff Appointments



*Board of Selectmen
401 Webbs Mills Road
Raymond, Maine 04071*

Appointment by Municipal Officers of Municipal Staff

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 the following municipal staff for a 1-year term:

Title	First Name	Last Name
ANIMAL CONTROL OFFICER	Jessica	Jackson
CONTRACT ASSESSOR	Curt	Lebel
ASSESSOR'S ASSISTANT	Kaela	Gonzalez
CODE ENFORCEMENT OFFICER	Scott	Dvorak
CONSTABLE	Nathan	White
EMERGENCY MANAGEMENT DIRECTOR	Bruce	Tupper
FIRE CHIEF	Bruce	Tupper
FOREST WARDEN	Bruce	Tupper
HEALTH OFFICER	Cathy	Gosselin
NETWORK ADMINISTRATOR	Kevin	Woodbrey
ROAD COMMISSIONER	Nathan	White
TASSELTOP HEAD RANGER	Sue	LaMarre
TOWN OFFICE - General Assistance Administrator	Don	Willard
TOWN OFFICE – Harbor Master	Donald	Willard
TOWN OFFICE – Registrar	Sue	Look
TOWN OFFICE – Tax Collector	Suzanne	Carr
TOWN OFFICE – Town Clerk	Sue	Look
TOWN OFFICE – Treasurer	Cathy	Ricker

Given under our hands on the 19th day of June, 2018.

Rolf Olsen

Teresa Sadak

Lawrence A Taylor

Samuel Gifford

Marshall Bullock

Annual Board & Committee Appointments



Select Board
401 Webbs Mills Road
Raymond, Maine 04071

Appointment by Municipal Officers of Committee Members

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 the following committee members for the below noted terms:

Committee	Term	Expiration	First Name	Last Name	Street
BEAUTIFICATION COMMITTEE	1	06/30/2019	Shirley	Bloom	26 Sebago Rd
	1	06/30/2019	Mitzi	Burby	64 Spiller Hill Rd
	1	06/30/2019	Sharon	Dodson	PO Box 577
	1	06/30/2019	Fran	Gagne	68 Whittemore Cove Rd
	1	06/30/2019	Elissa	Gifford	PO Box 357
	1	06/30/2019	Elaine	Keith	72 Quarry Cove Rd
	1	06/30/2019	Christine	McClellan	PO Box 406
	1	06/30/2019	Mary	McIntire	31 Egypt Road
	1	06/30/2019	Jan	Miller	59 Hancock Rd
BOARD OF ASSESSMENT REVIEW	3	06/30/2022	Chris	Hanson	5 Crockett Rd
	3	06/30/2022	Michael	D'Arcangelo	82 Daggett Dr
CEMETERY COMMITTEE	1	06/30/2019	Wayne	Gelston	46 Ledge Hill Rd
	1	06/30/2019	Dick	Sanborn	74 N. Raymond Rd
	1	06/30/2019	Elaine	Walston	74 Mountain Rd
	1	06/30/2019	Dale	Woodman	74 Mountain Rd
CONSERVATION COMMISSION	1	06/30/2019	John	Rand	20 Dryad Woods Rd
	1	06/30/2019	Bill	Fraser	1 Justin Lynn Drive
	1	06/30/2019	Russ	Hutchinson	363 N. Raymond Rd
	1	06/30/2019	Kimberly	Post	112 Mountain Rd
	1	06/30/2019	Ben	Severn	4 Emery Lane
	1	06/30/2019	Leah	Stetson	317 Raymond Hill Rd
PLANNING BOARD	3	06/30/2022	Edward	Kranich	26 Shaw RD
	3	06/30/2022	Kevin	Woodbrey	20 Egypt Rd
TECHNOLOGY COMMITTEE	1	06/30/2019	Laurie	Forbes	17 Webbs Mills Rd
	1	06/30/2019	Kevin	Woodbrey	20 Egypt Rd
	1	06/30/2019	Shaun	Dudley	12 Whitney Way
	1	06/30/2019	Tom	Golebiewski	25 Shaker Woods Rd
	1	06/30/2019	John	Hanley	221 Valley Rd
	1	06/30/2019	Elisa	Trepanier	5 Salmon Run
VETERANS MEMORIAL PARK COMMITTEE	1	06/30/2019	David	McIntire	31 Egypt Rd
	1	06/30/2019	Eleanor	Thompson	10 Levy Lane
ZONING BOARD OF APPEALS	3	06/30/2022	Louise	Lester	10 Hartley Ln
	3	06/30/2022	Eric "Rick"	Welch	8 Elizabeth Ave

Given under our hands on the 18th day of June, 2019.

Rolf Olsen


Teresa Sadak

Lawrence A Taylor

Samuel Gifford

Marshall Bullock

Fee Schedule

	<p><i>Susan L Look, Town Clerk</i> <i>401 Webbs Mills Rd</i> <i>Raymond ME 04071</i></p>
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June 14, 2019

TO: Select Board
FROM: Sue Look
RE: **Proposed Changes to Fee Schedule**

Page 2 – Plumbing Fees – System Components – Treatment Tanks – the State fee has changed from \$80 to \$150

Page 4 – Fire Department – Wood Stove Permit & Chimney Inspection – \$25 – this fee was omitted from the list inadvertently

Page 6 – Town Clerk's Office Fees – Bounced Checks – proposed change from \$25 to \$35

**TOWN OF RAYMOND
2019-2020 FEE SCHEDULE
Effective July 1, 2019**

Animal Control Fees:

Description		Fee
Dogs at Large	1 st violation	\$50 plus all associated court fees
	2 nd violation	Not less than \$100 plus all associated court fees
	3 rd violation	Not less than \$100 plus all associated court fees
Canine Waste Infraction	1 st violation	\$50
	2 nd violation	\$75
	3 rd violation	Not less than \$100, but not more than \$500
Animal at Large		\$50
Animal on Beach, Park or Cemetery		\$50
Animal Left in Car Unattended		\$50
Barking Dog Violation	1 st violation	\$50
	2 nd violation	\$100
	3 rd violation	\$200 plus all associated court fees
Unlicensed Dog Violation		\$30 plus licensing fee
Board for Animals Picked up by ACO		\$25 per day
Impound fees	1 st impoundment	\$50
	2 nd impoundment	\$75
	3 rd and subsequent	\$100
Transportation Fee Outside of Town Limits		\$25 per trip

Cemetery Prices:

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

Zoning Board of Appeals Fees:

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

Code Enforcement:

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

Description			Fee
Internal Plumbing Fees	Per State schedule	Plumbing fixtures include back-flow devices	\$10 per fixture (\$40 minimum) plus \$25 Town Fee
Penalties	Any new outside or inside construction that results in added area of volume		A minimum of \$500 plus \$5 per square and cubic foot up to a maximum of \$2,500
	Any alterations or renovations having a completed value of \$2,000 or more if started without a permit		Double permit fee
	Re-inspections		\$25 per visit
Electrical Permits	Temporary Service	Residential	\$25
		Commercial	\$40
	Permanent Overhead Service	Residential	\$27
		Commercial	\$45
	Permanent Underground Service	Residential	\$40
		Commercial	\$65
	New Construction, Renovations, Additions (cost per square foot)	Residential	\$0.05
		Commercial	\$0.10
HVAC Permit	Based on Construction & Equipment Costs		\$20 for 1 st \$1,000 of cost, plus \$5 for each additional \$1,000 of cost

Miscellaneous Code Enforcement Fees:

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

Waste Fees:

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

Planning Board Fees:

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

Fire Department:

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

Description	Fee
Review of Subdivisions	\$60
Review of Each House in Subdivision after Completion	\$15
Inspection of Public Shows/Events	\$10
Annual/bi-annual Inspections of Campgrounds, Schools, Summer Camps, Liquor Licenses	Free
Bi-annual Inspection of Businesses, Churches, Town Buildings	Free
Re-inspection for Violations	\$10 per inspection

Office Charges:

Description	Fee
Credit Card Charge Fee	Up to \$40
	\$1.00 to PayPort
	Over \$40
	2.5% to PayPort
DVD Copy	\$5.00
Freedom of Information Request Research	\$15/hr after first hour
Freedom of Information Copies	\$.15 per side
Photo Copies of Property Cards	\$.50 per side
Photo Copy of Reduced Town Map	\$1.50
Photo Copy of Deed	1 st Page
	\$1.50
	Subsequent Pages
	\$.50 each
Photo Copies – General	\$.50 per side
Fax	Per Page Sent
	\$2.50
	Per Page Received
	\$1.00
Labels	Research
	\$10.00 per hour
	Preparation
	\$.10 per label
Map – Colored	8.5" X 11"
	\$2.50
	8.5" X 11" Laminated
	\$4.50
	11" X 17"
	\$5.00
	24" X 44"
	\$50.00
Notary Public	Per Notary Signature
	\$2.50
	For Complex Court Documents or Real Estate Closing Documents
	\$25.00
Tax Lien/Discharge Research	\$20.00/hour after the 1 st hour

Printed List Fees:

Description	Fee
Absentee Voter List	Paper
	\$1 for 1 st page and \$.25 for each subsequent page
	CD
	Free
Voter List	Paper
	\$1 for 1 st page and \$.25 for each subsequent page
	Mailing Labels
	\$1 for 1 st page and \$.75 for each subsequent page

Description		Fee
Dog Licensing List	CD	\$22
	Paper	\$30
	Electronic	\$20
Taxpayer List	Paper	\$500
	Electronic	\$65
	On Website	Free

Registry Recording Fees:

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

Town Clerk's Office Fees:

Description		Fee
Burial Permits	Vault/Casket	\$20
Dog Licensing	Altered	\$6
	Unaltered	\$11
	Kennels (10 dogs per license)	\$42
	Late Fee (after February 1 st)	\$25 plus licensing fee
Vital Records	Birth Certificate Copy	\$15 for 1 st and \$6 for each other on same day
	Death Certificate Copy	\$15 for 1 st and \$6 for each other on same day
	Marriage Certificate Copy	\$15 for 1 st and \$6 for each other on same day
	Marriage License	\$20 per person (\$40 total)
	Non-Certified Copy of Birth, Death or Marriage	\$5
	Research	\$10 per hour after 1 st hour
	Copying – 8.5" X 11" (prior to 1892)	\$50
	Copying – 11" X 17" (prior to 1892)	\$1
Bounced Checks		\$25 \$35
Permits/Businesses	Billiard, Pool, Bowling Alleys	\$50
	Cable TV Franchise	2.5% through Time Warner
	Business Listing	\$10
	Explosives – keeping/transporting	\$50
	Public Exhibitions	\$50 plus \$1 per person plus legal advertisement
	Special Amusement Permit	\$50 plus legal advertisement
Peddler's Permit – Lunch Wagon	Non-Resident Annually	\$500
	Resident Annually	\$250

Liquor Licenses:

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

The above fees were approved on June 18, 2019, by the Board of Selectmen:

Rolf Olsen

Lawrence Taylor

Teresa Sadak

Samuel Gifford

Marshall Bullock