



Town of Raymond  
Board of Selectmen ePacket  
August 13, 2019  
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# Agenda

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## BOARD OF SELECTMEN Agenda

August 13, 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) July 9, 2019

### 3) New Business

- a) Consideration of Liquor License Renewal – The Beacon – Robert & Pamela Wing
- b) Main Street Sidewalk Status – Nathan White, Public Works Director & Owens McCullough, Sebago Technics
- c) Consideration of Auto Recycling Business – Marc Day, Owner
- d) Consideration of Smoking Policy or Ordinance Language – Karlene Hafemann, Be the Influence Representative
- e) Consideration of the Conversion to a Town Owned LED Street Light System – Don Willard, Town Manager & Cathy Ricker, Finance Director
- f) Update & Consideration of Fines for Sandwich Board Signs Left Out Overnight – Teresa Sadak, Selectman
- g) Consideration of a Proclamation for Camp Agawam's 100<sup>th</sup> Anniversary – Select Board
- h) Consideration of Communication Strategy – Teresa Sadak, Selectman
- i) Consideration of the MMA Annual Election Ballot – Don Willard, Town Manager
- j) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

### 4) Public Comment

### 5) Selectman Comment

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*Selectman's Meeting Agenda (Page 1 of 2) August 13, 2019*

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

a) Confirm Dates for Upcoming Regular Meetings

- September 17, 2019
- October 8, 2019

b) Reminder of Upcoming Holiday Schedule

- Monday, September 2<sup>nd</sup> – Labor Day

**7) Treasurer's Warrant**

**8) Executive Session**

- a) Executive Session to discuss the use of Town Property pursuant to 1 MRSA §405 (6)(C)

**9) Adjournment**

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# Previous Meeting Minutes

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## BOARD OF SELECTMEN Minutes

July 9, 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:** Rolf Olsen, Marshall Bullock, Teresa Sadak, Samuel Gifford

**Select Board members absent:** Lawrence Taylor

**Town Staff in attendance:**

Don Willard – Town Manager  
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) June 18, 2019

**Motion** to approve as presented by Selectman Bullock. Seconded by Selectman Sadak.

**Unanimously approved.**

3) **New Business**

a) Consideration of Gore Road Agreement with the Town of Gray – Don Willard, Town Manager

Chair Olsen – It would never have gotten to this level without the efforts of Don, Teresa, Nathan and other office staff. Thank you!

Town Manager Willard – I would also like to add Steve LeValle and Deb Cabana from the Town of Gray as well as Bob King and the other residents who have all come together to make this work. Mr Willard went on to reiterate the situation and the benefits which have been documented in a number of other meeting minutes.

**Motion** to accept the agreement as presented and to authorize the Town Manager to sign the agreement with the Town of Gray for Gore Road by Selectman Bullock. Seconded by Selectman Gifford.

**Unanimously approved.**

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\* Taken out of order

\*\* Added during the meeting

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

Chair Olsen – We are working on a counter-proposal to the separation agreement with the RSU. The sub-committees are beginning to work. Marshall is working with folks on the budget, Kate is working on the programs. We are still looking for more volunteers for the sub-committees. Teresa is working on the “One Raymond” concept to see how we could work with the Town.

Selectman Sadak – We are meeting on the 24<sup>th</sup> at 10am. It is myself, Marshall, Don, Cathy Ricker (*Finance Director*), Kevin Woodbrey (*technology contractor*), Nathan White (*Public Works Director*) and if anyone would like to give input it will be here at the Broadcast Studio.

Selectman Bullock – The budget process started with the actual Raymond School District Budget as presented to the Town in 2008-2009. We have taken that budget to 2019 where we could. There are a lot of holes. It is a good foundation. We are meeting so we can fill in the gaps which are mostly where the costs are currently spread throughout the RSU and not specific to Raymond Schools, for example – technology, facilities, etc. We will address Guidance, Nursing, Superintendent later. We are beginning with the hard assets. There were 408 cost center items in the 2008 budget and the RSU has around 1,700. There are many that are State mandated. We really need a couple more people to help. Right now we only have 3.

Town Manager Willard – A little history on “One Raymond” why not see if there are areas where the Town and the School can work together with the resources we have. The School needs its grounds maintained and the Town has a Public Works crew, for example. We are exploring all the places where we can avoid duplication of personnel, resources, etc.

Selectman Bullock – The Facilities Manager and the Technology Supervisor will be a Town, not School, employee.

Selectman Sadak – That all depends. A new School Board may choose to hire their own people, but would need to explain to the Town Meeting why their costs are higher.

Selectman Bullock – My position is to have a budget that would go in place July 2022 for 1 year and after that it is the School Board’s challenge.

Chairman Olsen – What is happening at the front end here is getting things in place, there will be public hearings, etc. to bring this all out so when people go to a final vote on whether or not to separate, they will have the information to decide. We have a long way to go.

4) **Public Comment** – None

5) **Selectman Comment** – None

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

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

- August 13, 2019
- September 17, 2019

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\* Taken out of order

\*\* Added during the meeting

**7) Executive Session**

- a) **Consideration of Town Manager's Annual Review** - pursuant to 1 MRSA §405 (6)(A) and \*\*\* to discuss a land issue pursuant to 1 MRSA §405 (6)(C)

**Motion** to enter executive session as noted above by Selectman Bullock. Seconded by Selectman Gifford.

**Unanimously approved.**

**Motion** to leave executive session by Selectman Bullock. Seconded by Selectman Gifford.

**Unanimously approved.**

**Motion** to proceed with the land use as discussed by Selectman Bullock. Seconded by Selectman Gifford.

**Unanimously approved.**

**Motion** to extend the Town Manager's contract with contingencies as discussed by Selectman Bullock. Seconded by Selectman Gifford.

**Unanimously approved.**

- 8) \* **Treasurer's Warrant** – (NOTE: There are 2, FY 2018-2019 and FY 2019-2020)

**Motion** to approve the warrant totaling \$62,342.12 by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved.**

**Motion** to approve the warrant totaling \$58,369.84 by Selectman Sadak. Seconded by Selectman Gifford.

**Unanimously approved.**

- 9) **Adjournment**

**Motion** to adjourn at 7:55pm by Selectman Bullock. Seconded by Selectman Sadak.

*Respectfully submitted,*

*Susan L Look, Town Clerk*

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\* Taken out of order  
\*\* Added during the meeting

# Liquor License Renewal - The Beacon

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)  
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)  
TEL: (207) 624-7220 FAX: (207) 287-3434  
EMAIL INQUIRIES: [MAINELIQUOR@MAINE.GOV](mailto:MAINELIQUOR@MAINE.GOV)**

**PRESENT LICENSE EXPIRES:**

NEW application:  Yes  No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : Business hours: *11am - 8pm*

INDICATE TYPE OF PRIVILEGE:  MALT  VINOUS  SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)     | <input type="checkbox"/> CLASS A LOUNGE (Class X)                           |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV)                 | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V)                          |
| <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV)           | <input type="checkbox"/> TAVERN (Class IV)                | <input type="checkbox"/> QUALIFIED CATERING                                 |
| <input type="checkbox"/> OTHER:                                    |   | <input type="checkbox"/> SELF-SPONSORED EVENTS<br>(QUALIFIED CATERERS ONLY) |

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name: <i>The Beacon Inc.</i>			Business Name (D/B/A) <i>The Beacon Inc.</i>		
APPLICANT(S) - (Sole Proprietor) <i>Pamela R. Wing</i>			Physical Location: <i>1233 Roosevelt Trail Unit 15</i>		
DOB: <i>10/27/1974</i>			City/Town State Zip Code <i>Raymond Maine 04071</i>		
Address <i>5 Alfred Mann Drive</i>			Mailing Address Same As Above? <input type="checkbox"/> <i>P.O. Box 1063</i>		
City/Town State Zip Code <i>Raymond ME 04071</i>			City/Town State Zip Code <i>Raymond ME 04071</i>		
Telephone Number Fax Number <i>(207) 232-9817</i>			Business Telephone Number Fax Number <i>(207) 655-6432</i>		
Federal I.D. # <i>82-4788353</i>			Seller Certificate #: or Sales Tax #: <i>1190974</i>		
Email Address: <i>plwing2@maine.rr.com</i>			Website: <i>N/A</i>		





17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES  NO  Applied for:

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1 mile

Which of the above is nearest? Church

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details:

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Raymond, Maine on July 1, 20 19

PLEASE SIGN IN BLUE INK

Signature of Applicant or Corporate Officer(s)
Pamela R. Wing
Print Name

Signature of Applicant or Corporate Officer(s)
Robert P. Wing
Print Name

FEE SCHEDULE

Table with columns for Class, Description, and Fee. Includes classes I, I-A, II, III, III & IV, and IV with their respective descriptions and fees.

<b>Class V</b>	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	\$ 495.00
	<b>CLASS V:</b> Clubs without catering privileges.	
<b>Class X</b>	Spirituos, Vinous and Malt – Class A Lounge .....	\$2,200.00
	<b>CLASS X:</b> Class A Lounge	
<b>Class XI</b>	Spirituos, Vinous and Malt – Restaurant Lounge .....	\$1,500.00
	<b>CLASS XI:</b> Restaurant/Lounge; and OTB.	
	<b>SELF-SPONSORED EVENTS:</b> Qualified Caterers Only .....	\$ 700.00

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.**

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:  
 Bureau of Alcoholic Beverages and Lottery Operations  
 Division of Liquor Licensing and Enforcement  
 8 State House Station, Augusta, ME 04333-0008 (Regular address)  
 10 Water Street, Hallowell, ME 04347 (Overnight address)  
 Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)  
 On: \_\_\_\_\_  
Date

The undersigned being:       Municipal Officers       County Commissioners      of the  
 City     Town     Plantation     Unincorporated Place    of: \_\_\_\_\_,  
 Maine

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

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are

located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][ 2003, c. 213, §1 (AMD) .]

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987,c.45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[ 2009, c. 81, §§1-3 (AMD) .]

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c.730, §27 (AMD) .]

[1995, c.140, §6 (AMD) .]

**4. No license to person who moved to obtain a license.** [ 1987, c. 342, §32 (RP) .]

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[ 1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80(AFF).]



**ON PREMISE DIAGRAM**  
(Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • **Entrances** • **Office area** • **Kitchen** • **Storage Areas** • **Dining Rooms** • **Lounges** • **Function Rooms** • **Restrooms** • **Decks** • **All Inside and Outside areas that you are requesting approval.**



Division of Alcoholic Beverages and Lottery  
Operations  
Division of Liquor Licensing and Enforcement

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

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

Exact legal name: The Beacon Inc.

Doing Business As, if any: The Beacon

Legal Entity's FEIN #: 82-4788353

Date of filing with Secretary of State: 3/12/2018 State in which you are formed: Maine

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

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

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Pamela R. Wing	5 Alfred Mann Drive Raymond, ME 04071	10/27/1974	President	50
Robert P. Wing	5 Alfred Mann Drive Raymond, ME 04071	4/4/1970	Clerk	50



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(Stock ownership in non-publicly traded companies must add up to 100%.)

If Co-Op # of members: \_\_\_\_\_ (list primary officers in the above boxes)

Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?  Yes  No

If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name:

Date of Conviction:

Offense:

Location of Conviction:

Disposition:

**Signature:**

**PLEASE SIGN IN BLUE INK**



Signature of Owner or Corporate Officer

Date 2/11/2019

Pamela R. Wing

Print Name of Owner or Corporate Officer

Submit Completed Forms to:

Bureau of Alcoholic Beverages  
 Division of Liquor Licensing and Enforcement  
 8 State House Station, Augusta, Me 04333-0008 (Regular address)  
 10 Water Street, Hallowell, ME 04347 (Overnight address)  
 Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434  
 Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

**From:** Wayne Jones <wayne.jones@raymondmaine.org>  
**To:** Sue Look <Sue.Look@raymondmaine.org>  
**Cc:** wayne.jones@raymondmaine.org, bruce.tupper@raymondmaine.org  
**Date:** 08/09/2019 11:10 AM  
**Subject:** Liquor License - Beacon Pizza

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Dear Sue,

Regarding the Life Safety Inspection for Beacon Pizza, the annual fire Alarm System Inspection and testing is scheduled for 8:00 A.M. on Monday, and a follow up Life Safety Inspection will be scheduled prior to the Selectmen's Meeting.

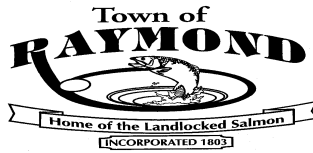
Please feel free to contact me with any questions.

Yours in Fire Safety,

Wayne C. Jones  
Fire Inspector  
Raymond Fire Rescue Department

Sent from my iPhone

**Bruce Tupper**  
*Chief*



**Cathy Gosselin**  
*Deputy Chief*

## **FIRE/RESCUE**

*1443Roosevelt Trail*  
Raymond, Maine 04071

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*Emergency 9-1-1*

*Chief's Office 655-1187*

*Dispatch 655-7851*

August 12, 2019

To: Raymond Board of Selectmen  
CC: Sue Look - Town Clerk  
From: Wayne C. Jones - Fire Inspector  
RE: Beacon Pizza - Life Safety Inspection

On this date the Raymond Fire Rescue Department conducted a Life Safety Inspection at Beacon Pizza, 1233 Roosevelt Trail, Unit #15 in Raymond. Based upon this inspection, it is the determination of the Raymond Fire Rescue Department (RFRD) that there are no fire/life safety violations or deficiencies that would prohibit this business from being issued the license under review. A copy of the Inspection report is enclosed.

During our inspection, the following items were found and will be addressed by the owner with assistance of the Fire Inspector.

1. The door from the rear Exit corridor leading into the new storage room requires a self-closing device to be installed. Until corrected, this door must remain closed at all times during hours of operation.
2. The new storage room requires 2-hour walls to be installed (to roof deck with no penetrations) to separate this storage area from Unit # 16 in accordance with NFPA 101 Table 6.1.14.4.1(b). The business owner will provide the RFRD a written Plan of Correction for approval to address this item.

As noted on the enclosed Fire Inspection Report, the remaining inspection items were found to be in compliance with Fire and Life Safety standards.

If there are any questions regarding the inspection, please feel free to contact me.

Yours in Fire Safety,

Wayne C. Jones  
Fire Inspector  
Raymond Fire Rescue Department

wayne.jones@raymondmaine.org

Cc: File  
Cc: Mr. & Mrs. Robert Wing  
Cc: Bruce Tupper - Fire Chief





Form: Annual 18-0331

# Raymond Fire & Rescue

Occupancy: **Beacon Pizza**  
Occupancy ID: **Roosevelt 1233 - 15**  
Address: **1233 Roosevelt TRL Apt/Suite #Suite 15**  
**Raymond ME 04071**

Inspection Type: **Assembly Use**  
Inspection Date: **8/12/2019** By: Jones, Wayne (JONESW)  
Time In: **08:15** Time Out: **08:15**  
Authorized Date: **Not Author** By:

## Inspection Description:

Annual Inspection Form  
New and Change of Use Inspection Form

## Inspection Topics:

### General

Address numbers 3 inches high visible from street.  
Raymond Addressing Ordinance Article 6. Numbers must be a contrasting color to the background. Address numbers are critical to emergency personnel in finding people who may need assistance or aid in an emergency.  
**Status: PASS**  
**Notes:**

Posted Maximum Occupancy signs at room entrances where required.  
Assembly uses shall have an Occupancy Permit issued by the Raymond Fire Department.  
**Status: Information**  
**Notes: Raymond Fire Rescue Department needs to provide this Certificate to owner for posting.**

Is a Knox Box installed. Are the keys current?  
All properties protected by a Fire Alarm System and/or a Fire Suppression System shall have a Knox Box with current keys to the property. Raymond Fire Protection Ordinance Article 5 Section 1  
**Status: PASS**  
**Notes:**

Other  
Other General Comments  
**Status: PASS**  
**Notes:**

### Housekeeping

Boiler, mechanical, and electrical panel rooms shall not be used for storage.  
Combustible materials in these equipment rooms often get put too close to sources of heat and a fire will likely result.  
**Status: PASS**  
**Notes:**

Clean grease filters and hood/duct system over cooking equipment.  
Regular cleaning of the hood, duct, and filters will eliminate flammable grease build-up and provide proper ventilation of head through the exhaust outlet.  
**Status: PASS**  
**Notes: Semi-Annual grease Hood system cleaning by professional company to be completed next week.**  
**(8/12/2019) Grease Hood was cleaned by GT Pressure Washing, label reads July 2019.**

<p>Locate all dumpsters at least 10 feet from the building or overhangs.</p> <p>Dumpsters are a common fire target of vandals. Moving the dumpster away will reduce the risk of a fire spreading to the building.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Are combustible wastes properly stored in containers.</p> <p>Combustible waste like grease can be hazardous if not properly stored.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b> Requested to re-locate 55 gallon drum containing waste grease away from exit stairs at the rear of the building.</p> <p>(8/12/2019)Drum has been relocated.</p>
<p>Other</p> <p>Other Housekeeping Comments</p> <p><b>Status:</b> Routine Maintenance</p> <p><b>Notes:</b> New storage room door needs door handle/latch opening off the rear exit corridor. Storage room needs the 2-hour walls installed.</p> <p>(8/12/2019) Door Handle has been installed. Also, door leading into storage room requires a rated self-closing device for protection of rated Exit corridor (Business owner to provide written POC and photo of device after installation). Storage room walls are required to be 2-hour rated. Business owner will be providing a written Plan of Correction (POC) to RFRD.</p>
<p><b>Exits</b></p>
<p>Are all required exits marked?</p> <p>[NFPA 101 7.10] Means of egress exits, other than the main entrance to a room or space that is obviously and clearly identifiable, must be marked as an exit to direct egress in an emergency.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Are emergency egress light fixtures installed and operational?</p> <p>Test battery and check for broken or missing light fixtures.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Are exit doors clear of obstructions, snow and ice?</p> <p>101:7.1.10 Doors in means of egress or escape shall be maintained free of obstructions, including snow and ice.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Are there dead ends longer than 20 feet?</p> <p>Maximum dead end is 20 feet with the following exceptions: The following occupancies in buildings with fire sprinkler systems have increased dead end lengths. Business:</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>If the occupancy is more than 50 persons, are exit doors equipped with panic or fire exit hardware?</p> <p>Include reference</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Unlock all required and marked exit doors during business hours.</p> <p>Locked exit doors make it impossible for occupants to escape in an emergency.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>

<p>Remove storage from exit stairs.</p> <p>Items stored beneath or in exit stairs present a fire risk that can endanger persons using that escape route.</p> <p><b>Status:</b> Information</p> <p><b>Notes:</b> Grease buckets and pan found on rear Exit platform to be removed and placed in a remotely located enclosure.</p>
<p>Other</p> <p>Other Exit Comments</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p><b>Hazardous Materials</b></p>
<p>Are flammable materials stored closer than 10 feet from the building.</p> <p>Fuel oil, propane, and other flammable liquids, gases, or solids must be stored more than 10 feet from any building or structure. Raymond Fire Protection Ordinance Article 6.</p> <p><b>Status:</b> Not Applicable</p> <p><b>Notes:</b></p>
<p>Are quantities of hazardous materials maintained below established limits?</p> <p>The Fire Code establishes maximum quantities of hazardous materials that can be stored and used in an occupancy without classifying the occupancy as hazardous.</p> <p><b>Status:</b> Not Applicable</p> <p><b>Notes:</b></p>
<p>Provide spill protection and proper storage for flammable liquids in containers larger than 10 gallons.</p> <p>Flammable liquids can readily accelerate the spread of a fire. Confining flammable liquids in individual containers larger than 10 gallons must be in appropriately designed storage and provide a means of spill protection when in use to reduce the hazard.</p> <p><b>Status:</b> Not Applicable</p> <p><b>Notes:</b></p>
<p>Store Class 1 liquids in approved containers.</p> <p>Class 1 flammable liquids are highly flammable and should only be used in small quantities for approved purposes and stored in approved storage cabinets.</p> <p><b>Status:</b> Not Applicable</p> <p><b>Notes:</b></p>
<p>Other</p> <p>Other Hazardous Material Comments</p> <p><b>Status:</b> Not Applicable</p> <p><b>Notes:</b></p>
<p><b>Construction</b></p>
<p>Are Means of Egress components compliant with construction requirements?</p> <p>Elements of a Means of Egress must meet construction requirements and be kept clear of obstacles at all times.</p> <p><b>Status:</b> Routine Maintenance</p> <p><b>Notes:</b> Need to install 2-hour enclosure around new storage room (to roof deck, with no penetrations) to separate it from the occupancy next door (Unit 16) in accordance with NFPA 101 Table 6.1.14.4.1(b).</p> <p>(8/12/2019) Storage room walls are required to be 2-hour rated. Business owner will provide written Plan of Correction (POC) to RFRD.</p>
<p>Are Means of Egress Clear?</p> <p>[NFPA 101 7.1.10] A means of egress shall be continuously maintained free of obstructions.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b> Refrigerator in rear exit corridor needs to be relocated to maintain clear width exit egress path to rear exit.</p> <p>(8/12/2019) Refrigerator has been moved out of Exit Corridor providing unobstructed passage to rear Exit.</p>

<p>Are required occupancy separations constructed properly?</p> <p>Required fire barriers for separation of occupancies must be full height and sealed at floor, walls and roof/ceiling assemblies. All penetrations shall be properly protected with either a joint or through penetration sealant system.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Seal unapproved openings with approved material.</p> <p>Flame, smoke, and hot gases can easily travel through holes and pipe chases, thus creating more damage and a hazard to occupants.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Keep attic and scuttle covers closed, and ceiling tiles in place.</p> <p>Ceilings are an integral part of the building feets fire protection. If kept in place, the ceiling will protect roof structures from premature collapse.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Other</p> <p>Other Construction Comments</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p><b>Fire Extinguishers</b></p>
<p>Are potable fire extinguishers properly mounted, charged and inspected?</p> <p>Portable fire extinguishers need to be routinely checked to maintain usefulness.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b> Extinguishers were last tested on June 2018.</p> <p>(8/12/2019) Extinguishers were serviced in July 2019.</p>
<p>Mount extinguishers where readily available, not more than 4 feet above floor.</p> <p>Extinguishers must be easily within reach of all occupants, but not where they will be subject to damage.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Other</p> <p>Other Fire Extinguisher Comments</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b> Grease Hood extinguishing system tested February 2019.</p> <p>(8/12/2019) Grease Hood extinguishing system inspected by Affordable Fire Protection on 7/16/2019.</p>
<p><b>Fire Alarm</b></p>
<p>Is a monitored fire detection and alarm system installed?</p> <p>Raymond Fire Protection Ordinance Article 5 requires all commercial, assembly and public occupancies over 1000 sf to have a monitored fire alarm system.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>

Has a current fire alarm test report on file with the Raymond Fire Department.

Raymond Fire Protection Ordinance (Article 5 Section 1) requires an annual fire alarm test report be filed with the Office of the Fire Inspector before January 1 each year.

**Status:** PASS

**Notes:** Annual NFPA 72 Fire Alarm System inspection and testing report (including hood system activation and LPG shut-off testing) has not been received or available at time of inspection.

(8/12/2019) NFPA 72 Inspection and Testing performed today by Cunningham Security (while RFRD was conducting follow-up re-inspection) with copy of report submitted today @ 1234 hours to RFRD.

Are carbon monoxide detectors installed?

Carbon monoxide is a colorless, odorless gas that can create a life threatening situation without warning. Carbon Monoxide detectors are recommended in all occupancies. Carbon Monoxide detectors are required in all occupancies with sleeping rooms or areas and Day Cares Occupancies.

**Status:** Information

**Notes:**

Other

Other Fire Alarm Comments

**Status:** PASS

**Notes:**

## Fire Sprinkler

Is a fire sprinkler system installed?

Installed fire sprinkler systems shall comply with NFPA101:9.7 for the type hazard being protected.

**Status:** Not Applicable

**Notes:**

Is the main valve open and secured with an operational tamper switch?

The main source of water supply must always be open unless maintenance is being performed. A trouble alarm must be activated in the fire alarm system if the valve is not in the full open position.

**Status:** Not Applicable

**Notes:**

Remove obstacles within 18 inches of sprinkler heads. (36 inches if sprinkler heads are installed more than 12 feet above the floor)

Obstacles stored or installed too close to sprinkler heads will not allow adequate coverage to properly protect the area from fire.

**Status:** Not Applicable

**Notes:**

Maintain access to and operation of standpipes, fire hose, sprinkler valves, fire hydrants, fire extinguishers, and other fire protection equipment

Fire protection equipment must have clear access and be operational at all times to be effective in an emergency.

**Status:** Not Applicable

**Notes:**

If the system includes a pump, is the power supply monitored.

If a pump is required to provide the hydraulic pressure to the sprinkler system, the pump's power supply must be monitored by the fire alarm system. A trouble alarm shall be activated if power to the pump is lost.

**Status:** Not Applicable

**Notes:**

Other

Other Fire Sprinkler Comments

**Status:** Not Applicable

**Notes:**

Electrical Systems
<p>Are electrical systems properly installed?</p> <p>Electrical systems shall be installed to comply with NFPA 70 National Electric Code. Improperly installed systems present a significant fire and life safety danger.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Discontinue use of extension cords as permanent wiring.</p> <p>Extension cords do not afford the durability, safety and protection from shock or fire. No more than (1) one 6-outlet surge protected power strip should be used on any circuit.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Each outlet box shall have a cover faceplate or fixture canopy.</p> <p>Covers protect people from being shocked by exposed wires, prevent spread of electrical current, and heat and flame during short circuits.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Label all circuit breakers and provide blank panels for spares.</p> <p>Proper identification of the areas served by a circuit breaker is important during an emergency.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Maintain at least 30 inches clearance in front of electrical panel.</p> <p>Access to electrical panels must be cleared to allow for general inspection and emergency shutdown.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
Heating System
<p>Are any unvented fuel fired heated equipment in use?</p> <p>Unvented fuel-fired heating equipment, other than gas space heaters in compliance with NFPA 54 National Fuel Gas Code, shall be prohibited.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Are all heating appliances protected from clients touching hot surfaces or open flame.</p> <p>Any heating equipment in spaces occupied by clients shall...protect clients from hot surfaces and open flames...</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Other</p> <p>Other Heating System Comments</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
Other Comments
<p>Additional Inspection Items</p> <p>Enter additional inspection comments</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>

<b>Additional Time Spent on Inspection:</b>		
<b>Category</b>	<b>Start Date / Time</b>	<b>End Date / Time</b>
<b>Administrative</b>	8/12/2019 2:00:00 PM	8/12/2019 3:00:00 PM
<b>Notes:</b> Added Inspection Report into Emergency Reporting RMS.		

**Total Additional Time: 60 minutes**  
**Inspection Time: 0 minutes**  
**Total Time: 60 minutes**

**Summary:**

**Overall Result:** Passed

The occupancy is in compliance with the Raymond Fire Protection Ordinance and State Fire Code.

**Inspector Notes:** Facility passed Life Safety Inspection subject to business owner addressing items requiring a written POC being submitted and approved. Also, door off the Exit corridor leading into new storage area requires a rated self closing device to be installed in order to maintain Exit integrity.

**Closing Notes:**

This fire prevention inspection has been made by the Raymond Fire Department for the purpose of promoting fire safety and to assist the Owner or Operator of the Occupancy in identifying conditions that require correction. Items listed in this inspection report must be corrected before the Occupancy will deemed in compliance with the Raymond Fire Protection Ordinance.

**Inspector:**

Name: Jones, Wayne  
Rank: Firefighter

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# Main Street Sidewalk Status

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**Subject:** Cost Comparison - Main Street - LPA vs. Town  
**Date:** Fri, 12 Jul 2019  
**From:** Owens McCullough  
**To:** Don Willard, Nathan White

Hi Don and Nathan,

Attached is an updated cost estimate comparing the MDOT LAP project to a project that the Town would complete with Town Resources and supporting subcontractors. I updated both estimates to include a full mill and overlay (adds a fair amount of cost) under both scenarios and added in the expected soft costs (materials testing, MDOT and engineering). These costs increased the budget from what was previously estimated.

The difference is pretty significant as follows:

Option 1: MDOT LPA Project: \$802,652. This cost could even be more if ROW negotiations and payments were required.

Town Share (25%) \$200,663.00  
State Share (75%) \$601,989.00

I suspect the state probably wouldn't go along with a mill and overlay so that would have to be removed from the project costs. Also, given the cost escalations we have seen, the overall project cost is likely to be more than the State is willing to contribute too. Lastly, there will likely be other costs for ROW negotiations and easements.

Option 2: Town Performed Project (No MDOT Funding): \$478,605. Possibly pursue MPI money at a 50% cost share.

Town Share (50%) \$239,302  
State Share (50%) \$239,302

While on the surface, Option 1 appears to have a slight advantage, there remains a number of unknowns and we will still have to be completed under the full review and administration of MDOT as part of the LPA process. Option 2 is a much simpler (less onerous and complicated) process but my understanding is that MPI money won't be available until 2020. Regardless, either option would have to wait until 2020 anyway.

Given the escalations in costs we are seeing (even the MDOT has had to cut some of these projects due to cost escalation), the complexity of the LPA project and scope of work the town would like to undertake, it appears that option 2 would be preferable assuming you can get the MPI money.

Let me know if you have any questions.

Thanks, Owens

**Owens McCullough, P.E., LEED-AP** SVP Strategy & Client Development  
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[omccullough@sebagotechnics.com](mailto:omccullough@sebagotechnics.com) | [www.sebagotechnics.com](http://www.sebagotechnics.com)  
*An Employee-Owned Company*



**PRELIMINARY ENGINEER'S ESTIMATE  
MDOT LAP PROJECT**

**SIDEWALK CONSTRUCTION**

Item Number	Item Description	Unit	Average Unit Cost	Quantity	Cost
201.11	Clearing	AC	\$ 12,500.00	0.25	\$3,125.00
203.20	Common Excavation (Plan Quantity)	CY	\$ 30.00	1200	\$36,000.00
203.25	Granular Borrow	CY	\$ 50.00	100	\$5,000.00
304.10	Aggregate Subbase Course - Gravel (Plan Quantity)	CY	\$ 45.00	870	\$39,150.00
	Pavement Milling	SY	\$ 12.00	5900	\$70,800.00
403.21	HMA Pavement 12.5 mm Surface - 2" Overlay	TONS	\$ 100.00	350	\$35,000.00
403.21	HMA Pavement 9.5 mm (Sidewalks, Drives, Incidentals)	TONS	\$ 100.00	170	\$17,000.00
403.21	HMA Pavement 19.0 mm Base - Trenches, Misc.	TONS	\$ 100.00	250	\$25,000.00
409.15	Bituminous Tack Coat Applied	GAL	\$ 6.00	30	\$180.00
411.09	Untreated Aggregate Surface Course	CY	\$ 100.00	5	\$500.00
603.159	12" Culvert Pipe Option III	LF	\$ 75.00	670	\$50,250.00
603.169	15" Culvert Pipe Option III	LF	\$ 140.00	145	\$20,300.00
604.092	Catch Basin Type B1-C	EA	\$ 4,000.00	11	\$44,000.00
605.09	6" Underdrain Type B	LF	\$ 50.00	2175	\$108,750.00
606.52	Mailbox Post Remove and Reset	EA	\$ 150.00	7	\$1,050.00
608.26	Detectable Warning Field	SF	\$ 100.00	44	\$4,400.00
609.21	Concrete Slipform Curb	SF	\$ 15.00	1400	\$21,000.00
609.22	Terminal Curb - Concrete Slipform Curb - 8'	EA	\$ 200.00	40	\$8,000.00
615.07	Loam (Plan Quantity)	CY	\$ 70.00	300	\$21,000.00
618.14	Seeding Method Number 1 (Plan Quantity)	UN	\$ 75.00	23	\$1,725.00
619.12	Mulch (Plan Quantity)	UN	\$ 100.00	23	\$2,300.00
627.73	4" White or Yellow Painted Pavement Marking Line	LF	\$ 0.90	3000	\$2,700.00
627.75	White or Yellow Pavement & Curb Marking	SF	\$ 3.00	600	\$1,800.00
629.05	Hand Labor - Straight Time	HR	\$ 45.00	10	\$450.00
631.12	All Purpose Excavation (Including Operator)	HR	\$ 125.00	25	\$3,125.00
631.17	Truck - Large (Including Operator)	HR	\$ 75.00	25	\$1,875.00
645.11	Demount Regulatory Sign	EA	\$ 170.00	10	\$1,700.00
645.12	Reinstall Regulatory Sign	EA	\$ 170.00	10	\$1,700.00
652.33	Drum	EA	\$ 45.00	50	\$2,250.00
652.34	Cone	EA	\$ 25.00	50	\$1,250.00
652.35	Construction Signs	SF	\$ 15.00	250	\$3,750.00
652.36	Maintenance of Traffic Control Devices	CD	\$ 250.00	50	\$12,500.00
652.38	Flagger	HR	\$ 25.00	75	\$1,875.00
656.75	Temporary Soil Erosion & Water Pollution Control	LS	\$ 5,000.00	1	\$5,000.00
659.10	Mobilization and General Conditions (7%)	LS	\$ 38,815.35	1	\$38,815.35
	Sidewalk Construction Subtotal				\$593,320.35
	Engineering and Construction Inspection				\$80,000.00
	MDOT Costs				\$60,000.00
	Material Testing				\$10,000.00
	<b>SUBTOTAL</b>				<b>\$743,320.35</b>
	Contingencies (10%)				\$59,332.04
	<b>CONSTRUCTION ESTIMATE TOTAL</b>				<b>\$802,652.39</b>

**PRELIMINARY ENGINEER'S ESTIMATE  
TOWN CREW COMPLETES WORK**

**SIDEWALK CONSTRUCTION**

Item Number	Item Description	Unit	Average Unit Cost	Quantity	Cost
201.11	Clearing	AC	\$ 12,500.00	0.25	\$3,125.00
203.20	Common Excavation (Plan Quantity)	CY	\$ 2.00	1200	\$2,400.00
203.25	Granular Borrow	CY	\$ 8.00	100	\$800.00
304.10	Aggregate Subbase Course - Gravel (Plan Quantity)	CY	\$ 17.00	870	\$14,790.00
	Pavement Milling	SY	\$ 12.00	5900	\$70,800.00
403.21	HMA Pavement 12.5 mm Surface - 2" Overlay	TONS	\$ 85.00	350	\$29,750.00
403.21	HMA Pavement 9.5 mm (Sidewalks,Drives,Incidentals)	TONS	\$ 85.00	220	\$18,700.00
403.21	HMA Pavement 19.0 mm Base - Trenches and Misc.	TONS	\$ 85.00	250	\$21,250.00
409.15	Bituminous Tack Coat Applied	GAL	\$ 6.00	30	\$180.00
411.09	Untreated Aggregate Surface Course	CY	\$ 17.00	5	\$85.00
603.159	12" Culvert Pipe Option III	LF	\$ 10.00	670	\$6,700.00
603.169	15" Culvert Pipe Option III	LF	\$ 15.00	145	\$2,175.00
604.092	Catch Basin Type B1-C	EA	\$ 2,000.00	11	\$22,000.00
605.09	6" Underdrain Type B	LF	\$ 8.00	2175	\$17,400.00
606.52	Mailbox Post Remove and Reset	EA	\$ 50.00	7	\$350.00
608.26	Detectable Warning Field	SF	\$ 100.00	44	\$4,400.00
609.21	Concrete Slipform Curb	SF	\$ 15.00	1400	\$21,000.00
609.22	Terminal Curb - Concrete Slipform Curb - 8'	EA	\$ 200.00	40	\$8,000.00
615.07	Loam (Plan Quantity)	CY	\$ 15.00	300	\$4,500.00
618.14	Seeding Method Number 1 (Plan Quantity)	UN	\$ 25.00	23	\$575.00
619.12	Mulch (Plan Quantity)	UN	\$ 25.00	23	\$575.00
627.73	4" White or Yellow Painted Pavement Marking Line	LF	\$ 0.90	3000	\$2,700.00
627.75	White or Yellow Pavement & Curb Marking	SF	\$ 3.00	600	\$1,800.00
	Crew Time - Raymond Public Works - 8 weeks of work	HR	\$ 300.00	320	\$96,000.00
631.12	All Purpose Excavator - Town Provide Operator	HR	\$ 75.00	160	\$12,000.00
631.17	Truck - Dump Truck	HR	\$ 65.00	80	\$5,200.00
652.35	Construction Signs	SF	\$ 15.00	250	\$3,750.00
652.36	Maintenance of Traffic Control Devices - Town	CD	\$ -	0	\$0.00
652.38	Flagger - Town	HR	\$ -	0	\$0.00
656.75	Temporary Soil Erosion & Water Pollution Control	LS	\$ 5,000.00	1	\$5,000.00
659.10	Mobilization and General Conditions - None - Town	LS	\$ -	0	\$0.00
	Sidewalk Construction Subtotal				\$376,005.00
	Engineering and Construction Inspection				\$60,000.00
	MDOT Costs				\$0.00
	Material Testing				\$5,000.00
	<b>SUBTOTAL</b>				<b>\$441,005.00</b>
	Contingencies (10%)				\$37,600.50
	<b>CONSTRUCTION ESTIMATE TOTAL</b>				<b>\$478,605.50</b>

# Auto Recycling Business

## 30-A Permit

To whom it may concern,

I am applying for a 30-A permit with restrictions. At this location 1261 Roosevelt trail Raymond ME there will be no dismantling or draining of fluids. I will be using this 30-A permit to purchase salvaged vehicles from auction to fix and resell.

## Restrictions;

- No draining of fluids
- No repairs will be made to public
- No tire changing to public

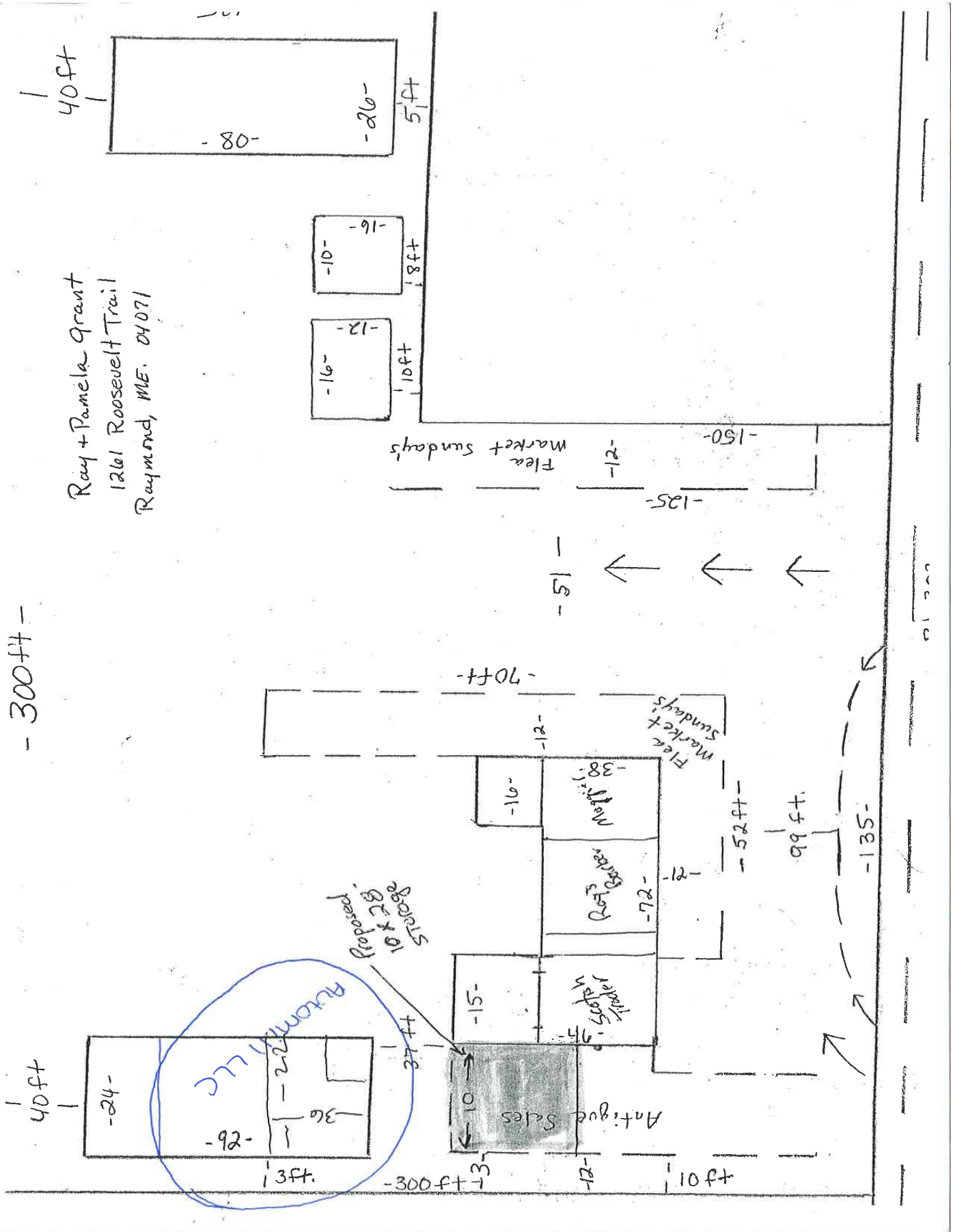
(Automill LLC uses 2 bays)

## Veh

- vehicles will range from 95 to current year.
- We would like to have up to 20 vehicles at our location; that includes vehicles for sale and vehicles waiting to be looked at.

## Disposing.

- Disposing of parts; we will have a local salvage company remove the vehicles.



Ray + Pamela Grant  
 1261 Roosevelt Trail  
 Raymond, ME. 04071

- 300ft -

40ft

40ft

Automotive LLC

Storage Shed  
 10ft x 8ft

Antique Sales

Barbara's

Mary's

Flora + Sunbays

- 80 -

- 10 -

- 12 -

- 70ft -

- 10 -

- 12 -

- 150 -

- 125 -

99 ft.

- 135 -

40ft

36ft

26ft

3ft

300ft

10ft

12ft

10ft

52ft

135ft

Office Use

**Bureau of Motor Vehicles  
Application for a Dealer License**

Type:

- New Application
- Additional License Type
- Annex Location
- Other (Specify)
- Change of Status
- Change of Location
- Secondary Location

Owner Name Mark Daly Phone Number 603-260-0495

Business Name AutoMill LLC Phone Number \_\_\_\_\_

Business Physical Location 1261 Roosevelt Trail  
City or Town Raymond Maine Zip Code 04071

Business Mailing Address P.O. Box 7  
City or Town Brownfield Maine Zip Code 04010

Franchise(s) Held \_\_\_\_\_  
Sales Tax Number \_\_\_\_\_ Federal ID Number \_\_\_\_\_

E-mail Address: daly24886@gmail.com  
Website Address: \_\_\_\_\_

Please list any annex or secondary location(s) where business will be conducted under same license:  
LOCATION(S) \_\_\_\_\_ Phone Number \_\_\_\_\_

In the columns below please check off the types of licenses you are applying for and enter the appropriate fee.  
Total the far right column and enter the amount at the bottom.

Types of Licenses	License	License Fee	Total Fee
New Car Dealer License		@150.00 ea.	
Used Car Dealer License		@150.00 ea.	150.00
Loaner License		@150.00 ea.	
Equipment Dealer License		@150.00 ea.	
Transporter License		@150.00 ea.	150.00
Recycler License (no fee if licensed as new, used, or equipment dlr.)		@150.00 ea.	
Auction License		@150.00 ea.	
Heavy Trailer License (over 3,000 lbs.)		@150.00 ea.	
Light Trailer License (3,000 lbs. or less)		@ 50.00 ea.	
Motorcycle Dealer License		@ 50.00 ea.	
Annex License		@150.00 ea.	
Secondary Location (within 1 mile of EPB)		@100.00 ea.	
<b>Filing Fee - If you are applying for a new license, changing a business location, or changing ownership or corporate structure.</b>		Add \$150.00	
<b>TOTAL (Total Amount from Back and Front)</b>			

Please list below the name, address, date of birth, and title of each owner, partner, or officer in your business.

<u>Mark Daly</u>	<u>227 Eltowah Cove Road Fryeburg Maine</u>	<u>04037</u>	<u>7/31/76</u>	<u>Owner</u>
Name	Address	Date of Birth	Title	
Name	Address	Date of Birth	Title	

MVD-350 (Rev. 11/12)

Office Use

Is your business: (Check One)

Individual     Partnership     Corporation

If a corporation, what state are you incorporated in? \_\_\_\_\_

Within the past (5) five years, have you or any partner, director or officer of your business been found guilty of any:

1. Felony Yes \_\_\_ No  2. Criminal violation under Title 29-A or Title 17-A Yes \_\_\_ No

3. Any civil judgment involving fraud, misrepresentation or conversion Yes \_\_\_ No   
If yes to any give location, date and violation \_\_\_\_\_

Write the number of plates you need to match the type of license you applied for on the front of this application. Multiply the number of plates times the plate fee, enter the amount in the far right column and total the column.

Type of Plate	No. of Plates	Plate Fee	Total Fee
New Car Dealer Plate		@ 20.00 ea.	
New Car Dealer Vanity Plate		@ 50.00 ea.	
New Car Loaner Vanity Plate		@ 50.00 ea.	
Used Car Dealer Plate	2	@ 20.00 ea.	40.00
Loaner Plate		@ 20.00 ea.	
Equipment Dealer Plate		@ 20.00 ea.	
Transporter Plate	2	@ 20.00 ea.	40.00
Trailer/Mobile Home Dealer Plate (over 3,000 lbs.)		@ 20.00 ea.	
Light Trailer Dealer Plate (3,000 lbs. or less)		@ 5.00 ea.	
Motorcycle Dealer Plate		@ 5.00 ea.	
Light Wrecker Plate (26,000 lbs. or less)	1	@ 50.00 ea.	50.00
Heavy Wrecker Plate (80,000 GVW or less)		@ 200.00 ea.	
Service Vehicle Plate New or used car only		@ 50.00 ea.	
Equipment Service Vehicle Plate		@ 20.00 ea.	
<b>TOTAL</b> (carry total to front side)			580.00

*Mah D Day*

Signature of Owner

owner

Official Title

Date

To process this application, the Owner's Signature is required.

Add the total fees on both sides of this sheet and send your check, made payable to the Secretary of State, to: **Bureau of Motor Vehicles, Dealer and Agent Services, 29 State House Station, Augusta, Maine 04333.** Payment may be made by credit card:

Type:  Visa  Mastercard Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

If you have any questions, please call Dealer and Agent Services at (207) 624-9000 Ext. 52143.

MVD-350 (Rev. 11/12)





**STATE OF MAINE  
APPLICATION FOR LIGHT/HEAVY WRECKER  
Reference Title 29-A §1002-6**

Federal ID Number: \_\_\_\_\_

DOT Number: \_\_\_\_\_

Dealer License/Plate Number: \_\_\_\_\_

Legal Business Name: AUTOMILL LLC.

DBA (if applicable): \_\_\_\_\_

Business Physical Address: 1261 Roosevelt Trail Raymond ME 04071  
Street City/Town Zip

Business Mailing Address: P.O. Box 7 Brownfield ME 04010  
PO Box/Street City/Town Zip

Phone Number: 603-260-0495 Fax Number: \_\_\_\_\_ Email: Daym24886@gmail.com.

Owner Name: Mark Day Date of Birth: 7/31/76 Official Title: owner.

Owner Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Official Title: \_\_\_\_\_

Please list below any other location(s) where business will be conducted under the same license:

\_\_\_\_\_  
Street Address City/Town Zip

\_\_\_\_\_  
Street Address City/Town Zip

Please check the type of wrecker license/plate you are requesting:  Light Wrecker (cannot exceed 26,000 lbs.)  
 Heavy Wrecker (cannot exceed 80,000 lbs.)

**Light Wrecker Plate Fee: \$50 per plate (annual fee)**      **Heavy Wrecker Plate Fee: \$200 per plate (annual fee)**

Please indicate the number of plates you are requesting: \_\_\_\_\_

Please make check or money order payable to the Secretary of State and mail to Bureau of Motor Vehicles, Dealer Licensing, 101 Hospital Street, 29 State House Station, Augusta ME 04333.

Or payment may be made by credit card:  VISA or  MASTERCARD      **Application may be faxed to: (207) 624-9126**

Credit Card Number: (\* Already paid for)

Expiration Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

101 Hospital Street, #29 State House Station, Augusta, Me 04333-0029 Tel. (207) 624-9000 Ext. 52143 Fax: (207) 624-9126 TTY Users call Maine relay 711

We require written approval from the insurance company for either the light or heavy wrecker plate; insurance card(s) will be required to be vehicle specific.

Please indicate below the required vehicle information:

Year: 02 Make: F550SU Vehicle Identification Number: 1FDAF57F328C41157

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Vehicle Identification Number: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Vehicle Identification Number: \_\_\_\_\_

**6. Wreckers.** The following provisions apply to the operation of wreckers and to dealer wrecker plates.

A. A vehicle dealer or equipment dealer may operate a wrecker with a dealer wrecker plate if the wrecker is used only in direct connection with the buying, selling, service or repair business of the dealer to which it is issued. [1995, c. 482, Pt. B, §16 (AMD).]

B. A wrecker on which a dealer wrecker plate is attached may not be used in commercial towing. [1993, c. 683, Pt. A, §2 (NEW); 1993, c. 683, Pt. B, §5 (AFF).]

C. The annual fee for a dealer wrecker plate is \$50 per plate for attachment to a wrecker that does not exceed 26,000 pounds gross vehicle weight and \$200 for attachment to a wrecker that does not exceed 80,000 pounds gross vehicle weight. [2009, c. 435, §16 (AMD).]

D. [1999, c. 470, §16 (RP).]

E. The certificate of registration for the dealer wrecker plate must be displayed at the dealer's established place of business. [1993, c. 683, Pt. A, §2 (NEW); 1993, c. 683, Pt. B, §5 (AFF).]

F. The Secretary of State shall determine the number of dealer wrecker plates that may be issued to a dealer. [1993, c. 683, Pt. A, §2 (NEW); 1993, c. 683, Pt. B, §5 (AFF).]  
[2009, c. 435, §16 (AMD) .]

I hereby make application for a light wrecker or heavy wrecker plate and affirm that I have received a copy of the rules issued by the Secretary of State, Bureau of Motor Vehicles. I understand the rules provided, and I am able to comply with all applicable laws and rules.

Mark J Day  
Signature

Mark Day  
Print Name

(owner)  
Official Title

4/15/19  
Date

**BMV USE ONLY**

Proof of insurance provided: Yes \_\_\_\_\_ No \_\_\_\_\_

License/Plate number issued: \_\_\_\_\_ Number of plate(s) issued: \_\_\_\_\_

Sticker(s) issued: \_\_\_\_\_

Issued by: \_\_\_\_\_ Date issued: \_\_\_\_\_

101 Hospital Street, #29 State House Station, Augusta, Me 04333-0029 Tel. (207) 624-9000 Ext. 52143 Fax: (207) 624-9126 TTY Users call Maine relay 711



I, Ray Grant, agrees to lease Mark Day, owner of Automill LLC. a parcel of land and building thereon located on 1261 Roosevelt trail Raymond ME 04071.

This parcel consists of a lot (front; 270<sup>SF</sup> and a building, 72 x 24  
BACK; 3650 SF

This building consists of an office 9x10, and a repair area, unit A; 25x22  
unit B; 36x22

This lease will be valid for one year from this date December 1, 2018, and will be renewed yearly thereafter. This lease may not be terminated by either party without 30 days of written notice.

Sarah Day  
Sarah Day  
Witness

Mark Day  
Mark Day.  
Lessee

Adam Grant  
ADAM GRANT.  
Witness

Ray Grant  
Ray Grant.  
Lessor

April 15, 2019

To whom it may concern,

I Mark Day am the sole owner of Automill LLC, which is located at 1261 Roosevelt Trail Raymond Maine 04071.

Mark Day

Mark Day

4/15/2019

4/15/2019

Oxford County

Signed before me, Kelly Woitko Notary  
in State of Maine Signed by Mark Day  
On April 15, 2019.

Kelly A Woitko

KELLY A. WOITKO  
NOTARY PUBLIC  
State of Maine  
My Commission Expires  
July 24, 2021





## CERTIFICATE OF CONDITIONAL USE PERMIT

I, Mary S. Quirk, being the duly appointed, qualified and acting Secretary of the Zoning Board of Appeals for the Town of Raymond, Cumberland County and State of Maine, hereby certify that on the 26th day of November, 2018 the following Conditional Use Permit was granted pursuant to the provisions of 30 MRSA Sec. 4963 and the Town of Raymond Land Use Ordinance.

Property: 1261 Roosevelt TRL; Map: 055 Lot: 021/000; Zone Commercial

Deed: Book: 6269 Page: 119

Property Owner(s): Ray and Pamela Grant

Conditions of Permit: The Zoning Board of Appeals of the Town of Raymond granted conditional use for the used car sales lot to Mark J. Day with the condition that the used car sales lot comply with all local and state laws, regulations, rules, and ordinances. In addition, a letter of correction is to be established between the property owner and the Town of Raymond Fire Department.

Conditional use permits run with the land and thus pass from one owner of a property to the next.

IN WITNESS WHEREOF, I have hereto set my hand this 30th day of November, 2018.

Received  
Recorded Register of Deeds  
Dec 14, 2018 11:27:55A  
Cumberland County  
Nancy A. Lane

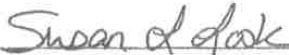
Town of Raymond, Maine

  
Mary S. Quirk, Secretary

STATE OF MAINE  
Cumberland, SS

NOV 30 2018

Then personally appeared the above-named Mary S. Quirk and acknowledged the above certificate to be her free act and deed in her capacity as Secretary of the Raymond Board of Zoning Appeals.





This Certificate must be recorded in the Cumberland County Registry of Deeds within 90 days of the granting of the Conditional Use Permit to be valid, pursuant to 30 MRSA Sec. 4936.

### Applicant Questionnaire for the Licensing of Dealers, Transporters, Loaners or Recyclers

Type:

- New Application   
  Additional License Type   
  Annex Location   
  Other (Specify) \_\_\_\_\_  
 Change of Status   
  Change of Location   
  Secondary Location \_\_\_\_\_

Owner Name MARK DAY Phone Number 603-260-0495

Business Name AUTOMILL LLC. Phone Number \_\_\_\_\_

Business Physical Location 1261 ROOSEVELT TRAIL

City or Town RAYMOND Zip Code 04071

Business Mailing Address P.O. BOX 7

City or Town BROWNFIELD Zip Code 04010

What type of business are you licensing? used car dealership.

Please answer each question by check marking either Yes or No.

1. Is there now or was there previously a licensed dealership at your location?  Yes  No  
 If Yes please supply name of dealership: \_\_\_\_\_  
 If Yes, were you an owner of this dealership?  Yes  No
2. Is there any other business at this location?  Yes  No  
 If Yes, what is the name and type of this business? \_\_\_\_\_
3. Do you own that business?  Yes  No
4. What days and hours is your business open? M-THURS 2-8 SAT 7-3
5. Do you currently have ownership in any other dealership?  Yes  No  
 If Yes, please list the dealership(s) name and license types and numbers:

<u>Dealership(s) Name</u>	<u>License Type &amp; Number</u>

**These questions ask about your established place of business:**

1. Is your business located in a permanently enclosed commercial building?  Yes  No
2. Is your business located on one parcel of land?  Yes  No
3. Do you own the property & buildings?  Yes  No
4. Do you lease the property & buildings?  Yes  No  
 (If Yes, enclose a copy of the lease)

**These questions ask about your display/repair area:**

*NOTE: Recyclers/Salvage is exempt*

1. Does your business have at least 5,000 sq. ft. of display area in or adjoining the building?  Yes  No
2. Do you lease your repair facility? If so, a copy of that lease must be provided to BMV.  Yes  No
3. Do you lease your repair facility to a Maine Inspection Technician?  Yes  No
4. If you lease your repair facility, do you have a minimum 2' x 3' sign stating that any repair work done on site for the dealership will be performed by the technician leasing the space?  Yes  No
5. Does the sign contain the technician's address and telephone number?  Yes  No
6. Do you have the tools and equipment needed to repair and service vehicles properly?  Yes  No
7. Do you have an air compressor?  Yes  No
8. Do you have a hydraulic jack or lift?  Yes  No
9. Do you have a full set of mechanics tools?  Yes  No
10. Does the owner or an employee work as a mechanic at least 30 hrs. per week?  Yes  No

**These questions ask about your business office:**

- 1. Do you have an office with at least 64 sq. ft. to keep records and conduct business?  Yes  No
- 2. Is your office heated?  Yes  No
- 3. Does your office have at least 1 desk, 2 chairs, and a filing cabinet?  Yes  No
- 4. Is your office completely enclosed by floor to ceiling construction?  Yes  No
- 5. Is your office separate from any living quarters?  Yes  No
- 6. Is your office located in or adjoining your business building?  Yes  No

**These questions ask about your business sign:**

- 1. Is your business identified by an exterior sign?  Yes  No
- 2. Is the sign permanently affixed to land or building?  Yes  No
- 3. Is the sign readable at a distance of 200 feet?  Yes  No
- 4. Is the sign at least 12 square feet in size?  Yes  No
- 5. What does the sign say? Automill LLC 603-2600495

**If you are applying for a recycler dealer license, you must also complete the last set of questions by checking Yes or No to each question below.**

- 1. Is there a storage area in or adjoining the building?  Yes  No
- 2. Is the business within 1,500 feet of a state or federally owned cemetery?  Yes  No
- 3. Did your salvage yard exist before December 5, 1983?  
If No, what date did your salvage yard begin? \_\_\_\_\_  Yes  No
- 4. Is this an expansion of an existing salvage yard?  Yes  No
- 5. Do you maintain a business inventory of all vehicles, component parts, body, chassis, or transmissions that are received or disposed of as required by law?  Yes  No

5a. Explain your record keeping procedures: \_\_\_\_\_  
\_\_\_\_\_

- 6. Are you currently a licensed dealer in Maine?  Yes  No
- 7. Are you currently a licensed dealer in any other state?  Yes  No

Mark J Day Owner \_\_\_\_\_  
Signature of Applicant Title Date

**Notarization Required**

Before me personally appeared \_\_\_\_\_, who by me being duly sworn under oath says that the statements set forth above are true and correct.  
Sworn to and subscribed before me at \_\_\_\_\_, Maine, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

My Commission Expires: \_\_\_\_\_

SECRETARY OF STATE  
BUREAU OF MOTOR VEHICLES  
STATE HOUSE STATION 29  
AUGUSTA, MAINE 04333

Applicant's Name, Business Name and Business Address

MARK DAY  
AUTOMILL LLC  
1261 ROOSEVELT TRAIL RAYMOND MAINE 04071

**BUILDING CODE, ZONING AND LAND USE REGULATORY ORDINANCE CLEARANCE**

Dear Sir:

As required by the Secretary of State, the above named applicant, at the location shown, is in compliance with all local building codes and land use regulatory ordinances for the **initial application for a dealer license and/or for the application for additional dealer license types** as they pertain to a commercial building, a vehicle display area, and sale and service of vehicles and the display of a permanently mounted sign.

A local seller's license: \_\_\_\_\_

Is required

Is not required

Has been issued

Will be issued

\_\_\_\_\_  
Signature - Authorized City/Town Official

\_\_\_\_\_  
Title

**NOTARIZATION REQUIRED**

STATE OF MAINE - County of \_\_\_\_\_ Date, \_\_\_\_\_ 20\_\_\_\_ Then personally appeared the above AUTHORIZED CITY/TOWN OFFICIAL named

\_\_\_\_\_ and acknowledge the foregoing instrument under oath to be \_\_\_\_\_ free act and deed.

NOTARY PUBLIC or ATTORNEY \_\_\_\_\_

My commission expires: \_\_\_\_\_

MVD-363 (Rev. 7/12)

**TOWN OF RAYMOND  
APPLICATION TO THE BOARD OF APPEALS**

Staff Use Only:		Received Date
Application Fee	\$ 75.00	
Recording Fee	\$ _____	
Notice Fee	\$ _____	
\$8.00/abutter		
Publishing Fee	\$ 600.00	
Escrow-if required	\$ _____	

Name of Applicant Marie Day  
Mailing Address P.O. Box 7 Brownfield ME 04010  
Primary Phone (603) 260-0495  H  W  email \_\_\_\_\_  
Date property acquired: (month and year) 9/18  
Name of Owner (if different than applicant) Ray Grant Paula W Grant  
Mailing Address 14 wildacres  
Town: CASCO State ME Zip Code 04015  
Primary Phone 2076507009  H  W  email pamela.wgrant@msn.com  
Property Address (street number and name): 1261 Roosevelt trail  
Town of Raymond Map SS Lot 021 Zone COMM  
Registry of Deeds Book 6269 Page 119

**The undersigned applies for the following:**

1. ADMINISTRATIVE APPEAL. Applicant requests relief from the decision, or lack of decision, of the Code Enforcement Officer. The undersigned believes that (check one)
  - An error was made in the denial of the permit
  - Denial of the permit was based on the misinterpretation of the ordinance
  - The permit was not approved or denied within a reasonable period of time
  - Other: \_\_\_\_\_
2. VARIANCE (the information listed on the following page must be submitted)
3. CONDITIONAL USE PERMIT For used car lot (use) in COMM Zone
4. VARIANCE PROVISION(S) FOR NON-CONFORMING Lot  Structure  Use
5. SETBACK REDUCTION

I have read, understand and agree to the above instructions and conditions. I also authorize any Board Member or other Town Officials to enter onto the site. I certify that the information contained in this application and its supplement is true and correct.

Date: 10/23/18 Appellant: Marie J Day  
Date: 10/23/18 Property Owner: Ray Grant  
11/23/18 Paula W Grant

STATE OF MAINE  
INSURANCE CERTIFICATE FOR MOTOR VEHICLE  
DEALER, TRANSPORTER, MOTORCYCLE DEALER AND  
BOAT OR SNOWMOBILE TRAILER DEALER AND LOANER REGISTRATION PLATES

(To be filed with Maine Secretary of State in duplicate)

The company signatory hereto certifies that it has issued to  
MARK DAY DBA AUTO MILL

Name of Insured

1261 ROOSEVELT TRAIL RAYMOND, ME 04071

Address of Insured

an automobile liability insurance policy to comply  
with the Motor Vehicle Laws of the State of Maine.

Effective date of policy 03/11/2019 Expiration Date 03/11/2020 Policy No. GP8282545

ARGONAUT INSURANCE COMPANY

Name Of Insurance Company

Date 3/11/2019



Signature of Authorized Representative

(In the event of cancellation of the insurance certified, 10 days written notice is to be filed with the Secretary of State.)  
R1348 (Ed. 6-71) IRB 2675 D




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Date: 3/30/19

To whom it may concern,

I am the owner of Automill LLC located at 1261 Roosevelt Trail in Raymond Maine. I am writing this letter to further explain what I would like to do to receive a 30-A permit and license. I will only be using this license to buy salvaged vehicles at auction to fix and re sell these vehicles. I will not be dismantling these vehicles nor will I be storing parts at this location. I need this permit in order to move forward with the State of Maine and receive my recyclers license as well as my dealers license.

Thank you for your time

  
\_\_\_\_\_

Mark Day



STATE OF MAINE  
 Department of Public Safety  
 Maine State Police  
 State Bureau of Identification  
 42 State House Station  
 Augusta, Maine  
 04333-0042

PAUL R. LEPAGE  
 GOVERNOR

JOHN E. MORRIS  
 COMMISSIONER

COL. JOHN E. COTE  
 CHIEF

LT. COL. WILLIAM S. HARWOOD  
 DEPUTY CHIEF

September 27, 2018

MARK DAY  
 P.O. BOX 7  
 BROWNFIELD, ME 04010

RE: MARK J DAY

To Whom It May Concern:

Please be advised that a search of the name indices on file in the State Bureau of Identification, Maine State Police, Augusta, Maine reveals no criminal history record information under the name of Mark J Day, born July 31, 1976.

Sincerely,

Dave Zarko  
 SBI Specialist Supervisor  
 State Bureau of Identification

DZ/mp

Subscribed to before me this 1<sup>st</sup> day of October 2018,  
 KENNEBEC, MS.

Notary Public  
 My Commission Expires:

Amy Jo McCollett  
 Notary Public • State Of Maine  
 My Commission Expires May 4, 2021

OFFICES LOCATED AT: 45 COMMERCE DRIVE, SUITE 1

(207) 624-7240 (Voice)

(207) 287-3421 (Fax)

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# Proposed Smoking Policy Draft

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## Town of Raymond Tobacco Free Policy

The **Town of Raymond** is dedicated to providing everyone with a safe and healthy environment at all of the **Town of Raymond** recreational area properties, effective **August 13, 2019**.

The **Town of Raymond** recognizes that smoking and the use of tobacco products at our recreational area properties is detrimental to the health and safety of everyone. [MUNICIPALITY NAME] supports an environment where nobody is exposed to the harmful effects of secondhand smoke and everyone is supported in efforts to live tobacco-free. Therefore, **Town of Raymond** has adopted a 100% tobacco-free recreational area property policy, that exceeds state law (22 M.R.S.A. § 1580-A).

This policy prohibits all smoking and the use of all tobacco 24 hours a day, 365 days a year:

- In all **Town of Raymond** owned, leased and affiliated buildings.
- On all **Town of Raymond** owned or leased properties [can list if applicable]
- At all **Town of Raymond** permitted or sanctioned events— both indoors and outdoors when on **Town of Raymond** property.
- In all **Town of Raymond** owned, leased or rented vehicles.

This smoke and tobacco-free policy applies to all people utilizing **Town of Raymond** space, including organizers of, and attendees at, public events, including but not limited to, athletic events, concerts, productions, conferences, meetings, lectures, social events and/or cultural events using **Town of Raymond** owned, leased and affiliated property. Everyone is required to abide by **Town of Raymond's** smoke and tobacco-free policy.

### DEFINITIONS

- A. "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy. Non-smoked marijuana products including, but not limited to, edibles and dabs are also included in this policy.
- B. "Tobacco" is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

### PROCEDURES

This policy will be communicated through tobacco-free signs posted at all property entrances and throughout the facility, through employee education, including being written into training manuals and new employee orientation. Everyone is required to comply with the **Town of Raymond** tobacco-free policy. Enforcement procedures are as follows [LIST AS APPLICABLE].

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# Proposed Smoking Ordinance Draft

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## Tobacco-Free Ordinance

WHEREAS **Town of Raymond** has set as a goal to be a safe and healthy place to live and work; and

WHEREAS tobacco use is the foremost preventable cause of premature death in the United States, causing over 400,000 deaths in the United States each year; and

WHEREAS the Surgeon General of the United States of America has stated there no safe level of exposure to secondhand smoke; and

WHEREAS tobacco-free policies support tobacco-free lifestyles and encourage tobacco users to quit, the following article is to be adopted.

### Section 1: Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section:

- *Electronic smoking device* means any electronic product, not prescribed by a doctor that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, e-cigar, e-pipe, vape pen or e-hookah. Electronic smoking device includes any component, part, or accessory of such a product, whether or not sold separately.
- *Park, Recreational area or Sporting venue* means any outdoor area accommodating or having facilities for rest or recreation (including passive activities) or playground designed at least in part to be used by children that has play or sports equipment installed or that has been designed or landscaped for play, sports, or leisure activities on grounds owned, occupied or operated by the municipality or an agency thereof, or any similar facility located on public school grounds.
- *Public property and places* means any vehicle, building or other location or site within **Town of Raymond** owned, leased, occupied, or operated by **Town of Raymond**
- *Secondhand smoke* means smoke emitted from a lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form, when the smoker is not inhaling, smoke emitted at the mouthpiece during puff drawing, and smoke exhaled by the smoker. Secondhand smoke also includes aerosol or vapor from the use of an electronic smoking device emitted, in any manner or in any form, when the smoker is not inhaling, at the mouthpiece during puff drawing, and when the smoker is exhaling.
- *Smoking* means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy. Non-smoked marijuana products including, but not limited to, edibles and dabs are also included in this policy.
- *Tobacco* is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco;

and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

- *Vaping* means the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

## Section 2: Regulations

Pursuant to 30-A MRSA §2636 (3), the Town Manager may promulgate rules and regulations in accordance with the provisions contained in this article and such other rules and regulations as may be necessary for the purpose of implementing and carrying out the provisions of this article.

- (a) Smoking, vaping, and the use of all tobacco and electronic smoking devices is prohibited in all areas including in all parks, recreational areas and sporting venue, and public property and places 24 hours a day 365 days per year.
- (b) Additionally, the discarding of cigarettes and cigar butts onto the ground is unsightly, unclean and particularly hazardous to young children and wildlife. Disposal of such tobacco litter is also prohibited.

## Section 3: Communication & Enforcement

- (a) Notice of prohibition of smoking and vaping. Tobacco-Free Area signs or the international "No smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it, shall be clearly and conspicuously posted in key areas of every location where smoking or vaping is prohibited by this article.
- (b) No discrimination or retaliation. An individual, person, entity, or business establishment subject to the smoking or vaping prohibitions of this article shall not discriminate or retaliate in any manner against a person for making a complaint regarding a violation of this article or for furnishing information concerning a violation to an enforcement authority.
- (c) Enforcement. The **[DESIGNEE]** shall have the power to enforce the provisions of this article.
- (d) Violations and penalties. It shall be unlawful for any person who owns, manages, operates or otherwise controls the use of premises in which smoking or vaping is prohibited pursuant to this article. It shall be unlawful for any person to smoke, vape, or use tobacco in any area outlined in this article.

- a. Every person who violates this article shall be liable for a fine as defined in the Town of Raymond Fee Schedule for each violation. Each day on which a violation of this article occurs shall be considered a separate and distinct violation.

DRAFT

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# LED Street Light System

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## Proposed LED Streetlight Conversion

### Why?

Installation of LED fixtures reduce streetlight energy consumption and related energy costs.

Maintenance costs are reduced because LED fixtures do not have disposable components requiring regular replacement as do the existing high-pressure sodium bulbs.

LEDs have a better quality of light distribution and focus light in one direction.

LED lights contain no toxic elements such as mercury.

LED lights last up to six times longer than other types of lights.

### History

In conjunction with Gorham, Standish and Windham we have been working with RealTerm Energy, a consultant company, to investigate the potential cost savings in converting our streetlights to LED technology and assuming ownership of the lights. The due diligence element of this project has been underway for two years in order to ensure that each town completes the necessary steps together to maintain the cooperative pricing.

We have identified 110 High Pressure Sodium Utility owned streetlights that conversion to LED would provide the Town substantial costs savings.

Currently, on an annual basis, the Town pays approximately \$22,500 for these streetlights. This breaks down as follows: equipment \$12,700, delivery \$4,000 and supply \$5,800. The average age of these 110 streetlights is 27 years. The streetlights under consideration currently are all owned by CMP.

### The Plan

In converting these non-town owned lights only, Raymond will have to buy out the remainder of the contractual agreement for the lights from CMP.

There is also the cost of installation, estimated maintenance, and Smart Technology Controls.

Smart Technology Controls allow for local lighting level control more energy and maintenance savings and future adaptability as new applications become available. Kevin Woodbrey strongly recommends adding this feature.

The total cost for this project is \$78,936 with a 4.8-year payback period when factoring the annual equipment leasing and power consumption savings. Annual supply and delivery costs for this proposal would be approximately \$2,400.

The conversion of the 87-town owned decoratives along Rt 302 and other town owned lights was considered but the conversion cost was significantly more expensive and the payback longer at \$133,400. We will continue to look at options for converting these lights.



We also investigated LED conversion with CMP. There would be no initial cash outlay under this scenario. The yearly cost would look like this: equipment \$11,300, delivery \$1,000 and supply \$1,400 for a total of \$13,700. The equipment portion of the bill is permanent with a minimum obligation of 15 years (\$11,300 times 15 years equals \$169,500).

Funding

We are recommending a special Town meeting to authorize this expenditure with funds coming from surplus.

The following table summarizes each alternative:

	CMP Current	Town Ownership LED	CMP LED
Annual equipment rent	\$ 12,700	\$ -	\$ 11,300
Annual delivery	4,000	1,000	1,000
Annual supply	5,800	1,400	1,400
Annual maintenance		2,640	
total annual cost	<u>\$ 22,500</u>	<u>\$ 5,040</u>	<u>\$ 13,700</u>
Total annual cost for 15 years	\$ 337,500	\$ 75,600	\$ 205,500
Project costs			
CMP buyout		11,752	
Lamp purchase		54,082	
Smart controls		13,102	
Total capital & operating costs over 15 years	<u>\$ 337,500</u>	<u>\$ 154,536</u>	<u>\$ 205,500</u>

**Subject:** IGA Report  
**Date:** Thu, 8 Aug 2019  
**From:** Paul Vesel  
**To:** Gretchen A. Anderson, Roger Mosley  
**CC:** Amanda L. Lessard, Mark T. Arienti, Donald H. Gerrish, Don Willard, Mark Carter

All,

Thank you for joining us yesterday for our streetlight group meeting. As discussed, below you will find details on our projects in Maine. In addition to RealTerm's projects, other municipalities that have converted to LED include Lewiston, Bangor, Portland, Augusta, Eliot, Kittery and Scarborough.

Mark Carter has already emailed to all of you last month both our interim and ongoing maintenance agreements. If anybody still needs me to send them to you, please advise.

Best,  
 Paul

RealTerm ME clients that have incorporated Smart Controls

- City of South Portland, ME
- City of Biddeford, ME
- Town of Wells, ME
- Town of Falmouth, ME
- City of Auburn, ME
- Town of Rumford, ME
- Town of Norway, ME
- Town of Mars Hill, ME

Below is a complete list of RealTerm's projects in Maine

Municipality	# Fixtures	Municipality	# Fixtures
City of Biddeford	2325	Town of Norway	268
City of South Portland	1597	Town of Rockport	247
City of Auburn	1253	Town of Freeport	222
City of Rockland	704	Town of Thomaston	200
Town of York	788	Town of Standish	191
Town of Rumford	648	Town of Ashland	163
Town of Falmouth	597	Town of Washburn	128
City of Caribou	525	Town of Raymond	113
Town of Wells	500	Town of Mars Hill	113
Town of Madawaska	435	Town of Waldoboro	110
Town of Gorham	401	Town of Eagle Lake	97
Town of Bar Harbor	374	Town of Oxford	73
Town of Paris	355	Town of Island Falls	70
Town of Windham	353	Town of Grand Isle	58
Town of Dover-Foxcroft	324	Town of Saint Agatha	58
Town of Camden	300	Town of Mapleton	41
Town of Mount Desert	275	Town of Union	36

The following RealTerm projects have been completed:

- Falmouth
- South Portland
- Biddeford (90% complete, should probably be done by end of next week)
- Dover-Foxcroft
- Wells
- Mt. Desert
- Madawaska
- Freeport
- Auburn (75% complete, should be done in about 2 weeks)
- Grand Isle
- Ashland
- Washburn
- Mapleton
- Island Falls

**Paul Vesel**

Director, Business Development – North Eastern USA

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# Ordinance Pertaining to Sandwich Board Signs

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## Town of Raymond

### Land Use Ordinance Excerpts

#### ARTICLE 9 – MINIMUM STANDARDS

##### L. Signs

###### 1. Definitions Specific to Sign Regulation

Sandwich board - A sign that is not designed or intended to be permanently affixed in the ground or to a building or other structure, and that is displayed only while the business associated with the sign is open, and which contains copy set out in chalk, paint or print form which is easily changed but which is not removable lettering such as is typically found on reader boards. A sandwich board may be hung from a fixed sign or a structure, so long as they are not permanently or semi-permanently affixed.

###### 3. Exceptions. Permits are not required for:

j. Sandwich boards allowed under subsection 8.f

###### 8. Temporary Signs & Temporary Advertising Features

###### f. Sandwich Boards

- One temporary sandwich board is allowed for each business provided it meets the requirements of this section.
- Sandwich boards shall not exceed three (3) feet in height or a total of nine (9) square feet per side in size.
- Sandwich boards shall not be counted toward calculating the maximum number of signs or the maximum gross display area of signs on the property.
- Sandwich boards may not include any source of illumination.
- Sandwich boards are allowed to be displayed outside only during the hours of operation of the business.
- Sandwich boards are not subject to lot line setbacks, and may be placed in the portion of a public right of way abutting the property containing the business as long as they are not placed in a travel way or on a public sidewalk and do not create a hazard.

\*\*\*\*\*

#### ARTICLE 5: ADMINISTRATION

##### I. Code Enforcement Officer

If the Code Enforcement Officer shall find that any provision of this Ordinance is being violated, the Code Enforcement Officer shall notify, in writing, the person responsible for such violation indicating the nature of the violation and ordering the action necessary to correct it, including discontinuance of illegal use of land, buildings, structures or work being done, removal of illegal buildings or structures, and abatement of nuisance conditions.

#### J. Legal Action

When the above action does not result in the correction or abatement of the violation or nuisance condition, the Board of Selectmen is hereby authorized and directed to institute any and all actions and proceedings either legal or equitable, including seeking injunctions of violations and the imposition of fines that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the municipality.

#### K. Fines

Any person who continues to violate any provisions of this Ordinance, after receiving notice of such violation, shall be guilty of a misdemeanor subject to a fine of up to \$100.00 for each violation. Each day such a violation is continued is a separate offense.

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# Proclamation for Camp Agawam's 100th Anniversary

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## *Proclamation*

### *Commemorating and Recognizing Camp Agawam for 100th Celebration & Alumni Reunion*

*Whereas, Camp Agawam in Raymond, Maine is celebrating its 100<sup>th</sup> year as a traditional summer camp dedicated to personal growth, character development, and fun through activities like swimming, sailing, outdoor living skills, wood shop, camping, canoeing, lacrosse, and more for boys aged 8 to 15.*

*Whereas, founder Appleton "The Governor" Mason and the history of camp directors who followed – Appleton Mason, Jr. (1939), David Mason (1957), Garth Nelson (1986), and Erik Calhoun (2007) have led the camp with distinction, creating a unique and meaningful camp experience.*

*Whereas, the Agawam Council Board of Directors, established in 1985, has helped Camp Agawam to continue to thrive since the retirement of David Mason, by supporting camp programs and helping to ensure an outstanding camp experience for campers.*

*Whereas, since 1971, Camp Agawam provides a free, fun week of camp every June for more than 100 Maine boys through The Main Idea program.*

*Whereas, Camp Agawam maintains life-changing traditions for the campers like personal Katiaki goals, weekly camp Council Fire, adherence to the Woodcraft Laws, and healthy, summer-long competition between the Ags & Wams.*

*Whereas, throughout its 100 years, Camp Agawam has maintained its values, quality, and impact through the camp staff, counsellors, alumni, and volunteers who serve as inspiring mentors and guides, offering encouragement and serving as role models and teachers.*

*Now, therefore, I as Chairman of the Board of Selectmen for the Town of Raymond, and on behalf of our Select Board, do hereby Proclaim that the Town of Raymond does officially congratulate and recognize Camp Agawam for such a milestone.*

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*Rolf A Olsen Jr, Chairman of the Town of  
Raymond's Select Board*

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# MMA Annual Election Ballot

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Maine Municipal  
Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
[www.memun.org](http://www.memun.org)

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 8, 2019

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

**Deadline: Friday, August 16, 2019 by 12:00 noon**

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**Nomination Process** – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2019 to member municipalities.

**Petition Process** – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 5, by 4:30 pm. There were no municipal officials nominated by petition.

***It is now time for each member municipality to cast its official vote.***

**Election Process** – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “Write-in Candidates” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 16. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Mary Sabins, Town Manager, Town of Vassalboro.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at [www.memun.org](http://www.memun.org) on Monday, August 19. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held *Wednesday, October 2, at 1:30 p.m. at the Cross Insurance Center in Bangor*. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2019.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org). Thank you.



**MAINE MUNICIPAL ASSOCIATION  
VOTING BALLOT**

**Election of MMA Vice President and Executive Committee Members**  
*Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 16, 2019*

**VICE-PRESIDENT - 1 YEAR TERM**

Vote for One

Proposed by MMA Nominating Committee:

James Gardner, Jr., Town Manager, Town of Easton

**EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM**

Vote for Three

Proposed by MMA Nominating Committee:

Jon Beekman, Chair Selectboard, Town of Fayette

David Cyr, Town Manager, Town of Mars Hill

Ivan McPike, Mayor, Town of Hampden

*Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.*

*The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.*

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_

**OR Signed by a Majority of Municipal Officers** Current # of Municipal Officers: \_\_\_\_\_

Print Names:

Signatures:

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**Return To:**

*MMA Annual Election  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: (207) 626-3358 or 626-5947  
Email: [tchavarie@memun.org](mailto:tchavarie@memun.org)*



**MAINE MUNICIPAL ASSOCIATION  
BIOGRAPHICAL SKETCH OF  
PROPOSED SLATE OF NOMINEES FOR 2020 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT (1-Year Term)**

**JAMES GARDNER, JR. (Town Manager, Town of Easton)**

**Professional & Municipal Experience:**

- Town Manager, Town of Easton, Maine (2011 – present)
- Town Manager, Town of Ashland, Maine (2005 – 2010)
- Town Manager, Town of Washburn (1999 – 2005)
- Code Enforcement Officer, City of Presque Isle – (1994 – 1999)
- Civil Service, Department of Defense, Loring Airforce Base(1983 – 1994)

**Other Experience, Committees and Affiliations:**

- Member, Maine Municipal Association Executive Committee (2017 – present)
- Member, Maine Municipal Association Property & Casualty Pool Board of Directors (2017 – present)
- Member, Maine Municipal Association Workers Compensation Fund Board of Trustees (2017 – present)
- Member, Maine Municipal Association Strategic & Finance Committee (2017 – present)
- Member, Governor’s Municipal Advisory Committee (1992 – 1996) (2019 – present)
- Member, Aroostook Managers Association; President
- Member, Executive Board of Directors, Northern Maine Development Commission
- Member, Maine Community Development Association
- Member, Maine Town, City & County Management Association
- Member, Maine Town & City Clerks Association\
- Member, Presque Isle Rotary Club
- US Army (1973 – 1976 and 1979 – 1983); Vietnam Veteran

**Education:**

- Ricker College, Small Business Administration, one year
- Unity College, Business Law, one year
- Northern Maine Vocational and Technical Institute, Business Administration, two years
- Department of Defense, Non-Commission Officer Primary Leadership graduate
- Certified State of Maine Code Enforcement Officer
- Certified State of Maine Local Plumbing Inspector
- Certified State of Maine CDBG Grant Writer/Administrator/Technician
- HUD Certification in Community Development Housing Rehabilitation and Construction

**Awards and Certifications:**

- Department of Defense, Civilian of the Year Award
- Loring Airforce Base, Superior Performance Award

## MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

### **JON BEEKMAN (Chair of Selectboard, Town of Fayette)**

#### **Professional & Municipal Experience:**

- Selectman, Town of Fayette (2012 – 2019); current Chairman
  - ✓ Budget Committee (2010 – 2012)
- Member, Finance Committee, Town of Natick, Massachusetts (1980 – 2005)
  - ✓ Town Meeting Member
  - ✓ Board of Appeals
  - ✓ DPW Advisory Board
  - ✓ Conservation Commission
- Self-Employed Strategic Advisor for local/international municipal clients and regional engineering firms (2011 – 2017)
- Manager, Division of Water Resources and Clerk of Cambridge Water Board, Cambridge Massachusetts
- Assistant Director Water Resources, Providence Water Supply Board, Providence, Rhode Island
- Principal and first Director of Municipal Services, Kleinfeld / SEA Consultants, Augusta, Maine (retired 2010)
- National Water Practice Leader, Earth Tech, Inc., Scarborough, Maine & Concord, Massachusetts
- Principal, Vice President and Member of Board of Directors, Whitman & Howard, Inc.

#### **Other Experience, Committees and Affiliations:**

- Member, Maine Municipal Association Executive Committee (2019 – present)
- Member, Maine Municipal Association Property & Casualty Pool Board of Directors (2019 – present)
- Member, Maine Municipal Association Workers Compensation Fund Board of Trustees (2019 – present)
- Past President, New England Water Works Association
- Past President, American Water Works Association, New England Section
- Past President, American Council of Engineering Companies, Massachusetts Member Organization
- Past Corporator, 1<sup>st</sup> American Bank of Boston
- U.S. Navy – Honorable Discharge

#### **Education:**

- Master of Public Administration, Kennedy School of Government, Harvard University
- BSF, Forest Management, Cum Laude, University of New Hampshire
- A.A.S. Civil Engineering, Technology, SUNY, Mohawk Valley Community College
- Executive Management Program, Pennsylvania State University

#### **Awards and Certifications:**

- A.D. Little Fellow, Harvard University
- University of New Hampshire, Outstanding Alumnus
- Mohawk Valley Community College, Alumni of Merit Award
- American Council of Engineering Companies, Fellow
- American Water Works Association's George Warren Fuller Award
- Award of Merit, New England Section American Water Works Association
- Eagle Scout, BSA, Vigil – Order of the Arrow

## DAVID CYR (TOWN MANAGER, TOWN OF MARS HILL)

### Professional & Municipal Experience:

- Town Manager, Town of Mars Hill (2014 – present)
- Resident Project Representative, NicCait Construction Services, Presque Isle
- Construction Engineer, Soderberg Construction, Caribou
- Engineer, Criterium Brown Engineers, Washburn
- Public Works Director, Town of Fort Kent
- Project Engineer, Civil Engineering Services, Brewer
- Public Works Director for the Unorganized Territories, County of Aroostook, Caribou
- Project Engineer, Cianbro Corporation, Pittsfield
- Engineer/Soil Technician, Brescia Construction/Caribou Soils, Inc., Caribou
- Selectmen, Town of Woodland (1995 – 2004); Chairman for five years
- Firefighter 1/EMT, Caribou Fire and Ambulance, Town of Caribou (1985 – 1988)
- Firefighter 1/EMT, Budd Lake Volunteer Fire Company, Budd Lake, New Jersey (1983 – 1984)

### Other Experience, Committees and Affiliations:

- Member, Aroostook Municipal Association (2014 – present); Treasurer (2017); Secretary (2018 – present)
- Board Member, Northern Maine Development Commission Executive Committee (2014 - present), Chair since 2018; NMDC Revolving Loan Committee (2014 – present), Chair since 2016; NMDC Treasurer (2017); NMDC Finance & Audit Committee; Chairperson (2018 - present)
- President, Mars Hill Rotary Club (July 2016 – present)
- Assistant Chief of Stadium, US Ski and Snowboard Association Supertour competition, Presque Isle (2019)
- Volunteer, Cross Country Ski Trail Groomer at Woodland Community Trails
- Volunteer, Biathlon World Cup Competitions in Presque Isle; Assistant Chief of Stadium (2016)
- Board Member, Northern Maine Solid Waste Management Committee, (1992 – 2000); Chairman (1999 – 2000)
- Member, MDOT Regional Transportation Advisory Committee (1997 – 2002); Chair (1999 – 2000)
- Member, Public Advisory Committee, MDOT Aroostook County Transportation Study
- Board Member, Maine Chapter of the American Public Works Association (1998 – 2000); Secretary (1999); Treasurer (2000)

### Education:

- Bachelor of Mechanical Engineering Technology, University of Maine at Orono

### Awards and Certifications:

- State of Maine State Board of Registration for Professional Engineers
- Maine Municipal Certified Assessor
- Maine Department of Transportation Local Roads Center “Road Scholar”
- Graduate, Rotary Leadership Institute, Rotary District 7810
- State of Maine Class A Commercial Driver’s License with Hazardous Materials Endorsement

## **IVAN MCPIKE (MAYOR, TOWN OF HAMPDEN)**

### **Professional & Municipal Experience:**

- Council, Town of Hampden (2015 – current); Mayor (2017 – current)
- Self Employed Owner, Maine Salt Co., Hampden, (retired in 2010)

### **Other Experience, Committees and Affiliations:**

- President, Downtown Bangor Association
- President, Greater Bangor Chamber of Commerce
- Member, Board of Directors, Bangor YMCA
- Member, Board of Directors, EMCC Foundation Committee
- Member, Board of Friends of Maine Hockey
- Advisor to Fund Raising Committee, St. Joseph Hospital
- Sargent at Arms and Board Member, Bangor Breakfast Rotary Club, 20 years
- Mason, Past Master Mystic Lodge 66 of Hampden
- Life Member, Anah Shriners of Bangor

### **Education:**

- Hampden Academy, Graduate (1966)
- Bachelor of Accounting, University of Maine

### **Awards and Certifications:**

- Paul Harris Fellow Award
- Jaycees Outstanding Young Man Award for the State of Maine