



Town of Raymond Board of Selectmen ePacket November 12, 2019 Table of Contents

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Agenda



BOARD OF SELECTMEN Agenda

November 12, 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) October 8, 2019

3) New Business

- a) Award of Boston Post Cane – Sue Look, Town Clerk
- b) Consideration of Renewal of Liquor License for A La Mexicana – Jose Chavez, owner
- c) Consideration of the Rotary Club's Annual Fishing Derby on February 22 & 23, 2020 – Ingo Hartig, Rotary Club of Sebago Lake Windham Area President
- d) Report on Parks & Recreation Director Position Investigation – Nathan White, Public Works Director; Don Willard, Town Manager; Teresa Sadak, Selectman; Rita Theriault, Human Resources Officer
- e) Consideration of Tax Abatements – Curt Lebel, Assessors' Agent
- f) Consideration of Writing-off Uncollectible Personal Property Taxes – Sue Carr, Tax Collector
- g) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

4) Public Comment

5) Selectman Comment

6) Town Managers Report and Communications

- a) **Confirm Dates for Upcoming Regular Meetings**
 - December 10, 2019
 - January 14, 2020

Selectman's Meeting Agenda (Page 1 of 2) November 12, 2019

b) Reminder of Upcoming Holiday Schedule

- Thursday, November 28, 2019 – Thanksgiving Day
- Friday, November 29, 2019 – Day after Thanksgiving

7) Treasurers Warrant

8) Executive Session

- a) Consideration of Application for Poverty Abatement – pursuant to 1 MRSA §405 (6) (F)
- b) Consideration of Leasing Property – pursuant to 1 MRSA §405 (6) (C)

9) Adjournment

Previous Meeting Minutes



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.

BOARD OF SELECTMEN Minutes

October 8, 2019

6:00pm – Special Town Meeting

6:30pm – Regular Meeting

Broadcast Studio
423 Webbs Mills Road

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

Kaela Gonzalez – Assistant Assessor & Community Communications Coordinator

Sue Look – Town Clerk

1) Special Town Meeting

**Town of Raymond
October 8, 2019
SPECIAL TOWN MEETING WARRANT**

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

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Broadcast Studio at 423 Webbs Mills Road in said town on Tuesday, October 8, 2019, at 6:00 P.M., then and there to act on Articles 1 through 2 as set out below.

ARTICLE 1: To elect a moderator to preside at said meeting.
Nomination for Joseph Bruno to be Moderator by Selectman Sadak. Seconded by Selectman Bullock.
By the casting of 3 votes Mr Bruno was duly elected as Moderator.

ARTICLE 2: To see if the Town will vote to appropriate monies not to exceed **\$78,000** from Undesignated Fund Balance (surplus) to replace the leased Central Maine Power streetlights with high efficiency Light Emitting Diode (LED) Town-owned streetlights.
The Select Board recommends Article 2
The Budget-Finance Committee recommends by a vote of 6-1 Article 2

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

Motion passed

Special Town Meeting adjourned by the Moderator at 6:23pm.

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

Town Staff in attendance:

Don Willard – Town Manager

Sue Look – Town Clerk

2) **Chair Olsen** called regular Select Board meeting to order at 6:30pm

3) **Minutes of previous meetings**

a) September 17, 2019

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

Unanimously approved

4) **New Business**

a) Consideration of Changing Gamolith Way to Norton Way – Erica Cressey

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

The name “Gamolith” was made using the first letter of each of the previous residents’ names. It is difficult to spell, and the current residents have problems with package delivery. The name “Norton” is after their neighbor’s bulldog. Ms Cressey had letters from the other family (Coppersmith) agreeing with the change. The name change has been vetted by the E-911 Addressing Officer, Public Works Director, Fire Chief, and Codes Enforcement Officer.

Unanimously approved

b) Discussion of Standardized Municipal Meeting Rules – Rolf Olsen, Chairman

Town of Raymond – Municipal Meetings Policy

Adopted 10/8/2019

Purpose

Selectman’s Meeting Minutes (Page 2 of 4) October 8, 2019

- To standardize municipal meeting rules for all Boards, Committees, and Commissions of the Town of Raymond.

Policies

- **Meeting Operating Rules** – All Boards, Committees, and Commissions of the Town of Raymond will operate meetings in accordance with *Robert's Rules of Order Newly Revised* most recent edition, with the understanding that there may be Town Ordinances, State Statutes, or Federal Laws that will allow or dictate a different procedure (ie: super majority or unanimous votes on certain items, etc.).
- **Meeting Minutes** – *(previously a separate policy, approved on December 19, 2006, and amended May 13, 2014 and October 8, 2019)* The electronic recordings of the meetings are the official records of those meetings (when available) and any written records/minutes are supplemental to the electronic recordings unless they are the only record. The electronic recordings will be available online within 3 business days of the meeting on the Town Website at www.raymondmaine.org or will be found on YouTube. *Reference: Robert's Rules of Order Newly Revised most recent edition §48 Minutes and Reports of Officers.*

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

Unanimously approved

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

Chair Olsen – We have received a counter proposal from the RSU for our counter proposal and this will be discussed at the October 28th meeting. There have been subcommittee work being done with finances and “One Raymond”. Programs will be starting up soon. There is still a need for people to fill the subcommittees.

Selectman Bullock – The foundation has been built for the budget. We are now looking at the technology, operations and maintenance issues.

5) Public Comment – none

6) Selectman Comment

Selectman Taylor – Mark Gendron does still want to be the MWAC rep and continue to share this with Don.

Town Manager Willard – That is how we have been doing it, so that is fine.

Selectman Sadak – We are investigating having a Parks and Recreation Director. On Oct 15th and 16th there will be meetings in the Jordan Small Middle School cafeteria to gather feedback and ideas. This will not take over Raymond Rec, it will assist. Little League Baseball is not included in this plan.

Selectman Bullock – Tassel Top Park will be a part of this program. The Tassel Top Board met last week, and they are now an advisory board. The employees will be given full opportunity to apply for any open positions. Tassel Top as it has existed corporately has been phased out. All the Tassel Top buildings have been reroofed with steel roofing.

There will be some changes to the trail access and gating.

Chair Olsen – Maine Dressers (for Maine Partnership for Environmental Stewardship), Americorp Maine, and the Raymond Community Church are cooperating again this year to produce window inserts for low income households and will do this for up to 10 windows per house. There is information on www.raymondmaine.org. These windows save about a gallon of fuel per square foot of window.

7) Town Managers Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- November 12, 2019
- December 10, 2019

b) Reminder of Upcoming Holiday Schedule

- Monday, October 14th – Columbus Day

c) Reminder of Election Schedule – Referendum Election November 5, 2019

- Absentee Ballots may be requested now
- Last Day to request an Absentee Ballot is October 31st

I would like to congratulate Public Works and everyone involved, Gore Road has base paving and will have curbing shortly. It came out great and people are happy.

We will be doing an insert in the Windham Eagle. Kaela Gonzalez will be doing this. We have talked at the staff level about the name of the section. We may have a list of possibilities and ask the readers to choose.

8) Treasurers Warrant

Motion to approve the Treasurer's Warrant for a total of \$194,866.92 by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved

9) Adjournment

Motion to adjourn at 6:50pm by Selectman Taylor. Seconded by Selectman Sadak.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Liquor License Renewal - A La Mexicana

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

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"/>	

PRESENT LICENSE EXPIRES: 10/9/2019

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: _____

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 |

(QUALIFIED CATERERS ONLY)

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>Jalisco LLC</u>			Business Name (D/B/A) <u>A La Mexicana</u>		
APPLICANT(S) –(Sole Proprietor)			DOB:		
Address <u>1227 Roosevelt Trl</u>			Physical Location: <u>1227 Roosevelt Trl</u>		
City/Town <u>Raymond</u>			State <u>ME</u>		
Zip Code <u>04071</u>			Zip Code <u>04071</u>		
Mailing Address <u>Same</u>			Same As Above? <input type="checkbox"/>		
City/Town <u>Raymond</u>			State <u>ME</u>		
Zip Code <u>04071</u>			Zip Code <u>04071</u>		
Telephone Number <u>207-655-9290</u>			Business Telephone Number <u>207-655-9290</u>		
Fax Number			Fax Number		
Federal I.D. # <u>81-3620243</u>			Seller Certificate #: <u>1181031</u>		
Email Address: <u>chavez-j8029@yahoo.com</u>			Website: <u>alamexicanarestaurant.com</u>		

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____

2. State amount of gross income from period of last license:

ROOMS \$ — FOOD \$ 600,000 LIQUOR \$ 150,000

3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

5. Do you own or have any interest in any another Maine Liquor License? ☒ Yes ☐ No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # 243 Name of Business ALA Mexicana - Bridgton
Physical Location 243 Portland Rd City / Town Bridgton ME 04009

6. If manager is to be employed, give name: Jose M Chavez

7. Business records are located at: 1227 Roosevelt Trl, Raymond ME

8. Is/are applicants(s) citizens of the United States? YES ☐ NO ☒ 04071

9. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
Jose Manuel Chavez Mendoza	9/29/1980	Guadalupe, Jalisco, Mexico
11. Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Name: <u>62 Pipeline Rd</u>	City: <u>Windham</u>	State: <u>ME</u>
Name:	City:	State:
Name:	City:	State:

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☒ NO ☐

Name: Jose Manuel Chavez Mendoza Date of Conviction: 2005

Offense: Driving without a license Location: Atlanta GA

Disposition: guilty (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: _____

14. Has/have applicant(s) formerly held a Maine liquor license? YES ☐ NO ☒

15. Does/do applicant(s) own the premises? Yes ☐ No ☒ If No give name and address of owner:

Laurie Mason, PO Box 829, South Casco ME 04077

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

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? 7 miles

Which of the above is nearest? Raymond Middle School

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 Oct 15, 20 19
Town/City, State Date

PLEASE SIGN IN BLUE INK

JOE McCrewer
Signature of Applicant or Corporate Officer(s)

JOE Mc
Print Name

Signature of Applicant or Corporate Officer(s)

Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class III & IV Malt & Vinous Only	\$ 440.00
CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	
SELF-SPONSORED EVENTS: 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: Raymond, Maine Cumberland
City/Town (County)

On: _____
Date

The undersigned being: ☒ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: Raymond, 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).]

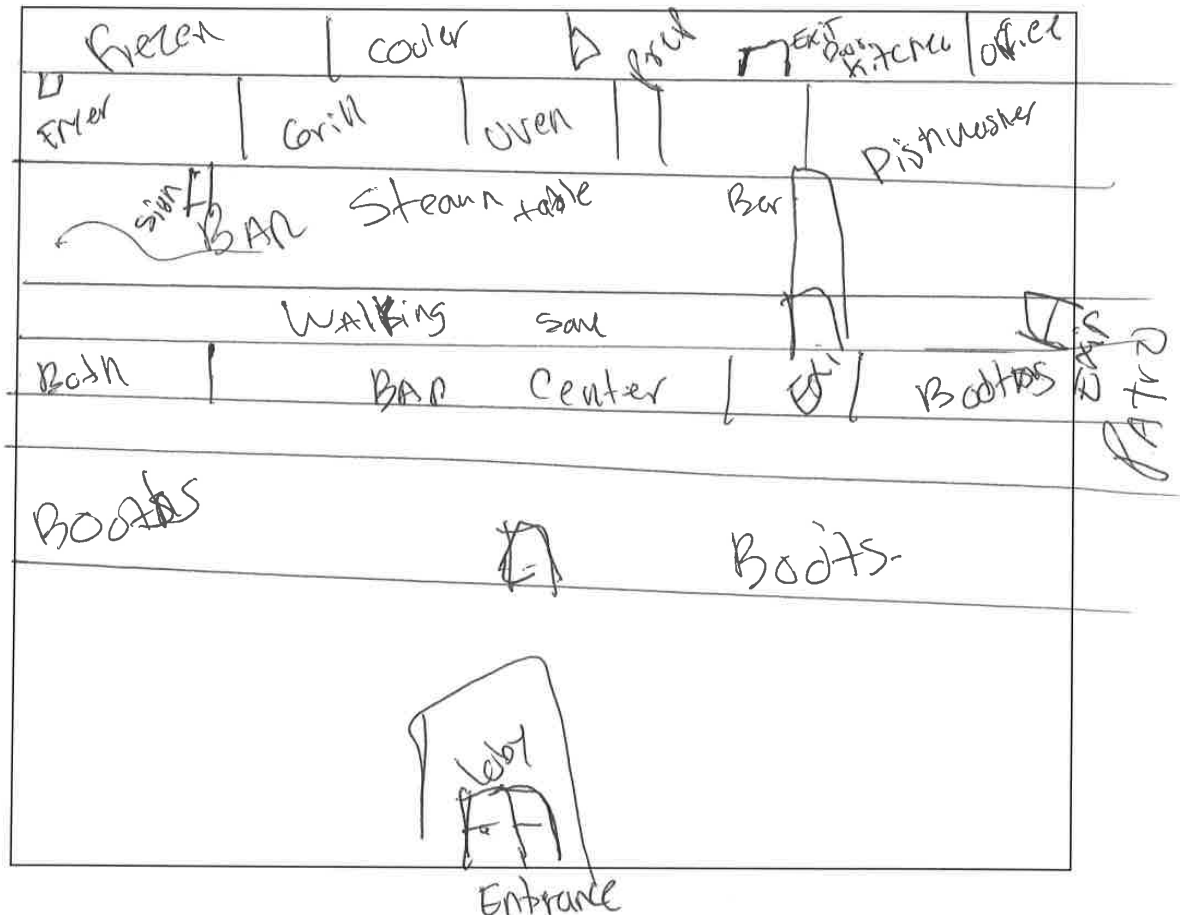
Bureau of Alcoholic Beverages and Lottery Operations
 Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008
 10 Water Street, Hallowell, ME 04347 (overnight)
 Tel: (207) 624-7220 Fax: (207) 287-3434
 Email Inquiries: MaineLiquor@maine.gov



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.

1. Exact legal name: Jalisco LLC
2. Doing Business As, if any: A La Mexicana
3. Date of filing with Secretary of State: 8/5/16 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: n/a
5. 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 %
Jose Manuel Chavez Mendoza	62 Pipeline Rd Windham ME 04062	9/29/80	owner	100%

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

6. If Co-Op # of members: 1 (list primary officers in the above boxes)

7. 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

8. If Yes to Question 7, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

PLEASE SIGN IN BLUE INK

SO Se m chere?
Signature of Owner or Corporate Officer

10/15/19
Date

J m chere?
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



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0008
TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

NOTICE

To avoid any delay in the processing of your application and issuance of your liquor license, please make sure that:

- ☐ You completed the application in full. It is suggested to have submitted 30 days prior to the expiration date of your liquor license.
- ☐ Application and Corporate Questionnaire forms are signed by the owner(s) or corporate officer(s).
- ☐ The application is signed by the Town or City Municipal Officers or County Commissioners.
- ☐ The license fee submitted is for the correct Class you are applying for and includes the \$10.00 filing fee. The check can be made payable to "Treasurer, State of Maine" and both fees can be submitted on one check. If the business is located in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- ☐ Your room (if applicable), food and liquor gross income for the year is filled in
- ☐ A diagram of the facility to be licensed needs to accompany **ALL** New and Renewal applications.
- ☐ Corporations, limited liability companies, partnerships must complete and submit the Corporate Information Required for Business Entities who are Licensees. If not a publicly traded entity, ownership must add up to 100%.

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)

Bruce Tupper
Chief



Cathy Gosselin
Deputy Chief

FIRE/RESCUE

1443 Roosevelt Trail
Raymond, Maine 04071

Emergency 9-1-1

Chief's Office 655-1187

Dispatch 655-7851

November 7, 2019

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

On October 31, 2019 the Raymond Fire Department conducted a Life Safety Inspection at A La Mexicana, 1227 Roosevelt Trail, in Raymond. It is the determination of the Raymond Fire Rescue Department (RFRD) that there are no Life Safety violations or deficiencies that would prohibit this occupancy from being issued the license under review. A copy of the Inspection report is enclosed.

During our inspection, the following items, which are minor in nature, will be addressed by the owner with assistance of the Fire Inspector.

1. Schedule the commercial cleaning of the Kitchen Grease Hood system which is set to expire on November 13, 2019. Upon completion of this cleaning, a follow-up inspection by the RFRD is required.
2. The Exit door from the outside seating area requires maintenance for ease of operation to meet NFPA standards. Upon completion, a follow-up inspection by the RFRD is required.
3. Ceiling tiles in the cooking, cleaning and inside storage areas of this building need to be replaced.

As noted on the enclosed Fire Inspection Report of October 31, 2019, 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.

Sincerely,

Wayne C. Jones
Fire Inspector
Raymond Fire Rescue Department

wayne.jones@raymondmaine.org

Cc: File
Cc: Mr. Jose Chavez
Cc: Bruce Tupper - Fire Chief



Form: Annual 18-0331

Raymond Fire & Rescue

Occupancy: **A La Mexicana**
Occupancy ID: **Roosevelt 1227**
Address: **1227 Roosevelt TRL**
Raymond ME 04071

Inspection Type: **Annual Life Safety**
Inspection Date: **10/31/2019** By: Jones, Wayne (JONESW)
Time In: **09:00** Time Out: **09:00**
Authorized Date: **11/07/2019** By: Jones, Wayne (JONESW)

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: PASS

Notes:

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: Checked Knox Box and Keys. Keys were current.

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:

<p>Clean grease filters and hood/duct system over cooking equipment.</p> <p>Regular cleaning of the hood, duct, and filters will eliminate flammable grease build-up and provide proper ventilation of hood through the exhaust outlet.</p> <p>Status: PASS</p> <p>Notes: Grease Hood was last professionally cleaned on May 13, 2019. Next cleaning is due on November 13, 2019, which is within the 6-month cleaning cycle as required by NFPA 96. Upon inspection, found grease build-up within Grease Hood. Mr. Chavez was instructed to schedule this cleaning and advise RFRD so a follow-up inspection of the Grease Hood can be performed once this has been completed.</p>
<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>Status: PASS</p> <p>Notes:</p>
<p>Are combustible wastes properly stored in containers.</p> <p>Combustible waste like grease can be hazardous if not properly stored.</p> <p>Status: PASS</p> <p>Notes:</p>
<p>Other</p> <p>Other Housekeeping Comments</p> <p>Status: PASS</p> <p>Notes:</p>
<p>Exits</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>Status: PASS</p> <p>Notes:</p>
<p>Are emergency egress light fixtures installed and operational?</p> <p>Test battery and check for broken or missing light fixtures.</p> <p>Status: PASS</p> <p>Notes:</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>Status: PASS</p> <p>Notes:</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>Status: PASS</p> <p>Notes:</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>Status: PASS</p> <p>Notes:</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>Status: PASS</p> <p>Notes:</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>Status: PASS</p> <p>Notes:</p>
<p>Other</p> <p>Other Exit Comments</p> <p>Status: PASS</p> <p>Notes:</p>
<p>Hazardous Materials</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>Status: PASS</p> <p>Notes:</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>Status: PASS</p> <p>Notes:</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>Status: Not Applicable</p> <p>Notes:</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>Status: Not Applicable</p> <p>Notes:</p>
<p>Other</p> <p>Other Hazardous Material Comments</p> <p>Status: PASS</p> <p>Notes:</p>
<p>Construction</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>Status: Routine Maintenance</p> <p>Notes: Outside seating area Exit Door needs to be repaired to permit ease of operation required by NFPA 101. Discussed with Mr. Chavez during inspection. A follow-up inspection is required when deficiency has been corrected.</p>

Are Means of Egress Clear?

[NFPA 101 7.1.10] A means of egress shall be continuously maintained free of obstructions.

Status: PASS

Notes:

Are required occupancy separations constructed properly?

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.

Status: PASS

Notes:

Seal unapproved openings with approved material.

Flame, smoke, and hot gases can easily travel through holes and pipe chases, thus creating more damage and a hazard to occupants.

Status: PASS

Notes:

Keep attic and scuttle covers closed, and ceiling tiles in place.

Ceilings are an integral part of the building fire protection. If kept in place, the ceiling will protect roof structures from premature collapse.

Status: Routine Maintenance

Notes: Need to replace ceiling tiles in kitchen, F/A Panel room, etc.

Other

Other Construction Comments

Status: PASS

Notes:

Fire Extinguishers

Are potable fire extinguishers properly mounted, charged and inspected?

Portable fire extinguishers need to be routinely checked to maintain usefulness.

Status: PASS

Notes:

Mount extinguishers where readily available, not more than 4 feet above floor.

Extinguishers must be easily within reach of all occupants, but not where they will be subject to damage.

Status: PASS

Notes:

Other

Other Fire Extinguisher Comments

Status: PASS

Notes:

Fire Alarm

Is a monitored fire detection and alarm system installed?

Raymond Fire Protection Ordinance Article 5 requires all commercial, assembly and public occupancies over 1000 sf to have a monitored fire alarm system.

Status: PASS

Notes:

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:

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: Not Applicable

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

Are electrical systems properly installed?

Electrical systems shall be installed to comply with NFPA 70 National Electric Code. Improperly installed systems present a significant fire and life safety danger.

Status: PASS

Notes:

<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>Status: PASS</p> <p>Notes:</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>Status: PASS</p> <p>Notes:</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>Status: PASS</p> <p>Notes:</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>Status: PASS</p> <p>Notes:</p>									
<p>Heating System</p>									
<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>Status: Not Applicable</p> <p>Notes:</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>Status: Not Applicable</p> <p>Notes: Roof Mounted HVAC units.</p>									
<p>Other</p> <p>Other Heating System Comments</p> <p>Status: PASS</p> <p>Notes:</p>									
<p>Other Comments</p>									
<p>Additional Inspection Items</p> <p>Enter additional inspection comments</p> <p>Status: PASS</p> <p>Notes:</p>									
<p>Additional Time Spent on Inspection:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Category</th> <th style="text-align: left; padding: 5px;">Start Date / Time</th> <th style="text-align: left; padding: 5px;">End Date / Time</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Administrative</td> <td style="padding: 5px;">11/7/2019 10:30:00 AM</td> <td style="padding: 5px;">11/7/2019 12:00:00 PM</td> </tr> <tr> <td colspan="3" style="padding: 5px;"> Notes: Add Inspection to Emergency Reporting system, Draft Memo for Board of Selectmen. </td> </tr> </tbody> </table>	Category	Start Date / Time	End Date / Time	Administrative	11/7/2019 10:30:00 AM	11/7/2019 12:00:00 PM	Notes: Add Inspection to Emergency Reporting system, Draft Memo for Board of Selectmen.		
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Administrative	11/7/2019 10:30:00 AM	11/7/2019 12:00:00 PM							
Notes: Add Inspection to Emergency Reporting system, Draft Memo for Board of Selectmen.									

Total Additional Time: 90 minutes
Inspection Time: 0 minutes
Total Time: 90 minutes

Summary:

Overall Result: Passed

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

Inspector Notes: Inspection passed with notes of deficiencies that require correction and inspection follow-up by the end of November 2019.

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 be deemed in compliance with the Raymond Fire Protection Ordinance.

Inspector:

Name: Jones, Wayne
Rank: Fire Inspector



DRAFT Rec Dir Job Description

TOWN OF RAYMOND, MAINE
Full-Time Recreation Director

The Town of Raymond is seeking a full-time recreation director. This is a newly created salary position. Successful applicants must have some experience in managing and scheduling all town activities. The Recreation Director will create and handle the logistics for all events and activities with special focus on parks and beaches. The director must be detail oriented and driven to create a program that will benefit the all the citizens of the Town of Raymond. Must have a clean Maine Driver's License.

The successful candidate must have leadership skills, be able to multi-task and have excellent time management skills.

A bachelor's degree in Recreation Management or the equivalent is preferred. Must be able to obtain CPR/First aid certification.

The Town of Raymond offers competitive pay and benefits including medical and dental insurance and a deferred compensation plan. Applications are available on the website at www.raymondmaine.org or at the Raymond Town Office. Completed application, cover letter and resume can be emailed to rita.theriault@raymondmaine.org, faxed to 207-655-3024, or sent to the Town Office. All applications must be received by

Rita Theriault
Human Resource Officer
401 Webbs Mills Road
Raymond, ME 04071

The Town of Raymond is an Equal Opportunity Employer.

Rec position six month budget

		45,000.00	55,000.00
Salary		22,500.00	27,500.00
Medical	Family composite	10,346.82	10,346.82
Dental	Family	824.52	824.52
	Withholding	(1,138.55)	(1,138.55)
Social Security		1,729.86	2,114.27
Life		80.50	98.50
Retirement 1% for 6 months		-	-
WC	2.10%	472.50	577.50
Additional Insurance participants		750.00	750.00
Office supplies, postage, printing		1,500.00	1,500.00
Training		1,000.00	1,000.00
Dues & Subscriptions		500.00	500.00
Phone		580.00	580.00
Software, Computers, Laptop		5,000.00	5,000.00
Transportation 6000*0.58		3,480.00	2,900.00
Occupancy			
Rent		6,000.00	6,000.00
Heating		800.00	800.00
Electricity		600.00	600.00
		<u>55,025.65</u>	<u>59,953.06</u>

Abatement Requests

TOWN OF RAYMOND Assessing Office

401 Webbs Mills Road Raymond, Maine 04071
Phone 207.655.4742 x51 Fax 207.655.3024
assessor@raymondmaine.org

INTEROFFICE MEMORANDUM

TO: RAYMOND BOARD OF ASSESSORS
FROM: CURT LEBEL, ASSESSORS AGENT
SUBJECT: TAX ABATEMENTS
DATE: 11/1/2019
CC:

Dear Board Members,

Good afternoon. I have two tax abatements for the Board to consider for approval. Both errors which have been discovered are likely the result of minor software issues which corresponded with the Towns Vision 8 assessment software conversion.

Abatement #1 Property located at Map 015-006 was divided into two parcels (015-006 and 015-006-B). The parcel was originally 9.9 acres and 5.9 was retained by lot 015-006-B, leaving 4 acres for lot 015-006. This parcel was erroneously assessed for the full 9.9 acres.

Abatement #2: Property owner, April McElhinny owned 2 properties on Mystic cove on the Assessment date of April 1, 2019 (52 and 58 Mystic Cove). Mrs. McElhinny has been residing at and receiving a homestead exemption on the property at 52 Mystic Cove in prior years. The McElhinny's moved to their other property at 58 Mystic Cove in early March of 2019 and 52 Mystic Cove was listed for sale. Mrs. McElhinny requested that the homestead be transferred to 58 Mystic Cove. This was not completed in error and the homestead was again applied to 52 Mystic Cove. This property has subsequently sold in June of 2019 to new owners. This abatement action will grant the homestead of McElhinny's property on 58 Mystic Cove as requested.

Because only one homestead is allowed per homeowner, and at the primary residence only, as a follow up action, the Board will be asked to issue a supplemental tax to the property at 52 Mystic Cove for the amount of the homestead granted in error to this property. This action will be requested in the February time frame, after the new owners have been notified of the error and to allow for the due date of the supplemental tax (60 days after issuance) to correspond with the April 30, 2020 tax due date as close as possible.

Sincerely,

Curt Lebel, Assessors Agent, Town of Raymond

Certificate of Abatement

36 M.R.S.A § 841

We, the Board of Assessors of the municipality of Raymond, hereby certify to Suzanne Carr, tax collector, that the accounts herein, contain a list of valuations of the estates, real and personal, that have been granted an abatement of property taxes by us for the April 1, 2019 assessment on November 12, 2019. You are hereby discharged from any further obligation to collect the amount abated.

Voted by the Raymond Board of Assessors on: November 12, 2019

Attest: _____ Don Willard, Town Manager

Tax Year	#	M/L	ACCT#	OWNER OF RECORD	OLD ASSESSMENT	NEW ASSESSMENT	VALUATION ABATED	TAX AMOUNT	TAX RATE	MISCELLANEOUS INFORMATION
2019- 1		015-006	1224	Emily DiBiase James DiBiase PO Box 313 Raymond, ME 04071	\$ 63,000.00	\$ 54,700.00	\$ 8,300.00	\$ 111.64	0.01345	Property was divided into 2 parcels. This property was assessed in error for the original 9.9 acres of land. This parcel, after the split contains only 4 acres of land.
2019- 2		003-034	120	April McElhinny Trustee David McElhinny Trustee April L McElhinny Living Trust PO Box 420 Raymond, ME 04071			\$ 20,000.00	\$ 269.00	0.01345	Homestead Exemption omitted in error. Homestead was to be transferred from other property owned (52 Mystic Cove) but was erroneously applied to 52 Mystic Cove. A supplemental assessment in the same amount shall be applied to 52 Mystic Cove at a future date. The Trust documentation has been reviewed and verified to be fully revokable by the trustee and eligible for the exemption applied.
					TOTALS		\$28,300.00	\$380.64		



APPLICATION FOR ABATEMENT OF PROPERTY TAXES

36 M.R.S. § 841

See Property Tax Bulletin No. 10 for more information

This application must be signed and filed with the municipal assessor. A separate application should be filed for each separately assessed parcel of real estate claimed to be overvalued.

1. Name of applicant: Emily + James D. Biase
2. Mailing address: 30 Box 313
3. Property address or map/lot: 4 Conesca Road
4. Telephone number for applicant: 207-939-1030
5. Tax year for which abatement is requested: 2019
6. Assessed valuation of real estate: \$63,000
7. Assessed valuation of personal property: _____
8. Abatement of real estate valuation requested: \$8,300
9. Abatement of personal property valuation requested: _____
10. Reasons for requesting abatement (please be specific, stating grounds for belief that property is overvalued for tax purposes): Only have 40 Acres not 9.9 Acres.

To the assessing authority of the Municipality of _____

In accordance with the provisions of 36 M.R.S. § 841, I hereby make written application for abatement of property taxes as noted above. The above statements are correct to the best of my knowledge and belief.

9-26-19

Date

Emily D. Biase

Signature of Applicant

Rev 1/17

WARRANTY DEED

Maine Statutory Short Form


KNOW ALL MEN BY THESE PRESENTS, That we, GEORGE ALLEN and SUSAN ALLEN, with a mailing address of PO Box 1224, Raymond, ME 04071 (hereinafter "Grantors"), for consideration paid, grant to EMILY J. DIBAISE and JAMES A. DIBAISE our daughter and son-in-law, and having a mailing address of PO Box 313, Raymond, ME 04071 (hereinafter "Grantee"), with WARRANTY COVENANTS, and as JOINT TENANTS, the land in the Town of Raymond, County of Cumberland, and State of Maine, described as follows:

See attached Exhibit A.

WITNESS our hands and seals this 19 day of the month of September, 2018.

SIGNED, SEALED AND DELIVERED in the presence of:


George Allen


Susan Allen

State of Maine)
Cumberland County) ss.

September 19, 2018

Then personally appeared the above-named George Allen and Susan Allen and acknowledged the foregoing instrument to be their free act and deed.

Before me,


Notary Public/Attorney at Law

Alexandra Peters
Print Name

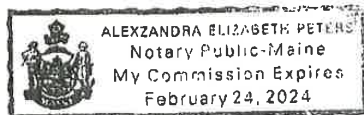


Exhibit A

A certain lot or parcel of land, with the buildings thereon, situated on the Westerly side of the Raymond Hill Road and the Southwesterly side of the Conesca Road in the Town of Raymond, County of Cumberland and State of Maine being more particularly described as follows:

Beginning at the intersection of the assumed Westerly side line of the Raymond Hill Road with the assumed Southwesterly side line of the Conesca Road;

Thence N 36°37'46" W along the said side line of the Conesca Road 482.24 feet to a 5/8" capped rebar (#1076) found set in the ground at the Easterly corner of land now or formerly of Erin A. Jordan (32,460/218);

Thence S 52°47'12" W along land of the side Jordan 330.00 feet to a 5/8" capped rebar (#1076) found set in the ground;

Thence N 79°57'52" W continuing along land of the said Jordan 104.93 feet to a drill hole with a cap #1076 found set in a stone wall at the Southeasterly corner of land now or formerly of Gerard J. Bowes (32,575/14), being also Lot 2 of the "Rosewood Heights Subdivision", being also the Northeasterly corner of land now or formerly of Thomas Cyr & Rita Haenn (31,516/1), being also Lot 3 of the said Subdivision;

Thence S 00°47'05" W along a stone wall and land of the said Cyr & Haenn, being the said Lot 3 a distance of 121.58 feet to a point;

Thence S 20°55'25" E continuing along the said stone wall and land of the said Cyr & Haenn 2.00 feet to a point;

Thence S 70°03'05" E across land of the Grantor 681.25 feet to a point on the assumed Westerly side line of the said Raymond Hill Road;

Thence N 05°29'19" E along the said side line of the Raymond Hill Road 150.85 feet to the point of beginning.

Containing 4.00 acres.

All bearings are Magnetic of the year 1996.

This conveyance is made subject to the rights granted to GTE Maine by easement deed recorded in the Cumberland County Registry of Deeds in Book 11,549 page 253 for underground utilities along the Raymond Hill Road.

Meaning and intending to convey and hereby conveying a portion of the same premises conveyed to these Grantors by deed recorded in the Cumberland County Registry of Deeds in Book 34,668, Page 312.

Preparer of deed does not certify title.

Received
Recorded Register of Deeds
Sep 21, 2018 12:17:04P
Cumberland County
Nancy A. Lane

State Use 1300
Print Date

CURRENT OWNER				TOPO		UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT				Permit Data																	
DIBASE EMILY J DIBASE JAMES A PO BOX 313 RAYMOND ME 04071				1 Level		5 Well		1 Paved		3 Rural		Description		Code		Assessed		Assessed															
						6 Septic						RES LAND		1300		56,600		56,600															
												RESIDENTL		1300		6,400		6,400															
				SUPPLEMENTAL DATA										Total63,00063,000																			
				Alt Prcl ID 015006000000						SEND VAL																							
				TIF CODE						TAP																							
				USE PRO						Field 8																							
				TG ENRO						Field 9																							
				TG PLAN						Field 10																							
				LD1 TYPE LS:																													
				GIS ID 015006000000						Assoc Pid#																							
RECORD OF OWNERSHIP				BK-VOL/PAGE		SALE DATE		Q/U		V/I		SALE PRICE		VC		PREVIOUS ASSESSMENTS (HISTORY)																	
DIBASE EMILY J ALLEN GEORGE GERRY CRAIG GERRY IVAN V				35161 026		09-19-2018		U		V		0		1A		Year		Code		Assessed		Year		Code		Assessed V		Year		Code		Assessed	
				34668 0312		02-16-2018		Q		V		94,000		00		2019		1300		56,600		2018		1300		56,600		2017		1300		56,600	
				26225 0035		07-08-2008		U		I		0						1300		6,400				1300		6,400				1300		6,400	
				9959 0221								0				Total		63000		Total		63000		Total		63000		Total		63000			
EXEMPTIONS				OTHER ASSESSMENTS										This signature acknowledges a visit by a Data Collector or Assessor																			
Year		Code		Description		Amount		Code		Description		Number		Amount		Comm Int																	
						Total		0.00																									
ASSESSING NEIGHBORHOOD																																	
Nbhd		Nbhd Name		B		Tracing		Batch																									
0001																																	
NOTES																																	
SEE 2012 FOR NEW HOUSE																																	
old card																																	
BUILDING PERMIT RECORD																		VISIT / CHANGE HISTORY															
Permit Id		Issue Date		Type		Description		Amount		Insp Date		% Comp		Date Comp		Comments		Date		Id		Purpost/Result											
																		04-26-2011		RD		No Change											
																		02-24-2005		PM		Measur+Listed											
																		06-15-2004		RK		Measur+2Visit -											
LAND LINE VALUATION SECTION																																	
B		Use Code		Description		Zone		Land Type		Land Units		Unit Price		Size Adj		Site Index		Cond.		Nbhd.		Nbhd. Adj		Notes		Location Adjustment		Adj Unit P		Land Value			
1		1300		Res Land Develo		RR				87,120 SF		0.52		1.00000		5		1.00				1.000						1.0000		0.52		45,300	
1		1300		Res Land Develo		RR				7,900 AC		1,500.00		1.00000		0		1.00				1.000						1.0000		1,425.00		11,300	
										4AC DATA																							
										Total Card Land Units		87,120 SF		Parcel Total Land Area		9.9000		should be 4ac								Total Land Value				56,600			

Property Location 4 CONESCA RD
Vision ID 1100

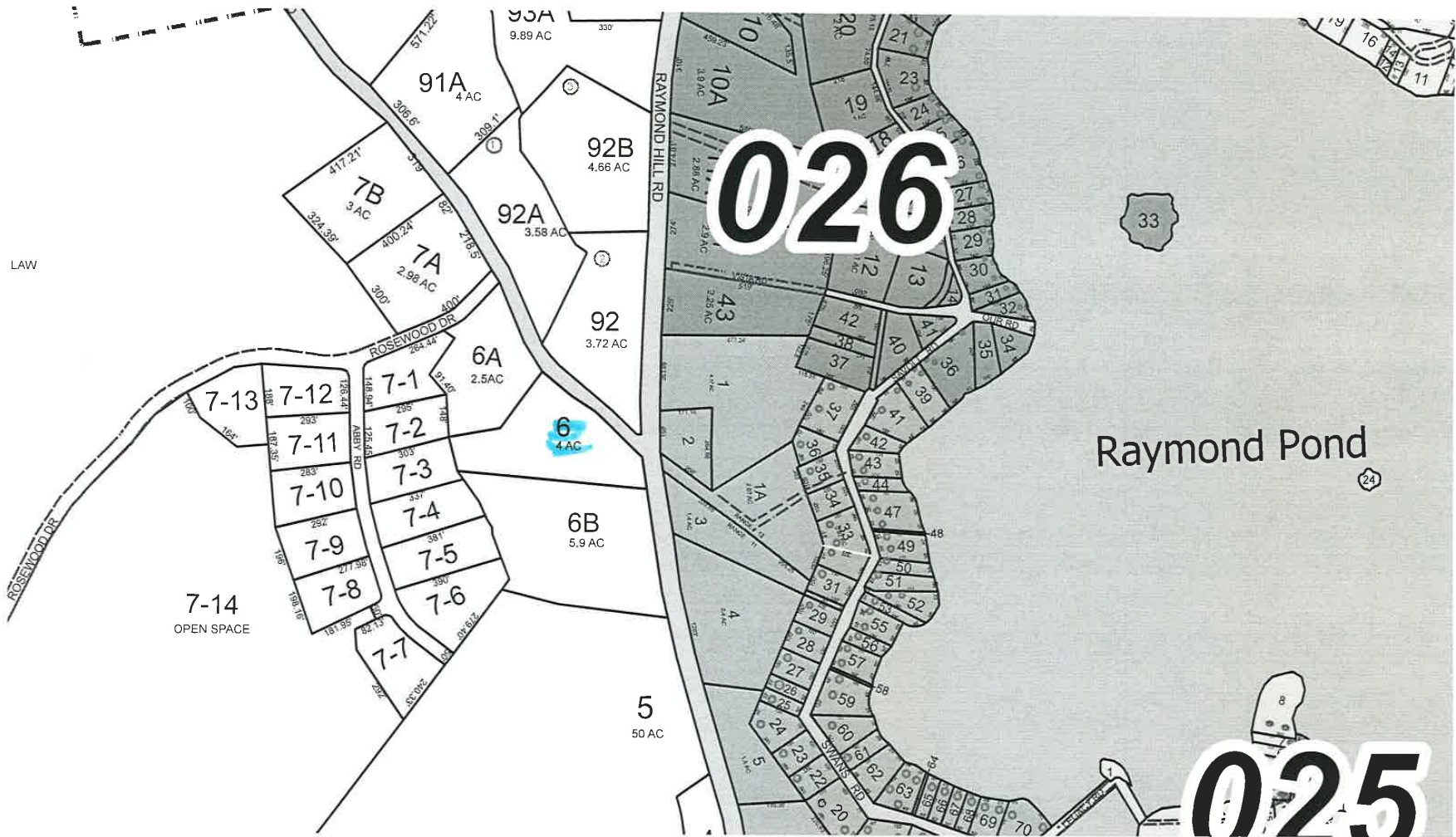
Account # G9105R

Map ID 015/ 006/ 000/ 000/
Bldg # 1

Bldg Name
Sec # 1 of 1 Card # 1 of 1

State Use 1300
Print Date

CURRENT OWNER		TOPO	UTILITIES	STRT / ROAD	LOCATION	CURRENT ASSESSMENT				3218 Raymond, ME VISION							
		1 Level	5 Well	1 Paved	3 Rural	Description	Code	Assessed	Assessed								
DIBASE EMILY J DIBASE JAMES A PO BOX 313 RAYMOND ME 04071			6 Septic			RES LAND RESIDENTL	1060 1060	48,300 6,400	48,300 6,400								
SUPPLEMENTAL DATA																	
Alt Prcl ID 015006000000 TIF CODE USE PRO TG ENRO TG PLAN LD1 TYPE LS: GIS ID 015006000000						SEND VAL TAP Field 8 Field 9 Field 10 Assoc Pid#											
RECORD OF OWNERSHIP						PREVIOUS ASSESSMENTS (HISTORY)											
DIBASE EMILY J ALLEN GEORGE GERRY CRAIG GERRY IVAN V		BK-VOL/PAGE 35161 026 34668 0312 26225 0035 9959 0221	SALE DATE 09-19-2018 02-16-2018 07-08-2008	Q/U U V Q V U I	V/I V V I	SALE PRICE 0 94,000 0 0	VC 1A 00	Year 2019	Code 1300 1300	Assessed 56,600 6,400	Year 2018 2017	Code 1300 1300	Assessed V 56,600 6,400	Year 2017	Code 1300	Assessed 56,600 6,400	
								Total	63000		Total	63000		Total	63000		
EXEMPTIONS		OTHER ASSESSMENTS															
Year	Code	Description	Amount	Code	Description	Number	Amount	Comm Int	This signature acknowledges a visit by a Data Collector or Assessor								
		Total		0.00													
		ASSESSING NEIGHBORHOOD															
Nbhd	Nbhd Name		B		Tracing		Batch										
0001																	
		NOTES															
		Corrected card															
		BUILDING PERMIT RECORD															
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments	Date	Id			Purpost/Result				
									04-26-2011 02-24-2005 06-15-2004	RD PM RK			No Change Measur+Listed Measur+2Visit -				
		LAND LINE VALUATION SECTION															
B	Use Code	Description	Zone	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes		Location Adjustment		Adj Unit P	Land Value
1	1060	Vac Land Imp	RR		87,120 SF	0.52	1.00000	5	1.00		1.000			1.0000		0.52	45,300
1	1060	Vac Land Imp	RR		2.000 AC	1,500.00	1.00000	0	1.00		1.000			1.0000		1,500.00	3,000
Total Card Land Units					87,120 SF	Parcel Total Land Area					4.0000	Total Land Value					48,300



Uncollectible Personal Property Tax Write-offs

Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Rd
Raymond ME 04071
204-655-4742 fax 207-655-3024
sue.look@raymondmaine.org

Requested Meeting Date:

11/12/2019

Requested By & Date:

Sue Carr 10/25/19

CONTACT INFORMATION

Address:

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

Email Address:

Sue.carr@raymondmaine.org

Phone #:

655-4742 ext. 122

AGENDA ITEM REQUESTED

Agenda Item Subject:

Write off personal property tax

Agenda Item Summary:

Requesting to write off personal property tax that is uncollectible.

Action Requested/Recommendation:

☐ Approval ☐ Public Hearing ☐ Information Only

List of Attachments Included:

List of personal property to be written off

2019 Personal Property write off

ACCOUNT NAME	YEARS	AMOUNT	REASON
31 COLBY JANICE	14/19	\$ 460.65	LEFT KOKATOSI
32 COLE	16/17	\$ 140.79	LEFT KOKATOSI
34 COMER	18/19	\$ 233.71	LEFT KOKATOSI
82 HAMILTON	15/18	\$ 483.83	LEFT KOKATOSI
237 JOHNSON	19	\$ 93.24	LEFT KOKATOSI
89 JOY	17	\$ 682.09	LEFT KOKATOSI
117 MOORE	19	\$ 1.43	LEFT KOKATOSI
228 ROBERT	19	\$ 66.78	LEFT KOKATOSI
157 STOVER	2010/2017	\$2,054.74	LEFT KOKATOSI
237 WEIR	18	\$ 91.02	LEFT KOKATOSI
179 WELLINGTON	17/18	\$ 170.84	LEFT KOKATOSI
114 MERRILL	15/17	\$ 374.66	LEFT KOKATOSI
73 GILLESPIE	0/19	\$ 883.94	CLOSED
203 CLAY RUN STUDIO	19	\$ 30.75	CLOSED
233 THE HEALING TREE	18/19	\$ 62.25	CLOSED
		\$5,830.72	PLUS INTEREST