

# Town of Raymond Board of Selectmen ePacket December 10, 2019 Table of Contents

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# Agenda



#### BOARD OF SELECTMEN Agenda

December 10, 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) November 12, 2019

#### 3) Public Hearing

a) Special Amusement Application - Jose Chavez Mendoza, owner of A La Mexicana

Mr Mendoza has requested to have a mariachi player on Wednesdays and Saturdays from 5pm to 9pm (playing guitar and singing from table to table).

#### 4) New Business

- a) <u>Consideration of Special Amusement Application for A La Mexicana</u> Jose Chavez Mendoza, owner
- b) Consideration of Liquor License Renewal for Café Sebago William Hines, owner
- c) <u>Public Safety Compensation Study Presentation</u> Rita Theriault, HR Officer; Don Willard, Town Manager; Kari Meillat, KMA HR Consulting Compensation Consultant
- d) <u>Policy Discussion</u> Don Willard, Town Manager
- e) <u>Revision Energy Solar Proposal at East Raymond Station</u> Nick Sampson, Solar Relationship Manager
- f) Consideration of Budget Goals for FY 2020-2021 Don Willard, Town Manager
- g) Consideration of Budget Schedule for FY 2020-2021 Cathy Ricker, Finance Director
- h) Consideration of a new Tax Payment Policy Sue Look, Town Clerk

It has always been the practice of the Tax Collector to apply any payments made to the oldest owed taxes and fees, but we have not had a formal policy. 36 MRSA §906 gives the Municipal Officers the authority to make such a policy.

- i) Consideration of New Road Name Kaela Gonzalez, E911 Addressing Officer
- j) <u>Consideration of General Assistance Administrator Appointment</u> Sue Look, Town Clerk

Selectman's Meeting Agenda (Page 1 of 2) December 10, 2019

- k) <u>Consideration of Winter Storm Policy</u> Sue Look, Town Clerk
- I) RSU #14 Withdrawal Committee Update Rolf Olsen, Chairman

## 5) Public Comment

6) Selectman Comment

### 7) Town Managers Report and Communications

### a) Confirm Dates for Upcoming Regular Meetings

- January 14, 2020
- February 11, 2020

## b) Reminder of Upcoming Holiday Schedule

- Tuesday, December 24<sup>th</sup> Christmas Eve the Town Office will close at 12pm
- Wednesday, December 25<sup>th</sup> Christmas Day
- Tuesday, December 31<sup>st</sup> New Year's Eve the Town Office will close at 4pm
- Wednesday, January 1<sup>st</sup> New Year's Day

### 8) Treasurers Warrant

### 9) Adjournment

Selectman's Meeting Agenda (Page 2 of 2) December 10, 2019

# **Previous Meeting Minutes**



#### BOARD OF SELECTMEN Minutes

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.

<u>Select Board members in attendance</u>: Rolf Olsen, Marshall Bullock, Teresa Sadak, Samuel Gifford

Select Board members absent: Lawrence Taylor

#### Town Staff in attendance:

Don Willard – Town Manager Wayne Jones – Fire Inspector Rita Theriault – Human Resource Officer Cathy Ricker – Finance Director Sue Carr – Tax Collector Sue Look – Town Clerk

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

#### 2) Minutes of previous meetings

a) October 8, 2019

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

Unanimously approved

#### 3) New Business

a) <u>Award of Boston Post Cane</u> – Sue Look, Town Clerk

Teresa "Tess" Ingraham was awarded the Boston Post Cane by Select Board Chair Rolf Olsen. She has lived in Raymond for the past 38 years and has been very active in many charitable projects in town. Tess volunteered as an Election Clerk until 2002. She enjoys knitting, painting and cooking.

b) Consideration of Renewal of Liquor License for A La Mexicana - Jose Chavez, owner

Mr Chavez did not attend the meeting. There are still 3 items to complete for the Fire Inspection (the grease hood cleaning inspection expires on 11/13/2019 – due every 6

Selectman's Meeting Minutes (Page 1 of 5) November 12, 2019

months). The Liquor License expired October 31<sup>st</sup> and the State Bureau of Alcoholic Beverages has granted Mr Chavez an extension.

**Motion** to approve the renewal of A La Mexicana's Liquor License with the condition of completing the items found by Fire Inspector Wayne Jones by Selectman Sadak. Seconded by Selectman Gifford.

#### Unanimously approved

Fire Inspector Jones will send an email to Town Clerk Look when the items have been completed.

c) <u>Consideration of the Rotary Club's 19<sup>th</sup> Annual Fishing Derby on February 22 & 23,</u> <u>2020</u> – Ingo Hartig, Rotary Club of Sebago Lake Windham Area President

The State removed the undersize limit of 26".

**Motion** to approve holding the Annual Fishing Derby on February 22 & 23, 2020 by Selectman Gifford. Seconded by Selectman Bullock.

#### Unanimously approved

Town Manager Willard said that there will be the annual planning meeting to bring together Public Safety, Public Works and the Rotary Club to get ready for the derby.

 <u>Report on Parks & Recreation Director Position Investigation</u> – Nathan White, Public Works Director; Don Willard, Town Manager; Teresa Sadak, Selectman; Rita Theriault, Human Resources Officer

Selectman Sadak – Don and Rita have been awesome gathering information.

Town Manager Willard – Rita, Nathan and Cathy have all been working on this with me. I think it is an exciting opportunity for the Town. We have some draft documents. We think year 1 will basically be running the Tassel Top Park and then add programs after that. If the Select Board approves, we will be advertising and hiring in January or February.

HR Officer Theriault – The opportunities are endless for this position. It can coordinate with the Age Friendly group, the Library and their programs, the Lions Club. This would be a benefit for not only the youth, but also the older population in the community.

Selectman Sadak – There is also the Raymond Arts Alliance. To me this is that person who will be helping to pull benefits together and not to take any of them over.

Town Manager Willard – This is an organizational, back office type of position which should allow the various groups to focus more energy on their programs instead of some of the logistics. It should make volunteering easier for people. Insurances will be less expensive.

Selectman Bullock – As the Select Board Rep for Tassel Top I would like to be on the hiring panel.

Chair Olsen – It is for a 6-month position for now and the full time position will be incorporated into the 2020-2021 budget.

Motion to authorize the position of Parks & Recreation Director by Selectman Bullock.

Gail Troiano - The Tassel Top position is more property management and the Rec

Selectman's Meeting Minutes (Page 2 of 5) November 12, 2019

Director is different, correct?

Town Manager Willard – Yes, it will be all under the one position of Parks & Rec Director. We are still working on the job description. The position will collaborate with Public Works and will oversee beaches, ballfields, etc.

Seconded by Selectman Sadak.

#### Unanimously approved

e) <u>Consideration of Tax Abatements</u> – Curt Lebel, Assessors' Agent

| Tax<br>Year | Map-Lot | Owner                   | Tax<br>Amount | Reason                         |
|-------------|---------|-------------------------|---------------|--------------------------------|
| 2019        | 015-006 | Emily & James DiBiase   | \$111.64      | Incorrect acreage after split  |
| 2019        | 003-034 | April & David McElhinny | \$269.00      | Missing Homestead<br>Exemption |

**Motion** to approve \$111.64 for Emily & James DiBiase by Selectman Sadak. Seconded by Selectman Bullock.

### Unanimously approved

**Motion** to approve \$269.00 for April & David McElhinny by Selectman Sadak. Seconded by Selectman Bullock.

#### Unanimously approved

f) <u>Consideration of Writing-off Uncollectible Personal Property Taxes</u> – Sue Carr, Tax Collector

| Account | Name             | Year(s)      | Amount     | Reason        |
|---------|------------------|--------------|------------|---------------|
| 31      | Janice Colby     | 2014 to 2019 | \$460.65   | Left Kokatosi |
| 32      | Cole             | 2016 to 2017 | \$140.79   | Left Kokatosi |
| 34      | Comer            | 2018 to 2019 | \$233.71   | Left Kokatosi |
| 82      | Hamilton         | 2015 to 2018 | \$483.83   | Left Kokatosi |
| 237     | Johnson          | 2019         | \$93.24    | Left Kokatosi |
| 89      | Joy              | 2017         | \$682.09   | Left Kokatosi |
| 117     | Moore            | 2019         | \$1.43     | Left Kokatosi |
| 228     | Robert           | 2019         | \$66.78    | Left Kokatosi |
| 157     | Stover           | 2010 to 2017 | \$2,054.74 | Left Kokatosi |
| 237     | Weir             | 2018         | \$91.02    | Left Kokatosi |
| 179     | Wellington       | 2017 to 2018 | \$170.84   | Left Kokatosi |
| 114     | Merrill          | 2015 to 2017 | \$374.66   | Left Kokatosi |
| 73      | Gillespie        | 2000 to 2019 | \$883.94   | Closed        |
| 203     | Clay Run Studio  | 2019         | \$30.75    | Closed        |
| 233     | The Healing Tree | 2018 to 2019 | \$62.25    | Closed        |
|         | Total            |              | \$5,830.72 | Plus Interest |

Tax Collector Carr - I want to thank Todd and Lynn at Kokatosi who sent letters to their

Selectman's Meeting Minutes (Page 3 of 5) November 12, 2019

renters and I am down to 1 left who is there and has not paid. Kokatosi is now going to require proof of payment of taxes before the renters can renew their agreements. There are still 4 business who have not paid and I am still trying to work with – Jordan Bay Dog Daycare for \$31.50 (this may be the one that was renamed, closed and moved), Raymond Service Center for \$122, Prime Cut (they usually pay), and Fisherman's Catch for \$1,000 (who made a payment for this year's taxes and we applied the money to the oldest taxes).

**Motion** to approve writing off the above listed Personal Property Taxes by Selectman Sadak. Seconded by Selectman Bullock.

### Unanimously approved

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

Chair Olsen – The negotiation with RSU #14 is continuing. We met 2 weeks ago and sent a new version of the separation agreement to the RSU #14 Board of Directors. Marshall's group is developing a budget and the Programs Sub-Committee is meeting. The next meeting is December 9<sup>th</sup>. Our meetings are open except for the negotiations. Please come out and give us your opinion.

- 4) Public Comment none
- 5) Selectman Comment none

### 6) Town Managers Report and Communications

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

### b) Reminder of Upcoming Holiday Schedule

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

### 7) Treasurers Warrant

**Motion** to approve the Treasurer's Warrant for a total of \$149,972.02 by Selectman Sadak. Seconded by Selectman Bullock.

## Unanimously approved

Selectman's Meeting Minutes (Page 4 of 5) November 12, 2019

### 8) Executive Session

a) <u>Consideration of Application for Poverty Abatement</u> – pursuant to 1 MRSA §405 (6) (F)

**Motion** to enter executive session at 7:03pm as noted above by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

b) Consideration of Leasing Property – pursuant to 1 MRSA §405 (6) (C)

**Motion** to enter executive session at 7:03pm as noted above by Selectman Sadak. Seconded by Selectman Bullock.

### Unanimously approved

Left executive session at 7:30pm.

**Motion** to authorize the Town Manager to negotiate a lease that is the most beneficial for the Town by Selectman Sadak. Seconded by Selectman Gifford.

### Unanimously approved

**Motion** to deny the application for Poverty Abatement and allow the citizen to reapply by Selectman Bullock. Seconded by Selectman Sadak.

### Unanimously approved

### 9) Adjournment

**Motion** to adjourn at 7:31pm by Selectman Sadak. Seconded by Selectman Gifford. **Unanimously approved** 

Respectfully submitted,

Susan L Look, Town Clerk

Selectman's Meeting Minutes (Page 5 of 5) November 12, 2019

|        | TOWN OF RAYMOND<br>401 WEBBS MILLS ROAD<br>RAYMOND, MAINE 04071<br>207-655-4742   |
|--------|---|
|        | SPECIAL AMUSEMENT APPLICATION   |
|        | Name of Applicant: Jose Chavez Mendoza  |
| 2.     | Address of Applicant: 62 Pine line Rd, Windham ME 64062<br>Street City State Zip  |
| 3.     | Mailing Address of Applicant:   |
| 4.     | Name of Business: <u>A La Mexicana</u>  |
|        | Business Street Address: 1227 Roosevelt Trl, Raymond ME<br>04071  |
|        | Business Mailing Address: <u>Some</u>   |
| 7.     | Telephone Residence: $540-354-7990$ Business: $655-9290$  |
| 8.     | List the names and addresses of all officers and their residency for the preceding 3 years.<br><u>Jose Chavez Mendoza</u> 62 Pipeline Rd, Windham |
| 9.     | Please describe the premises including security measures being taken, size, seating, etc.<br><u>94-occupancy</u><br>- square footage              |
| 10.    | Have any of the officers been convicted of a Class A, B, or C crime in the last 3 years?<br>If so, who and describe the offense:                  |
| 11.    | Has applicant ever had a license denied or revoked? If so describe the circumstances.   |
| ial Ar | nusement Application Page 1 of 2  |

12. Please specify the type of entertainment in detail: [If extra space is required, please attach a separate piece of paper.]

mariachi player with guitar singing at

13. List the days and hours of entertainment:

wednesday and Saturday Spin to 9pm

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 \$500.00 for each offense or by both. Each day that a violation occurred shall be considered a separate offense."

14. The fee must be paid at the time of application. The application fee is \$50.00 plus all advertising costs if a public hearing is necessary.

 $\frac{1108/19}{Date}$ 

NOTE: Special amusement permits expire at the same time as the liquor license.

| Authorizing signatures:       |             |
|-------------------------------|-------------|
| Town Manager:                 |             |
| Code Enforcement Officer:     |             |
| Selectmen:                    |             |
|                               |             |
|                               |             |
|                               |             |
|                               |             |
| Special Amusement Application | Page 2 of 2 |

# Special Amusement Ordinance

# SPECIAL AMUSEMENT ORDINANCE

May 15, 1993 Amended June 5, 2018

# ARTICLE I

# TITLE, PURPOSE & DEFINITIONS

Section 1.1 Title.

This Ordinance shall be known and may be cited as Town of Raymond, Maine, Special Amusement Ordinance.

Section 1.2 Purpose.

The purpose of this Ordinance is to control the issuance of special permits for music, dancing, or entertainment in facilities licensed by the State of Maine to sell liquor as required by 28-A M.R.S.A. §1054.

Section 1.3 <u>Definitions.</u>

<u>Entertainment.</u> For the purposes of this Ordinance, entertainment shall include any amusement, performance, exhibition, or diversion, for the patrons or customers of the licensed premises whether provided by professional entertainers or by full-time or part-time employees of the licensed premises whose incidental duties include activities with an entertainment value.

<u>Licensee.</u> For the purposes of this Ordinance, licensee shall include the holder of a license issued under the Alcoholic Beverages Statutes of the State of Maine, or any person, individual, partnership, firm association, corporation, or other legal entity, or any agent, or employee of any such licensee.

## ARTICLE II

## GENERAL

### Section 2.1 <u>Permit Required.</u>

No licensee for the sale of liquor to be consumed on his licensed premises shall permit, on his licensed premises, any music, except, radio or other mechanical device, any dancing or entertainment of any sort unless the licensee shall have first obtained from the municipality in which the licensed premises are situated a special amusement permit signed by at least a majority of the municipal officers.

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Special Amusement Ordinance

Amended June 5, 2018

Applications for all Special Amusement Permits shall be made in writing to the municipal officers and shall state the name of the applicant; his residence; his address; the name of the business to be conducted; his business address; the nature of his business; the location to be used; whether the applicant has ever had a license to conduct the business therein described either denied or revoked and, if so, the applicant shall describe those circumstances specifically; whether the applicant, including all partners or corporate officers, has ever been convicted of a felony and, if so, the applicant shall describe specifically those circumstances; and any additional information as may be needed by the municipal officers in the issuing of the permit, including but not limited to a copy of the applicant's current liquor license.

No permit shall be issued under this Ordinance, if the premises and building to be used for the purposes do not fully comply with all ordinances, articles, bylaws, rules and regulations, of the municipality, and state law.

The fee for a Special Amusement Permit shall be ten dollars (\$10.00).

The municipal officers shall, prior to granting a permit and after reasonable notice to the municipality and the applicant, hold a public hearing within fifteen (15) days, or such other number of days as the legislature may specify, from the date the request was received, at which the testimony of the applicant and that of any interested members of the public shall be taken.

The municipal officers shall, grant a permit unless they find that issuance of the permit will be detrimental to the public health, safety or welfare, or would violate municipal ordinances, articles, bylaws, rules and regulations, or state law.

A permit shall be valid only for the license year of the applicant's existing liquor license.

# Section 2.2. Inspections.

Whenever inspections of the premises used for or in connection with the operation of the licensed business which has obtained a Special Amusement Permit are provided for or required by municipal ordinance, articles, bylaws, rules and regulations, or state law, or are reasonably necessary to secure compliance with any of the above, it shall be the duty of the licensee, his employee, or the person in charge of the premises to be inspected, to admit any officer, official, or employee of the municipality authorized to make the inspection at any reasonable time that admission is requested.

The inspection shall be commenced by the service on the licensee of a written demand for inspection, which shall specify the date and time inspection is sought. The written demand shall be delivered to the licensee, his employee, or the person in charge of the premises to be inspected.

In addition to any other penalty which may be provided, the municipal officers may revoke, after notice and hearing, the Special Amusement Permit of any licensee in the municipality who refuses to permit any such officer, official, or employee, to make an inspection, or who interferes with such officer, official, or employee, while in the performance of their duty.

| Special Amusement Ordinance | 2              | Amended June 5, 2018            |
|-----------------------------|----------------|---------------------------------|
| Page 12                     | December 10, 2 | 2019 Board of Selectmen Meeting |

The municipal officers may, after notice and hearing, suspend, or revoke, any Special Amusement Permit which has been issued under this Ordinance on the grounds that the music, dancing, or entertainment, so permitted, or activities related thereto, constitute a detriment to the public health, safety, or welfare, or violate any municipal ordinances, articles, bylaws, rules and regulations, or state laws.

# Section 2.3 Rules and Regulations.

The municipal officers are hereby authorized, after public notice and hearing, to establish written rules and regulations governing the issuance, suspension, and revocation, of Special Amusement Permits, the classes of permits, the music, dancing, or entertainment permitted under each class, and other limitations on these activities required to protect the public health, safety, and welfare. These rules and regulations may specifically determine the location and size of permitted premises, the facilities that may be required for the permitted activities on those premises, and the house during which the permitted activities are permitted.

- A. Any licensee requesting a Special Amusement Permit from the municipal officers shall be notified in writing of their decision no later than fifteen (15) days, or such other number of days as the legislature may specify, from the date his request was received. In the event that a licensee is denied a permit, the licensee shall be provided with the reasons for the denial in writing. The licensee may not reapply for a permit within thirty (30) days or such other number of days as the legislature may specify, after an application for a permit which has been denied.
- B. Any licensee who has requested a permit and has been denied, or whose permit has been revoked or suspended, may, within thirty (30) days of the denial, suspension, or revocation, appeal the decision to the Board of Appeals as defined in and pursuant to 30 A M.R.S.A. §2691. The Board of Appeals may grant to reinstate the permit if it finds that the permitted activities would not constitute a determent to the public health, safety, or welfare, or that the denial, revocation, or suspension, was arbitrary or capricious, or that the denial, revocation, or suspension, was not based on a violation of any municipal ordinance, article, bylaw, rule or regulation, or state law.

# Section 2.4 Admission.

A licensed hotel, Class A restaurant, Class A tavern, or restaurant malt liquor licensee, who has been issued a

Special Amusement Permit may charge admission in designated areas approved by the municipal Special

Amusement Permit.

# Section 2.5 Live Entertainment Regulation

The purpose of this section is to regulate nudity as a form of live entertainment in those establishments at which alcoholic beverages are served or consumed, and which are licensees under this Ordinance.

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Amended June 5, 2018

No licensee shall permit entertainment on the licensed premises whether provided by professional entertainer(s), employees of the licensed premises, or any other person, when the entertainment involves:

- A. The performance of acts, or simulated acts, of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation, or any sexual acts which are prohibited by law;
- B. The actual or simulated touching, caressing, or fondling on the breasts, buttocks, anus, or genitals.
- C. The actual or simulated displaying of the genitals, pubic hair, buttocks, anus or any portion of the female breasts at or below the areola area thereof.
- D. The permitting of any licensee of any person to remain in or upon the licensed premises who exposes to any public view any portion of his or her genitals or anus or female breasts below the areola area thereof.

For the purpose of this section, display or displaying and expose or exposing shall mean unclothed or un-costumed or not by a fully opaque cloth or textile material or to employ any device or covering which is intended to give the appearance of or to simulate the genitals, pubic hair, buttocks, anus or the portions of the female breasts at or below the areola area thereof.

# ARTICLE III

# PENALTY, SEVERABILITY & EFFECTIVE DATE

Section 3.1 Penalty.

Whoever violates any of the provision of this Ordinance shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) for each offense. Each day that a violation occurred shall be considered a separate offense.

Section 3.2 Severability.

The invalidity of any provision of this Ordinance shall not invalidate any other provision.

Section 3.3 Effective Date.

The effective date of this Ordinance shall be when enacted.

Special Amusement Ordinance

4

Amended June 5, 2018

# Special Amusement Statute

Maine Revised Statutes

#### Title 28-A: LIQUORS

#### Chapter 43: LICENSES FOR THE SALE OF LIQUOR TO BE CONSUMED ON THE LICENSED PREMISES

#### §1054. PERMIT FOR MUSIC, DANCING OR ENTERTAINMENT

1. Activities and entertainment prohibited.

[ 2017, c. 13, §2 (RP) .]

2. Permit required. A municipality or, in the case of an unincorporated place, the county commissioners may require a licensee for sale of liquor to be consumed on the premises to obtain a permit for music, dancing or entertainment from the municipality or, in the case of an unincorporated place, the county commissioners of the county in which the licensed premises are located. The permit must specify which activities are prohibited on the licensed premises and may include a list of which activities are authorized, in accordance with local ordinances or regulations adopted by the municipality or unincorporated place.

[ 2017, c. 13, §2 (AMD) .]

3. Term of permit. A permit is valid only for the license year of the existing license.

[ 1987, c. 45, Pt. A, §4 (NEW) .]

4. Public hearing on permit application.

[ 2017, c. 13, §2 (RP) .]

5. Permit requirements.

[ 2017, c. 13, §2 (RP) .]

6. Issuance or denial of permit. Within 15 days of receiving the permit application, the municipal officers shall give the applicant written notice of their decision.

A. If the municipal officers deny a licensee a permit, they shall provide the licensee with the reasons for the denial in writing. [1987, c. 45, Pt. A, S4 (NEW).]

B. The licensee may not reapply for a permit within 30 days after denial of an application for a permit. [1987, c. 45, Pt. A, §4 (NEW).]

[ 1987, c. 45, Pt. A, §4 (NEW) .]

7. Municipal suspension or revocation of a permit. After a public hearing preceded by notice to interested parties, the municipal officers may suspend or revoke any permits which they have issued under this section on the grounds that the music, dancing or entertainment permitted constitutes a detriment to the public health, safety or welfare, or violates municipal ordinances or regulations.

[ 1987, c. 45, Pt. A, §4 (NEW) .]

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8. Appeal procedure. Any licensee who has applied for a permit and has been denied, or whose permit has been revoked or suspended, may appeal the decision to the municipal board of appeals, as defined in Title 30-A, section 2691, within 30 days of the denial, suspension or revocation. The municipal board of appeals, if the municipality has such a board, may grant or reinstate the permit if it finds that:

A. The permitted activities would not constitute a detriment to the public health, safety or welfare, or violate municipal ordinances or regulations; or [1987, c. 45, Pt. A, §4 (NEW).]

B. The denial, revocation or suspension was arbitrary and capricious. [1987, c. 45, Pt. A, §4 (NEW).]

[1991, c. 377, §16 (AMD) .]

9. Admission.

[ 2017, c. 13, §2 (RP) .]

10. Definition of entertainment.

[ 2017, c. 13, §2 (RP) .]

11. Municipal ordinances or regulations. A municipality shall adopt ordinances or authorize the municipal officers to establish written regulations governing the following aspects of the permits.

A. These ordinances or regulations must govern:

(1) The issuance, suspension and revocation of these permits;

(2) The classes of permits and fees for the issuance of these permits;

(3) The music, dancing or entertainment permitted under each class; and

(4) Other limitations on these activities required to protect the public health, safety and welfare. [2017, c. 13, §2 (AMD).]

B. These ordinances or regulations may specifically determine:

(1) The location and size of premises to which the permits may apply;

(2) The facilities that may be required for the permitted activities on those premises;

(3) The hours during which the permitted activities may take place; and

(4) The lighting level required, which may be lowered when the entertainment is provided. [1987, c. 342, §81 (AMD).]

[ 2017, c. 13, §2 (AMD) .]

12. Unincorporated place. If licensed premises are located in an unincorporated place, the county commissioners of the county in which the unincorporated place is located shall grant, suspend or revoke permits in the same manner and with the same authority as municipal officers. The county commissioners shall adopt regulations in the same manner as municipal officers.

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[ 2017, c. 13, §2 (AMD) .]
SECTION HISTORY
1987, c. 45, §A4 (NEW). 1987, c. 342, §§80,81 (AMD). 1991, c. 377, §16
(AMD). 2017, c. 13, §2 (AMD).
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2 |

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|  | ERY OPERATIONS DIVISION USE ONLY  |
|--|---|
| DIVISION OF LIQUOR LICENSING AND ENFORCE<br>STATE HOUSE STATION, AUGUSTA, ME 04333       | EMENT License No:   |
| 10 WATER STREET, HALLOWELL, ME 04347 (Over   | ernight Mail) Class: By:  |
| TEL: (207) 624-7220 FAX: (207) 287-3434<br>EMAIL INQUIRIES: <u>MAINELIQUOR@MAINE.GOV</u> | Demosit Data:   |
| MANELOON MANE.GOV  | Amt. Deposited:   |
| PDFSFNT I ICENSE EVDIDES.  | Cash Ck Mo:   |
| PRESENT LICENSE EXPIRES: 2-6-2   | Good SOS & DBA: YES DI NO   |
| NEW application:  Yes X No<br>If business is NEW or under new ownership, indicate starti | ing date:   |
| Requested inspection (New Licensees/ Ownership Changes                                   |   |
|  | I VINOUS SPIRITUOUS   |
|  | TE TYPE OF LICENSE:   |
| <b>T</b>   | ANT/LOUNGE (Class XI) CLASS A LOUNGE (Class X                                       |
| □ HOTEL (Class I,II,III,IV) □ HOTEL, FO  | OOD OPTIONAL (Class I-A) 🛛 BED & BREAKFAST (Class V)                                |
| □ GOLF COURSE (Class I,II,III,IV) □ TAVERN   |   |
| OTHER:   | □ SELF-SPONSORED EVENTS   |
| ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )  | (QUALIFIED CATERERS ONLY)   |
| REFER TO PA  | AGE 3 FOR FEE SCHEDULE  |
| ALL QUESTIONS  | MUST BE ANSWERED IN FULL  |
| Corporation Name:<br>WHINES ENTERPRISES, INC   | Business Name (D/B/A)   |
| -  | CAFE SEBAGO   |
| APPLICANT(S) -(Sole Proprietor) DOI<br>WILLIAM E HINES JR 12-20-52                       | B: Physical Location:<br>1248 ROOSEVALT TRAL  |
| DOB  |   |
| KIMBERLY Y HINES 2-7-70  | RAYMOND MR. 04071   |
| Address<br>125 URBY ROMD   | Mailing Address Same As Above?  |
| City/Town State Zip C  | LABY         Rot Am           Code         City/Town         State         Zip Code |
| CASCO ME 04015   | CASCO ME 04015  |
| Telephone Number Fax Number  | Business Telephone Number Fax Number  |
| 632 · 2308<br>Rederal I.D. #   | 655-4006  |
| celeral 1.D. #   | Seller Certificate #:<br>or Sales Tax #:  |
| Email Address:   | Website:  |
| WITINESZOMMER. P.R. COM  |   |

5. Do you own or have any interest in any another Maine Liquor License?  $\Box$  Yes  $\varkappa$  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 # Name of Business   |            |                  |                   |                             |
|--|------------|------------------|-------------------|-----------------------------|
| Physical Location<br>6. If manager is to be employed, give name:   | City / T   | own              |                   |                             |
| 7. Business records are located at: 125 UBBy   | Ronang     | CASCO            |                   |                             |
| 3. Is/are applicants(s) citizens of the United States?   | Y          | es 🛛 N           | 10 🗆              |                             |
| . Is/are applicant(s) residents of the State of Maine?   | Y          | es 🕱 n           | 0                 |                             |
| 0. List name, date of birth, and place of birth for all a  | pplicants  | , managers       | , and bar manage  | TS.                         |
| Full Name (Please Print)   |            |                  | DOB               | Place of Birth              |
| WILLAM E HINRS JR  |            |                  | 12-20.5           | 2 MCKRESPORT, PA            |
| KIMBERLY Y HINES   |            |                  | 2-7-70            | AUBURN, NY                  |
|  |            |                  |                   |                             |
| 1. Residence address on all of the above for previ   | ious 5 ye  | ears (Limit      | answer to city    | & state)                    |
| ame:<br>WILLIAM  | City:      | CASC             | o me              | State:                      |
| ame:<br>KIMBERLY   | City:      | CAS              | w he              | State:                      |
| ame:   | City:      |                  |                   | State:                      |
| Name:  |            |                  |                   |                             |
| Disposition:   |            | (                | use additional sl | neet(s) if necessary)       |
| 3. Will any law enforcement official benefit directly in Yes □ No X If Yes, give name:   | n your lic | ense, if iss     | ued?              |                             |
| . Has/have applicant(s) formerly held a Maine liquor   | license?   | YES 🎽            | ( NO 🗆            |                             |
| 5. Does/do applicant(s) own the premises? Yes 🗙  | No 🗆       | If <b>No</b> giv | e name and addr   | ess of owner:               |
| Describe in detail the premises to be licensed: (On<br>TUL RESTAURANT AND BAR  | Premise    | Diagram I        | Required)         |                             |
| Z. Does/do applicant(s) have all the necessary permits         YES X       NO         NO       □         Applied for:  | required   | by the Stat      | e Department of   | Human Services?             |
| What is the distance from the premises to the <b>NEAI</b> measured from the main entrance of the premises to or parish house by the ordinary course of travel? | the main   | entrance o       | of the school sch | ool dormitory church chanel |
| Which of the above is nearest?CHMCH  |            |                  |                   |                             |
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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: EVERGREEN CREDIT UNION

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:        |  | on                      | , 20   |           |
|------------------|--|-------------------------|--|-----------|
|                  | Town/City, State                             |                         | Date   |           |
|                  | PI   | <b>LEASE SIGN IN BI</b> | UE INK   |           |
| 1200             | with to Corporate Officer(s)                 |                         | Signature of Applicant or Corporate Offic          | cer(s)    |
| Mtari            | A. B. Hause Id                               |                         |  |           |
| Will             | An R HINES K<br>Print Name                   |                         | KIMBERLY Y HINES<br>Print Name                     |           |
|                  | Print Name                                   | FEE SCHEDULE            | Print Name   |           |
|                  |  | FEE SCHEDULE            |  |           |
| FILING I         | FEE: (must be <u>included</u> on all applica | tions)                  | \$   | 10.00     |
| Class I          |  |                         | \$   |           |
| C1435 I          |  |                         | $\varphi$ : Clubs with catering privileges; Dining | 900.00    |
|                  |  |                         | Tennis Clubs; Vessels; Qualified Caterers          |           |
|                  | OTB  | Shading Chaos, matter   | Tolinis Clubb, 7 obsens, Quantied Culterers        | ,         |
| <b>Class I-A</b> | Spirituous, Vinous and Malt, Optiona         | al Food (Hotels Only)   | \$   | 1,100.00  |
|                  | CLASS I-A: Hotels only that do not           |                         |  | ,         |
| Class II         | Spirituous Only                              |                         |  | 550.00    |
|                  | CLASS II: Airlines; Civic Auditoriu          | ums; Class A Restaura   | nts; Clubs with catering privileges; Dining        |           |
|                  | Cars; Golf Clubs; Hotels; Indoor Ice         | Skating Clubs; Indoor   | Tennis Clubs; and Vessels.                         |           |
| Class III        |  |                         | \$   | 220.00    |
|                  | CLASS III: Airlines; Civic Auditor           |                         |  |           |
|                  | Dining Cars; Golf Clubs; Hotels; Ind         |                         | Indoor Tennis Clubs; Restaurants;                  |           |
|                  | Vessels; Pool Halls; and Bed and Bre         |                         |  |           |
| Class IV         | Malt Liquor Only                             |                         | \$   | 220.00    |
|                  | CLASS IV: Airlines; Civic Auditori           |                         |  | т         |
|                  | Pool Halls; and Bed and Breakfasts.          | ndoor ice Skating Ch    | ubs; Indoor Tennis Clubs; Restaurants; '           | i averns; |
| Class III        |  |                         | \$   | 440.00    |
| & IV             |  |                         | estaurants; Clubs with catering privileges;        | 440.00    |
| CC 1 V           | Dining Cars; Golf Clubs; Hotels; Inde        |                         |  |           |
|                  | Vessels; Pool Halls; and Bed and Bre         |                         |  |           |
| Class V          |  |                         | & Breakfasts)\$                                    | 495.00    |
|                  | CLASS V: Clubs without catering pr           |                         |  |           |
| Class X          |  |                         | \$1  | 2,200.00  |
|                  | CLASS X: Class A Lounge                      | U                       |  | ·         |
| Class XI         |  |                         | \$   | 1,500.00  |
|                  | CLASS XI: Restaurant/Lounge; and             | OTB.                    |  |           |
| SELF-SPO         | <b>DNSORED EVENTS:</b> Qualified Cater       | ers Only                | \$   | 700.00    |
|                  |  |                         |  |           |

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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: Round, Maine (County)                                  |        |          |
|--|--------|----------|
| On:  |        |          |
| 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).]

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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, S2 (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).]

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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

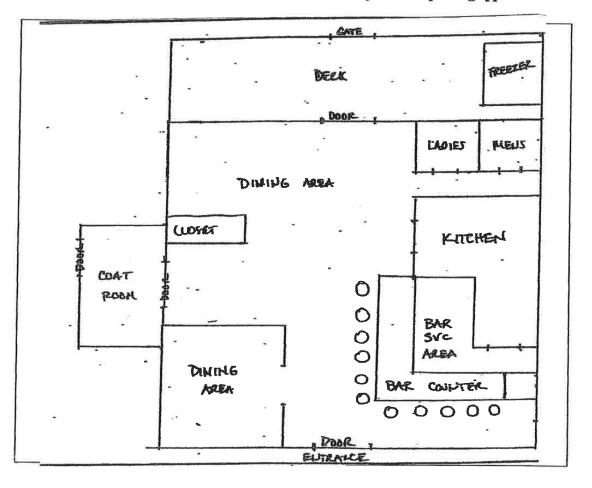


# **ON PREMISE DIAGRAM**

(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.



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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:W           | HINES ENTERPRISES,    | INC                            |     |
|----|------------------------------|-----------------------|--------------------------------|-----|
| 2. | Doing Business As, if any:   | CAFE SEBAGO           |                                |     |
| 3. | Date of filing with Secretar | y of State: 1-11-2005 | State in which you are formed: | HE. |

- 4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:
- 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<br>Birth | TITLE   | Ownership<br>% |
|-----------|---------------------|------------------|---------|----------------|
| WILLIAM   | 125 LIBBY RO, CASCO | 12-20.52         | PRES    | 50             |
| KINIBERUY | ti u                | 2-7-70           | V. PRES | 50             |
|           |                     |                  |         |                |
|           |                     |                  |         |                |

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

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

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| 7. | Has any principal person involved in the entity even | been conv | victed 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:

Location of Conviction:

Disposition:

Bignature:

PLEASE SIGN IN BLUE INK

Signature of Owner or Corporate Officer

Multimeter

Multimeter

Multimeter

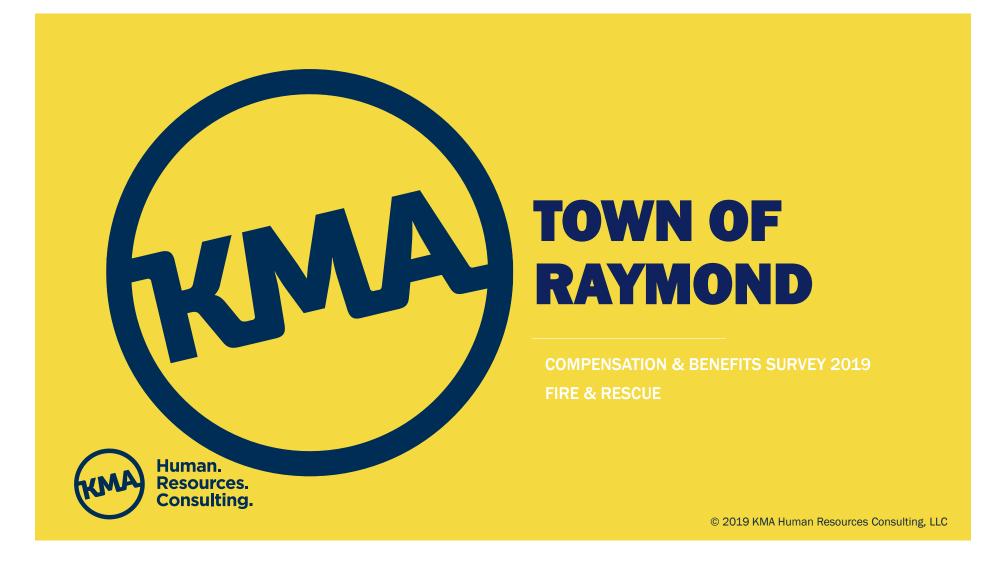
Submit Completed Forms to:

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: <u>MaineLiquor@Maine.gov</u>

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Public Safety Compensation Study



# **TABLE OF CONTENTS**

- 1. Scope of Work
- 2. Project Purpose
- 3. Market Competitiveness
- 4. Labor Market
- 5. Analysis of Salary Data
- 6. Analysis of Benefits Data
- 7. Recommendations



# **SCOPE OF WORK**

- Compensation Study for 2019
  - Review report from 2016 and update to reflect the needs of Raymond in 2019
  - Administer survey instrument to 10\* towns in the labor market, follow up for participation and additional questions
  - Analyze survey results for salary and benefits, prepare analysis and conclusions

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Human. Resources. Consulting.

# **PROJECT PURPOSE**

- Why was this work done?
  - The Town of Raymond wanted to understand the local market and how to be competitive
  - There is a shortage of qualified Fire & Rescue personnel (esp. FF/Paramedics)



# **MARKET COMPETITIVENESS**

- External Competitiveness (Employer's Viewpoint): An important measure of compensation that compares how an employer's pay practice relates to its competitors.
- External Equity (Employee's Viewpoint): Employees want to be paid a fair wage. They do not limit the comparison of their job to a few specific employers, but to any employer for which they could work.



# LABOR MARKET

- What is considered Raymond's Labor Market?
  - Geography:
    - Towns within a commutable distance
    - Raymond falls within the Greater Portland Metro area, so selecting towns with similar demographics and/or proximity to Raymond creates a customized local market.

- Function
  - Towns with combined Fire & Rescue departments
- Maturity Level of Comparators
  - Towns with full-time Fire & Rescue staff
  - Towns that rely on both full-time and part-time staff

# **ANALYSIS OF SALARY DATA**

- Surveyed 13 positions within the Fire & Rescue department
- 31% of jobs are positioned well against the external market (midpoint within 95%-105% of market)
- 69% of jobs are positioned low as compared to the external labor market (midpoint below 95% of market)
- Overall, most of Raymond's non-leadership positions are paid competitively, at or slightly below the market average. The jobs that are paid notably below the market are the leadership roles with the largest deficit at 25%.

# **ANNUAL SALARY INCREASE**

- Annual salary increases are predetermined through negotiations, budgets, and/or COLA, typically at 2-3%.
  - Raymond offers a merit system with an average of 2% and a range of 0-5%
- Most respondents have step increases based on tenure



# **PER DIEM & CALL MEMBERS**

# • Per Diem

- Towns with Per Diem staff tend to pay the same rate as full-time and part-time employees at the same level. The pay is often based on the internal pay scale for the applicable position.
- Call Members
  - Most towns pay the typical hourly wage for each hour worked or pay a flat rate plus a specific stipend for different position levels and call difficulties (confined space, hazmat). Most towns pay the applicable hourly wage, based on a salary scale, for those called to incidents, at a minimum of 1 hour.



# **BENEFITS SUMMARY**

- Waiting Period
  - Generally 30-60 day waiting period, varies by type of benefit.
- Section 125 Plans
  - Most respondents offer medical or dependent care reimbursement accounts.
- Vacation
  - Vacation time ranges from 2-4 weeks based on tenure and can be carried over to the following year.
- Sick Time
  - Sick time can accrue, and unused sick time is carried over to the following year. A
    percentage of sick time is paid out at separation, typically after a minimum of 5 years of
    service.



# **HEALTH & DENTAL INSURANCE**

# • Health Insurance

• All respondents offer health insurance. The most common insurance vendor was Maine Municipal Employees Health Trust (MMEHT) with an average cost to the employee at 10%.

# Dental Insurance

• All respondents offer dental insurance. The most common insurance vendor was MMEHT. Employee contribution levels range from 0%-100%.



# **DISABILITY & LIFE INSURANCE**

- Short-Term Disability
  - 5 municipalities reported that they offer Short-Term Disability insurance to fulltime employees. The most common vendor was MMEHT.
- Long-Term Disability
  - 2 municipalities reported offering Long-Term Disability insurance to full-time employees.
- Life Insurance
  - All respondents offered Life Insurance. The most common vendor was MMEHT.



# RETIREMENT

- All respondents offered a retirement plan to full-time employees.
- MainePERS and ICMA (RC, 401, 457) were the most common plans.
  - 3 participants offer MainePERS 3C
  - 1 participant offers MainePERS 1C
- The average match is over 6%, beginning at the time of benefit eligibility.
- Some employees are eligible to participate in retirement benefit programs from the date of hire while others have to be employed for 6 months.

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Human. Resources. Consulting.

# **OTHER BENEFITS PROVIDED**

- Responses Include:
  - · Per Diem firefighters who qualify under the ACA are offered medical insurance or a buy-out
  - Town provides volunteer accident insurance
  - Dental, Vision, and Income Protection offered to part-time staff at employee expense
  - Paid training, tuition reimbursement
  - Employee only contributions to ICMA 457 plan



# **TRAINING REIMBURSEMENT**

- Most respondents offer paid time for trainings, either at employee's hourly rate OR the base hourly rate (\$12-\$13/hr).
- Mileage reimbursement is not common
- Most respondents paid for the cost of the class, if it is approved beforehand, or grant a certain number of paid training hours per year
- Call Members may be compensated for one "Call" per training



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### RECOMMENDATIONS

- Review the positions paid below the market rate for potential market adjustments.
- Annual salary increases for the surveyed towns often include COLA or are predetermined based on a CBA, creating transparency. Raymond should consider adding COLA into the annual merit process.
- An alternative to COLA, would be to implement an annual performance bonus. Typically, these are paid at the end of the year based on employee performance. Bonuses are a great hiring and retention mechanism.
- Overall, Raymond offers a competitive benefits package for their full-time employees but there is room for improvement.
  - Short-Term Disability: explore an income protection program, considering most respondents offer some type of program for FT employees.
  - Retirement match is lower than the market until they reach 5 years of employment. Raymond should consider increasing the match for earlier years of service to encourage retention.
- Trainings should be compensated at the base rate to be competitive.



### Policies

**Objective 2** 



Hiring Process

1. Identify hiring need

Before a position can be filled, it must be identified as available. Positions are either newly formed or recently vacated. In either case, the hiring staff should meet to generate a prioritized list of job requirements including special qualifications, characteristics, and experience wanted from a candidate.

#### 2. Plan

The plan should include a timeline, recruitment plan, criteria for initial candidate screening, selection committee, interview questions, and instructions for taking notes.

#### 3. Create a job description

Job requirements form the basis for the job description. Other necessary information includes essential functions to be performed, special skills, and education requirements.

#### 4. Post and promote job openings

The job listing should be advertised internally so current employees can apply. Other avenues for promotion are Maine Municipal job listings, the Town of Raymond website, social media, and local newspapers.

#### 5. Applicant screening

As job applications arrive by email or postal mail, the hiring staff reviews résumés and cover letters based on the criteria established in the planning step. Unqualified candidates' applications are withdrawn from the applicant pool. Qualified candidates are informed of next steps beginning with a screening interview.

#### 6. Screening interview

initial interviews with applicants are typically phone calls with HR representatives. These interviews determine if applicants have the qualifications needed to do the job and serve to further narrow the pool of candidates. HR may also explain the interviewing process during this step.

#### 7. Interviews

Normally a selection committee process will be used. Multiply interviews may be scheduled for each candidate using a standardized list of questions.

Early interviews are typically in-person with applicants, the selection committee and the hiring manager and focus on applicants' experience, skills, work history, and availability.

These interviews are in-depth; with each interviewer focusing on a specific subject or aspect of the job being filled to avoid overlap between interviews and to discover more about the applicants.

A final interview might be conducted by the Town Manager or Department Head and Human Resource officer. These interviews are generally extended to the top candidates.

#### 8. Background check

One of the final steps prior to making a job offer is conducting background checks to review candidates' criminal record, to verify employment history and eligibility, and to run credit checks. Drug testing may also be warranted, depending on the nature of the job.

#### 9. Decision

The hiring staff confers and evaluates applicants based on the interviews, job experience, skills and talent assessments, and all other relevant information. A top choice should be identified and agreed on. A backup candidate selection should be made, as well. If no candidates meet the hiring criteria, the hiring process should start over.

#### 10. Reference checks

Once a candidate has been selected for the position, his or her professional references should be contacted. Reference checks can verify candidates' employment details including job performance, strengths, and weaknesses. A typical question to ask references is "Would you rehire this person?"

#### 11. Job offer

Offering the job includes providing an offer letter stating the position's salary, start date, probationary period, and other terms and conditions of employment that are based on the agreement between the company and the candidate. It should be clear that the candidate understands the terms of the offer. The candidate may agree and sign, initiate negotiations (typically focusing on salary), or turn down the offer.

#### 12. Hiring

Once the candidate accepts the job offer, he or she is hired. This kicks off a phase of filling out and filing paperwork related to employment including eligibility to work forms, tax withholding forms, and company specific forms.

#### 13. Orientation

A comprehensive orientation is the final step in the hiring process (see Employee Orientation Checklist). This should involve making the new employee feel welcome even before he or she officially joins the Town of Raymond. Preparing the new employees' workspace, providing necessary access credentials for work applications and networks will make them feel welcome.

#### **Position Checklist**



| Department | Date       |  |
|------------|------------|--|
| Job Title  | Supervisor |  |

#### **DETERMINATION OF NEED**

- o Determine the need for new or existing position
- Full time or Part time \_\_\_\_\_\_
- Hours per week\_\_\_\_\_\_
- Define Budget \$\_\_\_\_\_
- Approved by Finance/Town Manager -\_\_\_\_\_

#### **DEVELOPMENT AND COMPENSATION**

- o Job Description
- o Determine desired qualifications
- o Requirements

#### ADVERTISING

- Outline job posting
- Length of time to post\_
- Select posting locations

#### JOB POSTED

Date sent to advertisers \_\_\_\_\_\_

| Applicant Checklist | Town of<br>RATMOND<br>Home of the Landlocked Salmen |
|---------------------|---|
| Applicant           | Interview YES NO                                    |
| Job Title           | Date  |
| Department          | Supervisor  |

Review Application/Resume Date Received: \_\_\_\_\_BY\_\_\_\_Initials \_\_\_\_\_ Complete? \_YES\_\_\_\_NO\_\_\_\_

 $\circ$   $\;$  Send confirmation letter of receipt  $\;$ 

o Send confirmation letter for interview or Reject

#### Selection /Inteview Process



| Job Title  | Date       |  |
|------------|------------|--|
| Department | Supervisor |  |

- Review all applications
- Choose candidates to interview
- o Set interview panel
- o Create standardized interview outline questions
- Establish date, time and place for interviews
- Schedule interviews with chose candidates
- o Interview candidates and deliberate, reference check and make offer to finalist

#### Hired Checklist



| Name       | Start Date |  |
|------------|------------|--|
| Job Title  |            |  |
| Department | Supervisor |  |

- Send letter of employment offer
- Complete background check
- o Credit Check (if applicable)
- Drivers License Check (if applicable)
- Complete Orientation Checklist

#### **Employee Orientation**



Name

Date of Hire

Department

Position

#### Forms to be Completed by Employee

- o Form W-4
- o Form I-9
- o State Withholding Form
- o Direct Deposit Form
- o Door Code Form
- Fraud Policy
- Emergency Contact Information
- o Employee Handbook Acknowledgment

#### **Benefits Forms**

- Medical Cost: \_\_\_\_\_\_
- o Group dynamics
- Dental Insurance Sent: \_\_\_\_ Cost: \_\_\_\_\_
- Life Insurance Sent: \_\_\_\_\_
- ICMA forms Amount: \_\_\_\_\_\_

#### Other Forms and Letters to be added to Personnel File

- Job Description
- Resume/Application
- o Offer Letter
- o Pay Rate Form
- o Background Check

#### **Employee 6-month Performance Evaluation**



| Employee   | Date        |
|------------|-------------|
| Job Title  | Interviewer |
| Department | Supervisor  |

1. What do you feel your greatest success has been over the past 6 months?

2. What do you feel is your biggest challenge and how will you work to improve?

3. Do you see any opportunities to improve your performance?

4. Give an example of a specific time you have assisted a citizen in a unique way.

5. What do you need from us to be even more successful in your role?

6. What short- and long-term ideas do you have toward improving your work for the Town?

7. Do you have a mentor and if not, could I help you identify someone who could provide you career guidance?

8. How would you describe the culture here? Is there anything you could do to improve company culture?

9. Tell us about your job satisfaction and describe the things that you feel were the biggest contributing factors to that.

10. What feedback or questions do you have for us as it relates to your first 6 months with the Town of Raymond?

Hire date: 10/29/2018 6-month date: \_\_10/29/2019\_\_\_\_\_ Advance to Permanent status: Yes\_X\_ No \_\_\_\_ Comments:

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

| Employee    |      |
|-------------|------|
| Signature   | Date |
| Interviewer |      |
| Signature   | Date |

#### Objective 3



Performance and Salary Review Policy

The performance appraisal process provides a means for discussing, planning and reviewing the performance of each employee.

Performance appraisals influence salaries, promotions and transfers, and it is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

All full and regular part-time employees are provided an annual performance review and consideration for merit pay increases as warranted.

Performance appraisals are conducted annually with dates to be determined by the HR Officer. Each Town of Raymond Department Head is responsible for the timely and equitable assessment of the performance and contribution of their employees.

A performance appraisal does not always result in a salary increase. The employee's overall performance and salary level relative to position responsibilities must also be evaluated to determine whether a salary increase is warranted. Any out-of-cycle salary increases must be approved by the Raymond Town Manager in compliance with the above criteria.

The HR Officer will establish the format and timing of all review processes. A copy of the completed performance evaluations will be given to the employee and the original shall be retained in the employee's personnel file.

Salary increase requests must be supported by a performance appraisal. Department Heads may not discuss any proposed changes with the employee until all written approvals are obtained.

The Human Resource Officer will review all salary increase/adjustment requests with the Finance Director and/or Town Manager to ensure compliance with town policy to ensure that they fall within the applicable guidelines.

The HR Officer or Town Manager has the right to change, modify or approve exceptions to this policy at any time with or without notice.

| Employee Performance F<br>2019<br>Employee Information   | Review RAY  | WIN of<br>MOND<br>be Langlicked Salarat |                  |          |               |
|--|---|---|------------------|----------|---------------|
| Name   |   |   | Date             |          |               |
| Job Title  |   |   |                  |          |               |
| Department   |   |   | Supervisor       |          |               |
| Ratings  |   |   |                  |          |               |
|  | 1 = Poor  | 2 = Fair                                | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| <ul> <li>Takes opportunity to in Ability to complete tas</li> <li>Makes sound and logi</li> <li>Score:</li> <li>Comments:</li> </ul>   | ks without supervision<br>cal job-related decisio                               | 1                                       | skills           |          |               |
| <ul> <li>Work Quality/Team Work su</li> <li>Contributes to a positi</li> <li>Completes projects ac</li> <li>Responds well to char</li> <li>Encourages and contri</li> <li>Keeps confidential info</li> </ul> | ve and respectful work<br>curately and in a time<br>nge<br>ibutes to high moral |   | ıt               |          |               |
| Score:<br>Comments:  |   |   |                  |          |               |
|  | 14  |   |                  |          |               |
|  |   | .⊳<br>1                                 |                  |          |               |

Work Habits such as:

- Arrives on time
- Adheres to established work schedule
- Meets deadlines
- Complies with rules, policies and state law
- Displays a positive attitude

Score: \_\_\_\_\_ Comments:

Communication/Listening Skills such as:

- Keeps others informed
- Demonstrates effective public and phone skills
- Provide accurate information
- Accepts constructive criticism
- Actively listens to others

Score:

Comments:

Customer Service such as:

- Exhibits timely response to messages
- Treats citizens with respect and courtesy
- Strives to satisfy customers' needs
- Offers appropriate solutions to customer problems
- Listens to customers point of view

Score: \_\_\_\_\_ Comments: Initiative such as:

- Quick to help others
- Seeks additional responsibilities
- Eager to learn new things
- Accepts new challenges

Score: \_\_\_\_

Comments:

Problem Solving such as:

- Displays a practical approach to problem solving
- Develops creative solutions
- Turns problems into opportunities
- Effectively solves problems in a timely manner

Score: \_\_\_\_\_ Comments:

Met Previous Goals: Score: \_\_\_\_\_ Comments

Total Score: \_\_\_\_\_

#### Set New Goals for next year:

| 1. |  |  |  |
|----|--|--|--|
| 2. |  |  |  |
| 3. |  |  |  |

Supervisor Additional Comments:

**Employee Comments:** 

#### Employee Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

| Employee Signature        |           | Dat | te         |   |
|---------------------------|-----------|-----|------------|---|
| Supervisor Signature      |           | Dat | te         |   |
|                           |           |     |            | - |
|                           |           |     |            |   |
|                           |           |     |            |   |
| For HR or Town Manager or | nly:      |     |            |   |
| Merit Increase            | Signature |     | <b>—</b> : |   |
|                           |           | 4   |            |   |
|                           |           |     |            |   |
|                           |           |     |            |   |

#### Objective 4

#### Exit Interview Policy



The purpose of this policy is to identify workplace factors that have contributed to a an employee's decision to leave employment with the Town of Raymond and enable the town to identify trends requiring attention or opportunities for improving the towns ability to respond to and continue to develop recruitment and retention strategies aimed at addressing these issues.

This policy applies to all employees including employees taking retirement or voluntary severance. Exceptions include temporary or contracted employees.

The Human Resource Officer and/or Town Manager will offer the opportunity for and conduct exit interviews with all employees once a confirmed departure date has been received. The exit interview will take place as soon as possible after the confirmed leaving date has been received at a time and location agreed upon by all parties.

The employee will be asked a standard set of questions and given the opportunity to give feedback and any information they feel would be beneficial to the town.

Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, they will be encouraged to be honest, candid and constructive in their responses.

All information received through an exit interview will be confidential. A copy of any written correspondence or notes taken by Human Resource Officer/Town Manager will be kept in the employee's personnel file.

#### **Exit Interview-Voluntary**



| Employee            | Date                |  |
|---------------------|---------------------|--|
| Date of Hire        | Date of Resignation |  |
| JobTitle/Department | Interviewer         |  |

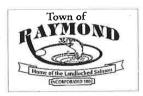
- What caused you to start looking for a new job in the first place? Why have you decided to leave The Town of Raymond?
- What were the most important factors in your deciding to take a new job? (Salary? Benefits? Time Off? Other?)
- What does your new job offer that encouraged you to accept their offer?
- What do you value about The Town of Raymond?
- What did you dislike about The Town of Raymond?
- What are your views about the Raymond Appointed and Elected management and leadership?
- What did you like most about your job?

- What did you dislike about your job? What would you change about your job?
- Raymond strives to be an employee-oriented town in which employees experience positive morale and motivation. What is your experience of employee morale and motivation in the town?
- Did you have clear goals and know what was expected of you in your job?
- Do you have any recommendations to help us create a better workplace?
- What are the key qualities and skills we should seek in your replacement?
- Would you recommend The Town of Raymond as a good place to work to your friends and family?
- Can you offer any other comments that will enable us to understand why you are leaving, how we can improve, and what we can do to become a better employer?

I believe that the statements are true and have been accurately documented.

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.
Employee
Signature
Date
Interviewer
Signature
Date

#### **Objective 5**



#### Interdepartmental Cooperation Policy

Areas of cooperative interaction between the Public Safety and Public Works Department include but are not limited to: coordinating joint municipal response in weather related emergency situations, major incidents and/or those incidents requiring interdepartmental resources for traffic control, sharing of equipment and most importantly town personnel.

Routine and major vehicle and equipment preventative maintenance and refurbishment as can be reasonably completed in house given current levels of staffing, shifts and training of town staff and related diagnostic and repair facilities and equipment.

Any and all other areas where the operational mission of the town can be forwarded through inter departmental collaboration.

Procedure: All vehicle maintenance needs shall be first noticed by the Public Safety Department to the Public Works Department according to the internal management policy first established on May 30, 2019. This notification will be via text message, voice telephone and email to ensure that the message is received by the Public Works Department via redundant means. Upon receipt of the work request, the Public Works Director and/or mechanic in consultation with the Public Safety Chief and/or equipment maintenance designee will determine if the requested mechanical work is within the abilities of the town to complete on a mission supporting and cost basis. If this is found to be the case the Public Works Department will schedule and then facilitate the completion of the requested work. If outside the scope of the town's in house repair function, a discussion and decision between the departments will determine the most appropriate and cost effective private sector vendor to complete the necessary work.

During weather related emergencies the departments including administration and outside agency law enforcement will work within the federally mandated National Incident Management System (NIMS) Public Safety training and response protocols. This federally mandated response system establishes a unified command structure to mitigate specific hazardous situations and a framework to track the allocation of assets during the duration of the incident. Example: A blizzard snow storm is a DPW incident with multiple threats that requires a unified command structure with Fire, DPW, law Enforcement and town management to handle related sub-emergencies, track and approve expenses, use of assets, plan operational periods, mobilization, demobilization plans and safety for the event. Policies contained in the town of Raymond emergency management plan are the governing documents for these larger incidents. For smaller incidents the fire department handles emergency detours and traffic control and calls upon DPW if needed for support. All involved staff are certified to Maine State Bureau of Labor Standards requirements. For long term incidents such as ones that last more than two hours it is standard practice to include DPW personnel and assets at the onset.

Objective 6



Town Owned Building Infrastructure Policy

All town owned buildings and property are subject to the policy.

No changes and/or renovations are to occur to any town facility without the review, approval and consent of the Town Manager. This policy includes any and all monies raised for such purposes via the municipal budget as approved at annual town meeting as well as private fundraising for capital construction projects. Board of Selectmen review and approve as a part of a regularly called meeting is required for any related project outside the normal budgetary approval process.

### **Revision Energy Presentation**

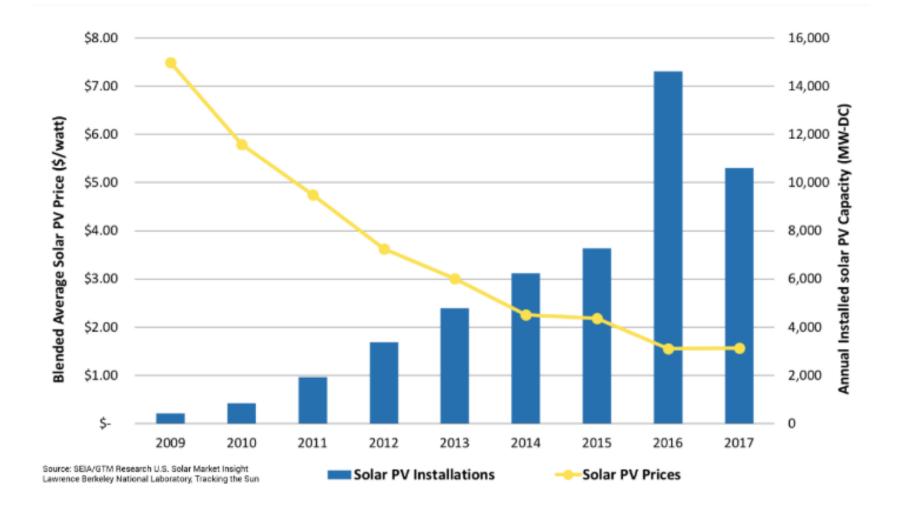


### Saving Energy and Money with Solar

An overview of ReVision's solar proposal for the Town of Raymond



### U.S. Cost of Solar Power (\$/watt) & Solar Installations



Source: Solar Energy Industries Administration/Green Tech Media U.S. Solar Market Insight

# New Maine Solar Policy LD 1711

June 2019- new solar policy passed with the following changes:

- 10 meter cap lifted- now unlimited
- 660 kW AC capacity cap lifted to 5000 kW AC
- New Commercial and Institutional (C&I) Net Metering Programn
  - Increases net metering rate for Central Fire Station by ~75%



# Solar Energy System for East Raymond Fire Station

- System Size: 52 kW
- System Components:
  - $\circ$  160 solar panels
  - 3 solar inverters
- Performance Estimate: 63,350 kWh/y
- Installation Cost: \$137,178
- Warranties:
  - $\circ$  25 years for panel production
  - 12 years for inverter system







## Project Economics of East Raymond Fire Station Array

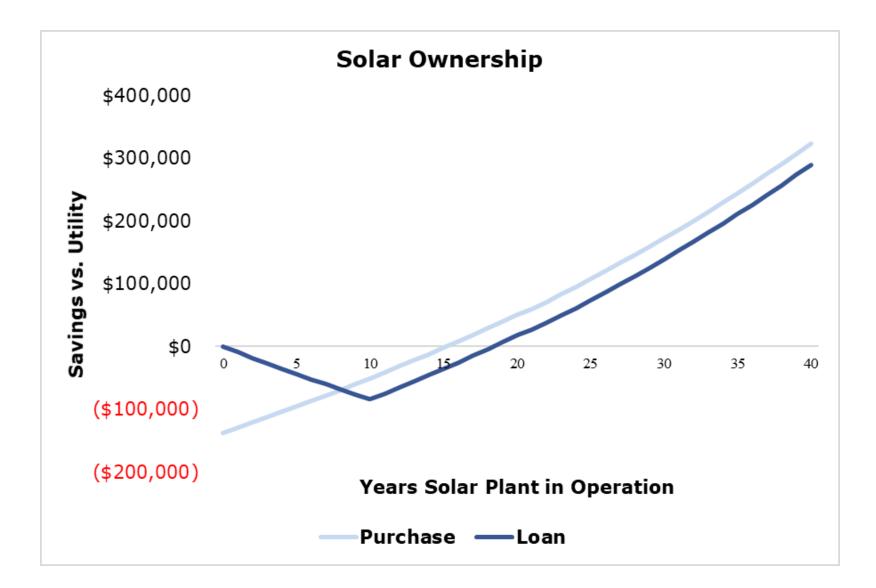
- Year 1 Energy Savings: \$8,305
- Year 1 REC Revenue: \$433
- Simple Payback Period: 15 Years
- 25-Year IRR: 4.7%
- 25-Year Net Savings: \$107,000

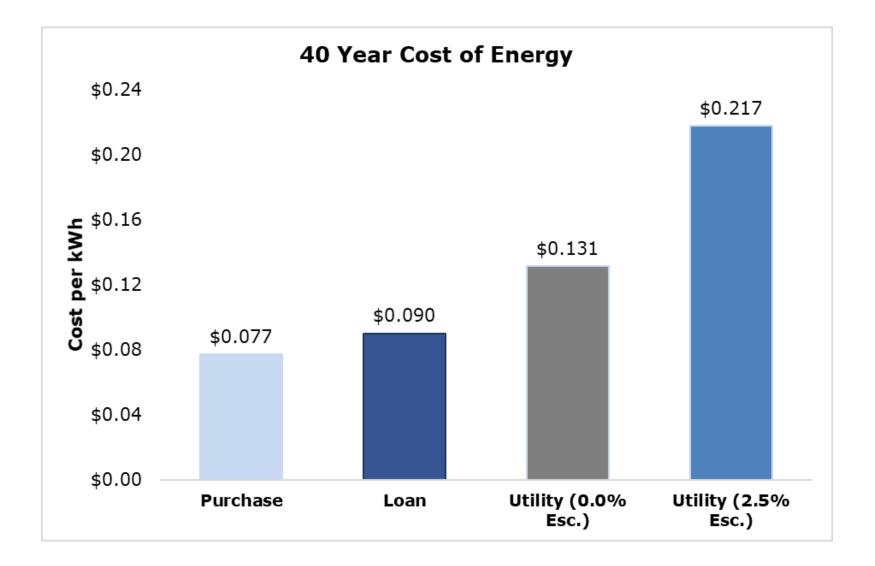


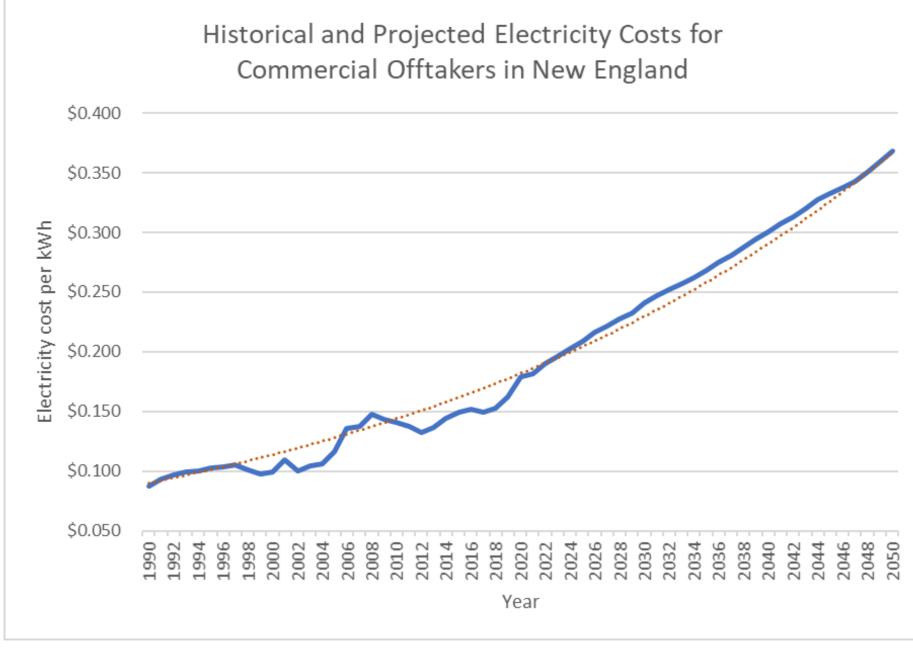
# Environmental Benefits of East Raymond Fire Station Array

- Annual Carbon Dioxide (CO2) Offset: 67,000 lbs Equivalent to...
- Gallons of gasoline not burned: 3,400
- Passenger cars removed from the road: 6
- Gallons of propane not burned: 5,280
- Pounds of coal not burned: 730









### **Community Engagement** System Monitoring, Education and Public Events







### Solar for Maine Municipalities

- 40 kW for Town of Windham
- 58 kW for Town of Sebago
- 33 kW for Waterville Sewerage District
- 68 kW for Town of Shapleigh
- 20 kW for Town of Parsonsfield
- 23 kW for Town of Woolwich
- 17 kW for Town of Gorham
- 43 kW for Town of Lincolnville
- 41 and 130 kW for Town of Eliot
- 111 kW for Town of Boothbay
- 73 kW for Town of Bar Harbor
- 37 kW for Town of Wells
- 123 kW for Town of Camden
- 21 kW and 1016 kW for City of South Portland
- 121 kW and 883 kW for City of Belfast
- 28 kW for Town of Yarmouth
- 42 kW for Town of Scarborough
- 25 kW for Town of Rockport
- 77 kW for Town of Mount Desert
- 47 kW for Town of Islesboro
- 23 kW and 955 kW for City of Portland
- 62 kW for Town of Chebeague
- 462 kW for Town of Cumberland









## 970 KW Ground Mount Project for Kennebec Sanitary Treatment District

## 120 kW PPA Project on Capped Landfill for City of Belfast, ME



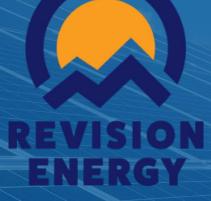
## **1.02 MW Capped Landfill Project** for City of South Portland, ME



# 58 kW Rooftop Installation for Town of Sebago







## Nick Sampson

Commercial Solar Consultant (207) 756-4159 - nick@revisionenergy.com 142 Presumpscot Street Portland, ME 04102

# Excerpt of Minutes from the December 11, 2018 Select Board Meeting:

*c.* Discussion of Budget Schedule and Goals for FY 2019-2020
 – Don Willard, Town Manager and Cathy Ricker, Finance Director

Consensus to keep goals as last year:

- 1. Maintaining or lowering the tax rate.
- 2. Continuing commitment to improvement and maintenance of the Town roads.
- 3. Undesignated fund balance can be utilized within existing policy to accomplish priority number one.
- 4. All budget areas are on the table for discussion and review.
- 5. Core services driven budget.

### Budget Schedule FY 2020-2021



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

### FY2020/2021 Budget Development Schedule

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

December 10, 2019 Board of Selectmen: Set budget goals and approve calendar

January 17, 2020 Deadline for Agency Requests to be submitted to Town Manager, Don Willard or Finance Director, Cathy Ricker

February 25, 2020 Board of Selectmen: Town Manager submits budget to Board of Selectmen and Budget-Finance Committee

March 3, 2020 Joint Meeting: Department Head Review #1 (CIP Requests will be included in the Department Reviews to which they belong)

| County Tax         | Administration          |
|--------------------|-------------------------|
| Insurance          | Assessing               |
| Code Enforcement   | Raymond Village Library |
| Revenues           | Provider agencies       |
| Cemeteries         | Animal Control          |
| General Assistance | TIF                     |

March 17, 2020 Joint Meeting: Department Head Review #2

| Public Works   | Public Safety         |
|----------------|-----------------------|
| Solid Waste    | Technology            |
| Town Buildings | Recreation/Tassel Top |

March 31, 2020 Joint Meeting: Budget Workshop

April 21, 2020 Board of Selectmen: Warrant Article review & approval

April 28, 2020 Budget-Finance Committee: Vote on recommendations for each budget warrant article.

June 2, 2020 Tuesday 6:00 PM, Jordan-Small Middle School Annual Town Meeting

### Town of Raymond – Tax Payment Policy

Adopted 12/10/2019

### <u>Purpose</u>

To clarify how tax payments will be applied to each account.

### <u>Policy</u>

Pursuant to 36 MRSA §906 the municipal officers of the Town of Raymond require that any tax payment received from an individual as payment for any property tax be applied against outstanding or delinquent taxes due on that property in chronological order beginning with the oldest unpaid tax bill. Taxes may not be applied to a period for which an abatement request or appeal has not been resolved unless approved in writing by the taxpayer.

Approved this 10<sup>th</sup> day of December, 2019, by the Raymond Select Board:

Rolf Olsen, Chairman

Marshall Bullock, Vice Chairman

Teresa Sadak, Parliamentarian

Samuel Gifford

Lawrence Taylor

### New Road Name

| Bo  | ard o   | f <b>Selectmen – Agen</b><br>401 Webbs M<br>Raymond, Mai<br>207-655-4742 fax<br>sue.look@raymo    | lills Road<br>ine 04071<br>207-655-3024  | Form                  |  |  |  |  |
|---|---|---|--|-----------------------|--|--|--|--|
| Requested Meeting   | Requested Meeting Date: 12/10/2019 Request Date: 11/06/2019 |   |  |                       |  |  |  |  |
| Requested By:   | Kaela   | Gonzalez, Addressin   | g Officer                                |                       |  |  |  |  |
| Address:  | F   |   |  |                       |  |  |  |  |
| eMail:<br>Phone #:  |   |   |  |                       |  |  |  |  |
|   | <u>C</u>  | ategory of Business (   | please check one):                       |                       |  |  |  |  |
| <ul> <li>Information Only</li> <li>Other - Describe</li> </ul>            |   | Public Hearing  | Report                                   | X Action Item         |  |  |  |  |
| Agenda Item Summ  | 5   | A parcel on Windward<br>several buildings along<br>ordinances the road m<br>equesting "Short Stic | g with two main res<br>ust be named. Own | idence. According to  |  |  |  |  |
| Action Requested/<br>Recommendation:                                      |   | oval of "Short Sticks I<br>er road names.   | Rd" as it follows ou                     | r ordinance rules for |  |  |  |  |
| Attachments to<br>Support Request:  |   |   |  |                       |  |  |  |  |
| For Selectmen's Office Use C<br>Date Received:<br>Date Notification Sent: | -   |   | oved for inclusion:                      | □ No                  |  |  |  |  |

### **General Assistance Administrator Appointment**



Board of Selectmen 401 Webbs Mills Road Raymond, Maine 04071

### Appointment by Municipal Officers

Pursuant to M.R.S.A. 22 §4302, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm **Jennie Silverblade** to be the **General Assistance Administrator** for a term ending June 30, 2020.

Given under our hands on the 10th day of December 2019.

Rolf Olsen, Chair

Teresa Sadak, Parliamentarian

Marshall Bullock, Vice-Chair

Samuel Gifford

Lawrence Taylor

### Town of Raymond – Storm Closing Policy

Adopted 12/10/2019

It is the general policy of the Town of Raymond for the Town Office and all other municipal offices to remain open for business except during extreme weather events. During an extreme weather event, the Town Office may be closed under the process outlined in this Storm Closing Policy.

The Town Manager is the person charged with making a determination about closing the Town Office. In general, the Town Manager will attempt to make this decision before 6:00am on the morning of a storm. The Town Manager will call the Town Clerk who will begin the process to post the decision on the Town's website, Facebook page, electronic sign, WCSH 6 and WGME 13. Also, employees will receive either a text message or a phone call (for those without the means to text).

All regular and part-time Town Office employees scheduled to work on a day when the Town Office is closed due to storm will receive their regular pay for that day. If the Town Office is closed early or has a delayed start, all regular and part-time Town Office employees will be paid for the hours they were scheduled during the closure. Exceptions to this are when an employee:

- Is out due to a previously scheduled vacation or personal time
- Has called out sick prior to the Town Office being closed
- Chooses to go home prior to the Town Office being closed

In the case of these exceptions the employees will use their accrued time to cover the time off.

Closing the Town Office will be the exception rather than the rule. Except for extreme weather events, the Town Office will remain open. However, if a Town Office employee believes it is unsafe for him/her to drive to work or to remain at work, the Town Manager encourage that person to stay home or go home. This is a permissible reason for not being at work and employees may use accrued time for these instances.

Approved this 10<sup>th</sup> day of December, 2019 by the Raymond Select Board:

Rolf Olsen, Chair

Marshall Bullock, Vice-Chair

Teresa Sadak, Parliamentarian

Samuel Gifford

Lonnie Taylor

www.raymondmaine.org

### Municipalities Who Pay Employee's Scheduled Hours If The Office Is Closed

Survey asked - Does your town adhere to the following common practice: if I decide to leave early or not come in due to a storm then I have to use vacation time, but if the organization chooses to close due to a storm then I would be paid for my regularly scheduled hours.

#### Bold = Towns on Salary Survey

#### Red/Italics = Towns Who Do Not Pay

| County | Municipality                          | Population      | Pay | No<br>Pay | Other | Notes   |
|--------|---------------------------------------|-----------------|-----|-----------|-------|---|
| AND    | Auburn                                | 23,055          | Vaa | [         | [     |   |
| AND    | Lewiston                              | 36,592          |     |           |       |   |
| AND    | Lisbon                                | 9,009           |     |           |       |   |
| AND    | Mechanic Falls                        | 3,003           |     |           |       |   |
|        | Poland                                | <u>5,376</u>    |     |           |       |   |
| AND    | Turner                                | 5,734           |     |           |       |   |
| AND    | Turrier                               | 5,734           | res |           |       |   |
| ARO    | Caribou                               | 8,189           | Voc |           |       |   |
| ARO    | Limestone                             | 2,314           |     |           |       |   |
| ARO    | Mapleton – Castle Hill – Chapman      | 2,314           |     |           |       |   |
| ARO    | Presque Isle                          | 9,692           |     |           |       |   |
| ARO    | Stockholm                             |                 | Yes |           |       |   |
| AILO   | Stockholm                             | 200             | 163 |           |       |   |
| CUM    | Baldwin                               | 1,525           |     | NO        |       |   |
| CUM    | Bridgton                              | 5,210           | Yes |           |       |   |
| CUM    | Brunswick                             | 20,278          |     |           |       |   |
| CUM    | Cape Elizabeth                        | 9,015           |     |           |       |   |
| CUM    | Casco                                 | <u>3,742</u>    | 163 |           | X     | Sometimes, no policy                          |
| CUM    | Chebeague Island                      |                 | Yes |           | ^     | Someames, no poncy                            |
| CUM    | Cumberland                            | 7,211           |     |           |       |   |
| CUM    | Falmouth                              | 11,185          | 103 | NO        |       | Use Sick or Vacation Time                     |
| CUM    | Freeport                              | 7,879           | Vas | 110       |       |   |
| CUM    | Frye Island                           |                 | Yes |           |       |   |
| CUM    | Gorham                                | 16,381          |     |           |       |   |
| CUM    | Gray                                  | 7,761           |     |           |       |   |
| CUM    | Harpswell                             | 4,740           |     |           |       |   |
| CUM    | Harrison                              | 2,730           | 163 |           | X     | Do not close                                  |
| CUM    | Long Island                           |                 | Yes |           | ~     | Do not close                                  |
| CUM    | Portland                              | 66,194          |     |           |       |   |
| CUM    | Naples                                | 3,872           |     |           |       |   |
| CUM    | New Gloucester                        | 5,542           |     |           |       |   |
| CUM    | North Yarmouth                        | 3,565           |     |           |       |   |
| CUM    | Pownal                                | <u> </u>        |     |           |       |   |
|        | Raymond                               | <b>4,436</b>    | res | NO        |       | Use Vacation, Personal, or Comp Time          |
| CUM    | Scarborough                           | 4,430<br>18,919 | Voc | NO        |       | Use vacation, Personal, or Comp Time          |
| COM    | , , , , , , , , , , , , , , , , , , , | 10,919          | 163 |           |       | If Town Manager sends home, then paid - if    |
| CUM    | Sebago                                | 1,719           |     |           | X     | office closed for the day, then vacation time |
| CUM    | South Portland                        | 25,002          |     |           |       |   |
|        | Standish                              | 9,874           |     |           |       |   |
| CUM    | Westbrook                             | 17,494          |     |           |       |   |
| СИМ    | Windham                               | 17,001          |     | NO        |       | Use Sick or Vacation Time                     |
| CUM    | Yarmouth                              | 8,349           |     |           |       |   |
|        | CUMBERLAND COUNTY COUNTS              |                 | 21  | 4         | 3     | 75% with Pay                                  |
|        | SALARY SURVEY TOWNS COUNT             | -S              | 7   | 2         | 1     | 70% with Pay                                  |
| FRA    | Kingfield                             | 997             | Yes |           |       |   |
|        |                                       |                 |     |           |       |   |
| HAN    | Mount Desert                          | 2,053           |     |           |       |   |
| HAN    | Southwest Harbor                      | 1,764           | Yes |           |       |   |
| KEN    | Augusta                               | 19,136          | Vee |           |       |   |

### Municipalities Who Pay Employee's Scheduled Hours If The Office Is Closed

Survey asked - Does your town adhere to the following common practice: if I decide to leave early or not come in due to a storm then I have to use vacation time, but if the organization chooses to close due to a storm then I would be paid for my regularly scheduled hours.

#### Bold = Towns on Salary Survey

#### Red/Italics = Towns Who Do Not Pay

| County     | Municipality      | Population | Pay | No<br>Pay | Other | Notes  |
|------------|-------------------|------------|-----|-----------|-------|--|
|            |                   |            |     | 1         | 1     |  |
| KEN        | Gardiner          | 5,800      |     |           |       |  |
| KEN        | Wayne             | 1,189      |     |           |       |  |
| KEN        | West Gardiner     | 3,474      |     |           |       |  |
| KEN<br>KEN | Winslow           | 7,794      | Yes |           |       |  |
| KEN        | Winthrop          | 6,092      | Yes |           |       |  |
| KNO        | Camden            | 4.050      | Vee |           |       |  |
| KNO        |                   | 4,850      |     |           |       |  |
| KNO        | Warren            | 4,751      | Yes |           |       |  |
| LIN        | Newcastle         | 1,752      | Vee |           |       |  |
| LIN        | Newcastie         | 1,752      | res |           |       |  |
| OXF        | Canton            | 000        | Yes |           |       |  |
| UNI        | Caliton           | 990        | 165 |           |       |  |
| PEN        | Bangor            | 33,039     | Ves |           |       |  |
| PEN        | Hermon            | 5,416      |     |           |       |  |
|            | Holden            | 3,076      |     |           |       |  |
| PEN        | Old Town          | 7,840      |     |           |       |  |
|            |                   | 7,040      | 103 |           |       |  |
| SAG        | Woolwich          | 3,072      | Yes |           |       |  |
| 0/10       |                   | 0,012      | 100 |           |       |  |
| SOM        | Fairfield         | 6,735      | Yes |           |       |  |
|            |                   |            |     |           |       |  |
| WAL        | Belfast           | 6,668      | Yes |           |       |  |
| WAL        | Lincolnville      | 2,164      | Yes |           |       |  |
| WAL        | Searsmont         | 1,392      |     |           |       |  |
|            | 4                 | ,          |     |           |       |  |
| WAS        | Columbia Falls    | 560        | Yes |           |       |  |
|            | •                 |            |     |           |       |  |
| YOR        | Dayton            | 1,965      | Yes |           |       |  |
| YOR        | Eliot             | 6,204      | Yes |           |       |  |
| YOR        | Kennebunk         | 10,798     |     |           |       |  |
| YOR        | Kennebunkport     | 1,238      |     | NO        |       | Due to "union issues" - use sick or vacation |
| YOR        | Kittery           | 9,490      | Yes |           |       |  |
| YOR        | North Berwick     | 4,576      | Yes |           |       |  |
| YOR        | Old Orchard Beach | 8,624      | Yes |           |       |  |
| YOR        | Sanford           | 20,798     |     |           |       |  |
| YOR        | South Berwick     | 7,220      | Yes |           |       |  |
| YOR        | York              | 12,529     | Yes |           |       |  |