



Town of Raymond
Board of Selectmen ePacket
February 11, 2020
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Agenda



BOARD OF SELECTMEN Agenda

February 11, 2020

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) January 14, 2020
- 3) **New Business**
 - a) Confirmation of Appointment of Joseph Crocker as Raymond's Recreation Director (Department Head)
 - b) Consideration of Issuing Quit Claim Deeds – Sue Carr, Tax Collector
 - c) Consideration of Funding Source for Emergency Furnace Repair at Public Safety – Bruce Tupper, Fire Chief
 - d) Consideration of Financial Implications Related to Change of Cumberland County's Fiscal Year – Don Willard, Town Manager
 - e) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman
- 4) **Public Comment**
- 5) **Selectman Comment**
- 6) **Town Manager's Report and Communications**
 - a) **Confirm Dates for Upcoming Regular Meetings**
 - March 10, 2020
 - April 21, 2020 – also date to review Town Meeting Warrant
 - b) **Reminder of Upcoming Holiday Schedule**
 - Monday, February 17, 2020 – President's Day

Selectman's Meeting Agenda (Page 1 of 2) February 11, 2020

c) **Reminder of Upcoming Election Schedule**

- February 27, 2020 – deadline to request absentee ballots
- March 3, 2020 – Presidential Primary & Special Referendum Election

d) **Reminder of Upcoming Budget Schedule**

- February 25, 2020 – Town Manager submits budget to Select Board
- March 3, 2020 – 1st Budget Review Session
- March 17, 2020 – 2nd Budget Review Session

7) **Treasurer's Warrant**

8) **Executive Session**

- a) Consideration of Personnel Issue – pursuant to 1 MRSA §405 (6) (A)

9) **Adjournment**

Previous Meeting Minutes - 1/14/2020



BOARD OF SELECTMEN Minutes

January 14, 2020

6:30pm – Regular Meeting

Broadcast Studio
423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

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

Select Board members absent: Lawrence Taylor, Samuel Gifford

Town Staff in attendance:

Don Willard – Town Manager
Rita Theriault – Human Resource Officer
Cathy Ricker – Finance Director
Scott Dvorak – Code Enforcement Officer
Bruce Tupper – Fire Chief
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) December 10, 2019

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

Unanimously approved

3) **New Business**

a) Public Safety Compensation Study Recommendations - Kari Meillat, KMA HR Consulting – Compensation Consultant; Rita Theriault, HR Officer; Don Willard, Town Manager

Ms Meillat gave a brief overview of the process thus far and outlined some updates to the salary structure and added the positions that were not in the original report. There is a natural progression of grades, taking into account trainings. The final recommendation is to upgrade the deputy from 6 to 7. We should do an upgrade every 2 or 3 years to keep up with market. For recruitment we should use social media, craigslist, job fairs, high schools, community colleges, etc. Each reaches a different

Selectman's Meeting Minutes (Page 1 of 3) January 14, 2020

audience. We could offer a referral or hiring sign-on bonus to encourage current employees to refer and to entice people to apply. Retaining employees – financial education, flu shots, pet insurance, stress management programs, clothing allowances, paid trainings, spot bonuses, offering benefits for part-time.

- b) Consideration of Auto Recycling Business – Eric Peterson, Raymond Service Center

There have been law changes which now require Mr Peterson to have this license.

Motion to authorize the Code Enforcement Officer to sign Mr Peterson's application for a State of Maine Auto Recycling License by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

- c) Discussion of Concept for Warrant Article for a Business License Ordinance – Scott Dvorak, Code Enforcement Officer

CEO Dvorak has spoken with the Town attorney regarding possible changes which would allow the Select Board to revoke a business license if personal property taxes were not paid (these changes would not affect home occupations).

By consensus the Select Board directed the CEO to proceed

- d) Consideration of Appointment of Nathan White, Public Works Director, to Portland Area Comprehensive Transportation System (PACTS) – Don Willard, Town Manager

Motion to appoint Nathan White to be the PACTS representative by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved

- e) Consideration of Annual Policy on Treasurer's Payroll Warrants and Accounts Payable Warrants – Sue Look, Town Clerk

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

Unanimously approved

- f) Consideration of Annual General Assistance Ordinance Updates – Sue Look, Town Clerk

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

Unanimously approved

- g) Consideration of Biennial Appointment of Registrar – Sue Look, Town Clerk

Motion to appoint by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

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

The separation document is nearly complete and once the committee has the final version we will meet to approve. There is a survey online for people to give us feedback.

4) **Public Comment** – none

5) **Selectman Comment**

Selectman Bullock – It is approaching the time of year for us to begin thinking about a Spirit of America winner. This will probably be in the March Select Board meeting.

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

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

- February 11, 2020
- March 10, 2020

b) **Reminder of Upcoming Holiday Schedule**

- Monday, January 20th – MLK Jr Day

7) **Treasurer's Warrant**

Motion to approve the Treasurer's Warrant with a total of \$71,456.22 by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

8) **Adjournment**

Motion to adjourn at 7:18pm by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Quit Claim Deeds

Board of Selectmen – Agenda Item Request Form

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

Requested Meeting Date:

Requested By & Date:

CONTACT INFORMATION

Address:

Email Address:

Phone #:

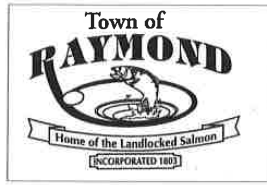
AGENDA ITEM REQUESTED

Agenda Item Subject:

Agenda Item Summary:

Action Requested/Recommendation: Approval Public Hearing Information Only

List of Attachments Included:



401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742
655-3024 (Fax)

Tax Acquired Property

Name: Colleen Odum Drew

Map: 6

Lot: 32

Location: 27 Tower Rd

Foreclosure Date: January 7, 2019

Amount paid: \$1339.80

Additional Information: Was on a payment plan but had the money to pay it all off.

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to DREW COLLEEN ODUM in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 06, Lot 032

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by a lien filed for nonpayment of taxes on said parcel of land with reference being made to a lien filed against Map 06, Lot 032, in the name of DREW COLLEEN ODUM and recorded in said Registry of Deeds.

BK 33358 PG 285 BK 34141 PG 347 BK 35064 PG 339
BK 35913 PG 189

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by ROLF OLSEN, TERESA SADAK, MARSHALL BULLOCK, and SAMUEL GIFFORD, LAWRENCE TAYLOR, thereto duly authorized, this 11th day of February, 2020.

THE INHABITANTS OF THE TOWN OF RAYMOND

_____ By: _____
Witness to All ROLF OLSEN, Selectman

TERESA SADAK, Selectman

MARSHALL BULLOCK, Selectman

SAMUEL GIFFORD, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally, ROLF OLSEN, TERESA SADAK, MARSHALL BULLOCK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR appeared the aforesaid Selectmen known to me, this 11 day of February 2020 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

Notary Public

Public Safety Emergency Furnace Repair

From: "Bruce Tupper" <bruce.tupper@raymondmaine.org>

To: "Don Willard" <don.willard@raymondmaine.org>, "Sue Look" <Sue.Look@raymondmaine.org>

Date: Thu, 06 Feb 2020 14:48:26 -0500

Subject: Emergency Furnace Replacement

Hello Mr. Willard,

Recently we had a catastrophic failure in the heating systems at the Public Safety Building. There was a complete failure of unit 1, an emergency repair was able to get unit 2 running, and unit 3 was determined to be in need of replacement. All 3 units are original to the building (2002) and are 18 years old. We learned after the fact that the expected life of such units is only 15 years.

Enclosed please find 2 estimates for replacement of units. After consulting with the Town Manager and the Finance Director we selected Donnelley's due to several reasons:

- Quick response to this current emergency (they came immediately, and any other business could not come for at least a week)
- They are providing service to the other current and new equipment in the building
- They are local (in Windham)

Please let me know if you have any further questions.

Thank you,

Bruce D Tupper

Chief / EMA Director
Raymond Fire & Rescue Department
1443 Roosevelt Trail
Raymond, Maine 04071
Bruce.Tupper@raymondmaine.org

DONNELLY'S HVAC L.L.C.
6 Sandy Toes Lane
Windham, ME 04062
(207) 892-1435 Phone
(207) 831-6743 Cell

PROPOSAL

TO: Town of Raymond Fire and Rescue

January 11, 2020

ATTN: Bruce Tupper
207-653-7360
bruce.tupper@raymondmaine.org

FROM: David A. Donnelly
JOB: Furnace Replacements

DONNELLY'S HVAC IS PLEASED TO QUOTE ON THE FOLLOWING:

- Furnish and install two Bryant (926TB60080V21) 80,000btu two stage single speed (ECM) furnace to replace the existing 80,000btu furnaces, one evaporator coil and one condenser. Remove the existing furnaces, coil and condenser and dispose of them. Rework the existing supply and return ductwork, power and control wiring, gas, flue and condensate piping. Reclaim the R-22 refrigerant out of the existing system and flush the lines. Add a new condensate neutralizer.

TO INCLUDE:

- Two 80,000btu Bryant 926TB60080V21 two stage furnaces.
- One CNPVP4821ALA 4ton evaporator coil.
- One Bryant 113ANA048BN0 13 SEER 4ton condenser.
- Two propane conversion kit
- Flush the refrigerant lines.
- Reconnect existing supply and return ductwork. Supply ductwork to be insulated.
- New condensate neutralizer.
- Low voltage wiring.
- Reconnect power wiring, control wiring and gas piping.
- Remove the existing furnaces coil and condenser and dispose of it.
- Reclaim the R-22 refrigerant out of the existing system.
- Start and calibrate the systems.
- One-year warranty on the installation.

TOTAL PRICE PER THE ABOVE SCOPE:

\$ 10,900.00

TERMS: Net 30 progress payments, 1 1/2% after 30 days, Donnelly's HVAC shall be entitled to recover all costs of collections including attorney fees. The above terms and conditions are hereby accepted. This quote is good for 30 days.

SIGNED: _____ **DATE:** _____

DONNELLY'S HVAC L.L.C.

**6 Sandy Toes Lane
Windham, ME 04062
(207) 892-1435 Phone
(207) 831-6743 Cell**

PROPOSAL

TO: Town of Raymond Fire and Rescue

January 11, 2020

ATTN: Bruce Tupper

207-653-7360

bruce.tupper@raymondmaine.org

FROM: David A. Donnelly

JOB: Second Attic Furnace Replacement

DONNELLY'S HVAC IS PLEASED TO QUOTE ON THE FOLLOWING:

- Furnish and install one Bryant (926TB48080V17) 80,000btu two stage single speed (ECM) furnace to replace the existing 80,000btu furnaces, one evaporator coil and one condenser. Remove the existing furnace, coil and condenser and dispose of them. Rework the existing supply and return ductwork, power and control wiring, gas, flue and condensate piping. Reclaim the R-22 refrigerant out of the existing system and flush the lines. Add a new condensate neutralizer.

TO INCLUDE:

- One 80,000btu Bryant 926TB60080V17 two stage furnaces.
- One CNPHP4821ALA 4ton evaporator coil.
- One Bryant 113ANA048BN0 13 SEER 4ton condenser.
- Propane conversion kit
- Flush the refrigerant lines.
- Reconnect existing supply and return ductwork. Supply ductwork to be insulated.
- New condensate neutralizer.
- Low voltage wiring.
- Reconnect power wiring, control wiring and gas piping.
- Remove the existing furnaces coil and condenser and dispose of it.
- Reclaim the R-22 refrigerant out of the existing system.
- Start and calibrate the systems.
- One-year warranty on the installation.

TOTAL PRICE PER THE ABOVE SCOPE:

\$ 7,850.00

The concentric flue will need to be changed out in the spring on this system due to it being cut off by the roofers cutting it off (cross contamination). The cost is not in this proposal.

TERMS: Net 30 progress payments, 1 1/2% after 30 days, Donnelly's HVAC shall be entitled to recover all costs of collections including attorney fees. The above terms and conditions are hereby accepted. This quote is good for 30 days.

Proposal

HVAC Services, Inc.
73 Bradley Dr
Westbrook, ME 04092
207-854-4822

January 21, 2020
Summary: PROPOSAL
Reference #: 1921-23136
SP: RAM
Due Date: 2/20/2020

GENERAL CONTRACTOR

Job Name:
RAYMOND PUBLIC SAFETY BUILDING
NEW HVAC SYSTEMS
MAIN STREET
RAYMOND, ME 04071

We Hereby Submit Specifications And Estimates For:

THE REMOVAL AND REPLACEMENT OF (3) BRYANT FURNACES W/COOLING COILS AND (2) REMOTE AC CONDENSERS THAT ARE 17 YEARS OLD.

NEW SYSTEMS TO INCLUDE: (3) TRANE ULTRA EFFICIENT LP GAS FURNACES, (3) TRANE CASED COOLING COILS, (2) R410A HIGH EFFICIENCY CONDENSING UNITS, NEW DUCT TRANSITIONS, AND HIGH EFFICIENCY FILTRATION.

OUR WORK TO INCLUDE: REFRIGERANT RECOVERY, PIPING DISCONNECTIONS, ELECTRICAL DISCONNECTIONS, REMOVAL AND DISPOSAL OF OLD SYSTEMS, RIGGING AND SETTING OF NEW SYSTEMS, NEW DUCT TRANSITIONS, NEW INTERCONNECTING GAS/VENT/DRAIN AND REFRIGERANT PIPING, ELECTRICAL WIRING RECONNECTION, LOW VOLTAGE CONTROL RECONNECTION, AND A COMPLETE START UP TEST OUT TO ASSURE PROPER OPERATION.

EXCLUSIONS: AFTER HOUR MAN HOURS, EXISTING MECHANICAL DEFECTS ON RE-UTILIZED SYSTEMS AND COMPONENTS, REPLACEMENT OF ZONE THERMOSTATS AND THE REPLACEMENT OF (2) CONDENSERS AND (1) FURNACE W/COOLING COIL.

EXTRAS: TO UPGRADE THERMOSTATS TO WIFI REMOTE CONTROLLED PLEASE ADD \$250. EA., TO UPGRADE (2) SYSTEMS TO DUAL FUEL HEATPUMPS WITH NEW ZONE PANELS AND CHANGE-OVER CONTROLS PLEASE ADD \$3500.

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: \$17,650.00

Acceptance and Payment Terms:

CONTRACT PRICE VALID FOR 30 DAYS. PAYMENT 25% UPON ACCEPTANCE - PROGRESS INVOICES THEREAFTER - COMPLETION PAYMENT NET 20 DAYS OF INVOICE.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted within 30 days of the proposal date.

Authorized Signature Robert A. Mitchell Acceptance Signature _____ Date _____

Cumberland County's Fiscal Year Change

Cumberland County Commissioners

142 Federal Street, Portland, Maine 04101
207-871-8380 • cumberlandcounty.org



**District One Neil Jamieson • District Two Susan Witonis • District Three Stephen Gorden
District Four Thomas Coward • District Five James Cloutier**

January 15, 2020

Dear Raymond Chairman Olsen:

At their December 9, 2019 meeting, the Cumberland County Commissioners voted to moving forward in changing the County's budget from a calendar year to a fiscal year. The County will implement this change through a six-month budget beginning January 1, 2021, ending June 30, 2021. On July 1, 2021, the County will begin a new twelve-month fiscal year budget.

Throughout 2018 and 2019, the Finance Committee - made up of elected members from the communities all over Cumberland County - reviewed the benefits of transitioning to a fiscal year and recommended making the change to the County Commissioners. The recommendation moved forward for a number of reasons: one reason was to eliminate the annual Tax Anticipation Note (TAN). With increasingly volatile interest rates, the potential cost of a TAN is ever increasing. Another reason for the change would be to provide better year-round cash flow, eliminating the need to ask some communities to pay a portion of their County Warrant early. Lastly, the County will be able to get all budget cycles on a fiscal year program. Currently the Jail and the Cross Insurance Arena are on fiscal year budget cycles, with only the County General Fund budget on a calendar year.

The County Tax for the six-month transition budget (January to June 2021) will be added to the regular county tax assessment starting July 1, 2021. A community may choose to make the payment for the six-month tax assessment in full during the first year or spread it out over two to five years. We offer this alternative in hopes of making the payment for the six-month budget assessment as painless as possible.

Each municipality must notify the County of their choice of payment plan by November 1, 2020.

The timing of this notification is very important. In order to spread the payment out over several years, the County will borrow an annual TAN to cover this expense. We will need to award the TAN by mid-January.

This does not change the tax payment schedule for the annual county tax assessment. The regular county tax assessment will remain due on September 1st.

Next fall the Cumberland County Budget Committee will review a six-month budget and the fiscal year budget, holding public hearings in October and November. After these hearings, they will finalize their recommendation to the County Commissioners on the two budgets.

For planning purposes, you can take half of your town/city 2020 county tax assessment and use it as the increment due for the 2021 six month budget. The actual six-month budget should come in at less than that, because we have reduced operating cost and deferred capital expenses and loan payments until the FY2021-22 budget.

The County will be sending this letter to the Mayor/Chair and the Town/City Manager of each community in Cumberland County.

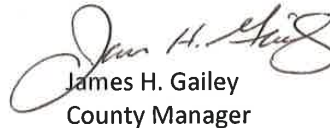
Please contact either Alex Kimball, Deputy Manager of Administration and Finance (akimball@cumberlandcounty.org)(699-1988) or James Gailey (gailey@cumberlandcounty.org) (699-1904) with any questions.

Sincerely,



Thomas Coward
Chairman of Board of Commissioners

Sincerely,



James H. Gailey
County Manager