



Town of Raymond  
Board of Selectmen ePacket  
December 8, 2020  
Table of Contents

(Click on item to go to that page)

Agenda ..... 2

Previous Meeting Minutes ..... 4

Rotary Ice Fishing Derby Request..... 10

Treasurer Appointment .....11

Proposed Budget Schedule FY 2021-2022 ..... 12

Proposed Budget Goals FY 2021-2022..... 13

Proposed Raymond Parks & Recreation Advisory Board ..... 14

Proposed New Road Names ..... 17

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# Agenda

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## **BOARD OF SELECTMEN Agenda**

December 8, 2020

6:30pm – Regular Meeting

Via Zoom & on YouTube

*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 8, 2020

### **3) New Business**

- a) Introduction of Sebago Lakes Region Fuller Center for Housing – Diane Dunton Bruni, President  
To introduce the organization and the services offered for those aging in place. Also, to share the projects done thus far and who the founding members are.
- b) Rotary Ice Fishing Derby February 20-21, 2021 – Ingo Hartig, Sebago Lake Rotary Club
- c) Formal Appointment of New Finance Director – Don Willard, Town Manager
- d) Consideration of FY2021-22 Budget Schedule – Alex Aponte, Finance Director
- e) Consideration of FY2021-22 Budget Goals – Don Willard, Town Manager
- f) Consideration of Raymond Recreation Advisory Board – Joe Crocker, Rec Director
- g) Consideration of New Road Names – Moxie Lane, Lilac Lane, Crooked Creek Lane & Oliver Way – Kaela Gonzalez, E911 Addressing Officer

### **4) Public Comment**

### **5) Selectman Comment**

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

- a) **Confirm Dates for Upcoming Regular Meetings**
  - January 12, 2021
  - February 9, 2021

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*Selectman's Meeting Agenda (Page 1 of 2) December 8, 2020*

**b) Reminder of Upcoming Holiday Schedule**

- Friday, December 17, 2020 – closing at 12:00pm for Town Office Christmas Party
- Thursday, December 24, 2020 – closing at 12:00pm for Christmas Eve
- Friday, December 25, 2020 – Christmas Day
- Friday, January 1, 2021 – New Year's Day

**7) Executive Session**

- a) Consideration of Property Issue – pursuant to 1 MRSA §405 (6) (E)

**8) Adjournment**

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## Previous Meeting Minutes

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### BOARD OF SELECTMEN Minutes

November 10, 2020

6:30pm – Regular Meeting

Via Zoom & Streamed on YouTube

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

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

**Select Board members absent:** none

**Town Staff in attendance:**

Don Willard – Town Manager  
Joe Crocker – Recreation Director  
Curt Lebel – Contract Assessor  
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) October 5, 2020 – Regular Meeting

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

**Unanimously approved**

b) October 20, 2020 – Public Hearing for Ballot Question

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

**Unanimously approved**

3) **New Business**

a) Be the Influence Update – Laura Morris, Be the Influence Coalition

Ms Morris went through a Power Point presentation. We are trying to keep youth off drugs and we want to support the community with messaging and education. We have many groups in schools, etc. We are funded by a Federal CDC Grant. Full presentation can be found at [www.betheinfluencewv.org](http://www.betheinfluencewv.org) We want to be a resource for the community.

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*Selectman's Meeting Minutes (Page 1 of 6) November 10, 2020*

Town Manager Willard – We will continue to help with getting the word out. Joe Crocker should be our representative.

- b) Tassel Top Event Fees and Update – Joe Crocker, Recreation Director



### **Raymond Parks and Recreation - Rental Policy Agreement**

This Policy is designed to govern the use of Town-owned parks and playgrounds by individuals, groups, and/or organizations that are not directly associated with the Town of Raymond. All references to parks and playgrounds within this policy shall mean the Town-owned parks described in Section 2.

The following rules and regulations have been adopted with the intent to better serve those who have occasion to use the facilities while protecting the public's interest.

#### **1. Rental Application**

- 1.1. Application and Certificate of Insurance must be signed and returned no later than thirty (30) business days prior to the date of the event. An online application can be found at [www.raymond.recdesk.com](http://www.raymond.recdesk.com).

#### **2. Park Availability**

- 2.1. A list below is all available Parks operated by the Town of Raymond:

- Tassel Top Park
  - Multipurpose Event Circle
  - Group Reservation (Picnic Area)
- Sherri Gagnon Memorial Park
  - Baseball Field
  - Softball Field
- Veterans Memorial Park
- Raymond Beach
- Crescent Beach

#### **3. Rental Fee Schedule**

- 3.1. Commercial/Private - \$25/hour
- 3.2. Nonprofit - \$15/hour
- 3.3. Raymond Athletic Organizations - Fee Waived

#### **4. Liability**

- 4.1. The permittee shall be liable for any damages to the park or to any contents owned by the Town during the period of use, whether such damage is

caused by the permittee or its agents, or employees, or by any invitees or permittees.

- 4.2. The Town of Raymond shall not be liable for any damage or loss to any property of the permittee or any other person from any cause whatsoever while the said property is located on the premises for storage purposes or for any other purpose, nor shall the Town be liable for any injuries resulting from the use of the park.
- 4.3. The permittee agrees to defend, indemnify, and hold harmless the Town of Raymond, its departments and their representatives, officers, agents or employees from and against all claims of any nature whatsoever for damages, including damages or loss to personal property, personal injuries, and death resulting therefrom the use of the park in connection with the event for which the permit is granted. However, nothing contained herein shall be construed as rendering the permittee liable for acts of the Town of Raymond, its departments, or their agents or employees.
- 4.4. **When a permittee provides a certificate of insurance pursuant to this policy, the permittee shall provide comprehensive general liability insurance with minimum limits of liability for bodily injury in the amount of \$1,000,000 for each occurrence and minimum limits of liability for property damage in the amount of \$1,000,000 for each occurrence.** The Town of Raymond shall be named insured additionally under the policy. Additional coverage may be requested when deemed necessary due to the risks posed by the permitted activity.

**5. Criteria for Approval of Use:**

- 5.1. The proposed event or activity would present an unreasonable danger to the health or safety of the applicant, or other users of the park, City employees, or the public.
- 5.2. The event or activity shall cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the park.

- 5.3. The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the park.
  - 5.4. The applicant or the person on whose behalf the application is made has on prior occasions made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms or conditions of prior permits issued to or on behalf of the applicant.
  - 5.5. The applicant has not tendered the required user fee, indemnification agreement, insurance certificate, or security deposit within the times prescribed by the Parks and Recreation Director.
  - 5.6. The applicant or the person on whose behalf the application for permit was made has on prior occasions damaged Town property and has not paid in full for such damage, or has other outstanding and unpaid debts to the Town.
  - 5.7. The proposed use or activity is prohibited by or inconsistent with the classifications and uses of the park designated pursuant to law, Town ordinance, or Town regulations.
  - 5.8. The use or activity intended by the applicant would conflict with programs organized and conducted by the Town and scheduled for the same time and place.
  - 5.9. Events **over 100 people in attendance** need an additional **Public Property Use Agreement** form that will need to be approved by the Town Manager and Selectboard.
- 6. Facility Use Expectations:**
- 6.1. Upon completion of the activity, the park and adjacent area must be clear, orderly, and free of any obstruction of litter.
  - 6.2. The park must be left in the same condition it was when the permittee took occupancy.
  - 6.3. Area must be clear of all chairs, tables, booths, decorations, debris, etc., according to a schedule set by the Parks & Recreation Director.
  - 6.4. If additional personnel is needed to clean up after an event, in order to prepare the park for the next day's use, the permittee will be responsible for the extra cost involved.
  - 6.5. The permittee agrees to abide by Town Ordinances that apply to noise, malicious activity, crowd control, individual and group behavior.
  - 6.6. The permittee must comply with all applicable City, County, State, and Federal laws and regulations.
    - 6.6.1. The permittee shall be responsible for all other licenses, permits, and/or approvals required by the State of Maine and the Town of Raymond. Failure to obtain said licenses and permits shall be cause for cancellation of the event or program and withholding of any deposits or fees collected by the Town of Raymond.

**Motion** to adopt the proposed Raymond Parks & Recreation Rental Policy as above by Selectman Sadak. Seconded by Selectman Bullock.

**Motion** to table the motion for 90 days by Selectman Bullock. Seconded by Selectman Sadak.

**Unanimously approved to Table for 90 days**

Rec Director Crocker – Revenues were up 26% from last year. \$85,000 in total revenue. Amazing staff and town. The sky is the limit from here.

c) Consideration of Abatement Requests – Curt Lebel, Contract Assessor

Tax Year	#	M/L	ACCT#	OWNER OF RECORD	OLD ASSESSMENT	NEW ASSESSMENT	VALUATION ABATED	TAX AMOUNT	TAX RATE	MISCELLANEOUS INFORMATION
2020- 1	054-073		3086	Linda Lelansky 12 Birch Dr Raymond, ME 04071			\$ 24,250.00	\$ 338.29	0.01395	Homestead Exemption omitted in error.
2020- 2	054-042		3057	James Chapman Carol Mcleod 3 Beach Road Raymond, ME 04071			\$ 24,250.00	\$ 338.29	0.01395	Homestead Exemption omitted in error.
2020- 3	014-009		1185	Shelly Landry 154 Egypt Rd Raymond, ME 04071	\$ 205,900.00	\$ 194,900.00	\$ 11,000.00	\$ 153.45	0.01395	Property assessed in error for incorrect acreage. Property assessed for 10.87 ac. The parcel should be assessed for 3.16 acres as the result of a land division.
2020- 4	016-023		1406	Todd Robertson C/O Joseph & Elizabeth Twer 102 Newell St Chapel Hill, NC 27516	\$ 300,700.00	\$ 247,900.00	\$ 52,800.00	\$ 736.56	0.01395	Property Topography and development limitations not fully accounted for in the assessment. Property development area is constrained by steep topography along with road and shore setback requirements.
<b>TOTALS</b>							<b>\$112,300.00</b>	<b>\$1,566.59</b>		

**Motion** to grant the requested abatement as listed above for Map 054 Lot 073 to Linda Lelansky by Selectman Sadak. Seconded by Selectman Taylor.

**Unanimously approved**

**Motion** to grant the requested abatement as listed above for Map 054 Lot 042 to James Chapman by Selectman Sadak. Seconded by Selectman Taylor.

**Unanimously approved**

**Motion** to grant the requested abatement as listed above for Map 014 Lot 009 to Shelly Landry by Selectman Sadak. Seconded by Selectman Taylor.

**Unanimously approved**

**Motion** to grant the requested abatement as listed above for Map 016 Lot 023 to Todd Robertson by Selectman Sadak. Seconded by Selectman Taylor.

**Unanimously approved**

d) Consideration of the Close and Disbandment of the RSU Withdrawal Committee – Rolf Olsen

**Motion** to disband the RSU Withdrawal Committee and to approve the last meeting's

minutes by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved**

**4) Public Comment**

Charles Leavitt – I disagree with the accepted minutes of the Public Hearing because there were hands raised when the meeting was adjourned. Mr Leavitt went on discuss his views of the RSU Withdrawal effort.

**5) Selectman Comment**

Selectman Sadak, Selectman Bullock and Selectman Taylor commented on their views of the RSU Withdrawal effort.

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

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

- December 8, 2020
- January 12, 2021

**b) Reminder of Upcoming Holiday Schedule**

- Wednesday, November 11, 2020 – Veteran's Day
- Thursday, November 26, 2020 – Thanksgiving
- Friday, November 27, 2020 – Day after Thanksgiving

Work was completed on Mountain Road to change the intersection to be safer and to repave. Thanks to Public Works.

Alex Aponte will be starting December 1<sup>st</sup>. He is coming to us from ACCOG. He will be formally be appointed on December 8<sup>th</sup>. Thank you to Cathy Ricker for her 4 years of service. Rita Theriault will be the interim Treasurer.

**7) Adjournment**

**Motion** to adjourn at 7:19pm by Selectman Bullock. Seconded by Selectman Taylor.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*

# Rotary Ice Fishing Derby Request

## Board of Selectmen – Agenda Item Request Form – Public

401 Webbs Mills Road  
Raymond, Maine 04071  
207-655-4742 fax 207-655-3024  
sue.look@raymondmaine.org

Requested Meeting Date: **December 8, 2020**

Request Date: **November 2, 2020**

Requested By: **Ingo Hartig for Sebago Lake Rotary Club**

Address: **PO Box 450, Raymond, ME 04071**

eMail: **wolfingo@hartex.com**

Phone #: **207-655-7733**

### Category of Business (please check one):

☐ Information Only

☒ Public Hearing

☐ Report

☐ Action Item

☐ Other - Describe

Agenda Item Subject: **Sebago Lake Rotary Ice Fishing Derby**

Agenda Item Summary: **We would like to have permission to hold our annual fishing Ice Fishing Derby and Polar Dip on February 20 & 21.**

Action Requested: **Receiving permission.**

Attachments to  
Support Request: **None**

**THANK you!**  
**Ingo**

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## Treasurer Appointment

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*401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742*

### Appointment of Treasurer State of Maine

Pursuant to 30-A MRSA § 2603 the undersigned Board of Selectmen of the Town of Raymond do hereby appoint **Alexander C Aponte** as the Treasurer for the Town of Raymond. Your term expires on June 30, 2021.

Given under my hand on this 8<sup>th</sup> day of December 2020.

\_\_\_\_\_  
Rolf Olsen, Chair

\_\_\_\_\_  
Marshall Bullock, Vice-Chair

\_\_\_\_\_  
Teresa Sadak, Parliamentarian

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Lawrence Taylor

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# Proposed Budget Schedule FY 2021-2022

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**FY2021/2022**

## **Budget Development Schedule**

**December 8, 2020** Board of Selectmen: Set budget goals and approve calendar

**January 15, 2021** Deadline for Agency Requests to be submitted to Town Manager, Don Willard or Finance Director, Alex Aponte

**February 23, 2021** Board of Selectmen: Town Manager submits budget to Board of Selectmen and Budget-Finance Committee

**March 2, 2021** Joint Meeting: Department Head Review #1 (CIP Requests will be included in the Department Reviews to which they belong)

Administration  
Assessing  
Code Enforcement  
Town Buildings  
County Tax  
Insurance  
TIF

*Public Services:*  
Cemeteries  
Parks & Recreation/Tassel Top  
Provider agencies  
Raymond Village Library  
Revenues

**March 16, 2021** Joint Meeting: Department Head Review #2

*Public Works:*  
Solid Waste  
Snow  
General Assistance  
Community Development

*Public Safety:*  
Animal Control  
Fire Department  
Emergency Management  
Technology

**March 30, 2021** Joint Meeting: Budget Workshop

**April 13, 2021** Board of Selectmen: Warrant Article review & approval

**April 27, 2021** Budget-Finance Committee: Vote on recommendations for each budget warrant article.

**June 1, 2021 Tuesday 6:00 PM, Annual Town Meeting (Zoom?) (Referendum?)**

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

### **Budget Goals FY 2021-2022 (last year's)\***

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.

\*Per Town Manager: Goals are open for discussion with the Select Board.

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# Proposed Raymond Parks & Recreation Advisory Board

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## Raymond Parks and Recreation - Advisory Board

**Purpose:** The Parks and Recreation Advisory Board will consist of an appointed Select Board Member and four appointed citizens. The group serves as a resource to the decision-makers, be that staff, Raymond Parks and Recreation Director (Director), or elected officials, to convey how the citizens as a whole, or the segment/organization/program they represent, feel about policies, programs, proposals, or decisions.

The Director has the final authority for making all decisions, but looks to the Advisory Board for recommendations and input regarding decisions that affect the Parks and Recreation Department. The Advisory Board may provide community input to the Director regarding facility operations and programming.

### **Role of the Director:**

- Responsible for the daily on-going operations of the park and recreation agency.
- Provide an orientation for newly appointed Board Members.
- Draft agenda for approval of the Chair of the Advisory Board.
- Post and distribute agenda at least 7 days prior to meeting date, along with any associated documentation/materials needed.
- Help advance the visibility of the parks and recreation department.
- Forward pertinent information to the Advisory Board.

### **Role of Advisory Board Member:**

- Attend meetings regularly - commitment is paramount.
- Review the information provided, be prepared with questions and relevant discussion points. Clarification of agenda items or the need for additional information should be discussed with the Director prior to the meeting.
- A board member must be willing to abide by and support the decisions, policies and programs agreed upon by the board and director.
- Be aware of the importance and value of parks and recreation in your community– gain knowledge, ask questions, and work closely with the Director.
- Resist political, personal, and special interest pressures – have courage, maintain integrity, set high personal standards for yourself and fellow board members, and avoid potential or perceived conflicts of interest.
- Serve as your agency's ambassador – promote and support agency events, programs, services, etc.
- Encourage citizen participation – recruit your fellow residents to participate in agency events, programs, and services, and encourage them to volunteer in the park system.

### **Role of Advisory Board Chair Member:**

- Approve the agenda for each meeting.



- The board chair must assess and direct board and committee assignments to ensure that the work is on target with the vision of the organization and achieved in the most effective way.
- Coordinate the planning of the board's activities for the year and ensure that an ongoing planning process exists.
- Ensure that new citizen board members are provided an orientation to the organization.
- Encourage others to voice their opinion.
- Help organize and maintain committees of the citizen board
- Questions and concerns from the Advisory Board members will go through the Chair to the Director, and answers will go back through the Chair.

**Meetings:** The advisory board should focus agenda items on issues by the governing authority. The advice provided by the advisory board should promote the organization's vision and mission, not day-to-day operations unless so requested.

Meetings should be focused on:

- Long range planning
- Design approval
- Committee/Director reports
- Community/visitor comment
- Policy Issues

When the Board Members have information that needs to be discussed by the entire board, members should contact the board chair, or the Parks and Recreation Director, to have this item placed on the next meeting agenda. The board meeting packet should include the agenda, director's report, supporting material, previous meeting minutes, and sub-committee reports.

Sample agenda outline:

1. Call to Order
2. Recognize Visitors
3. Approval Previous Meeting Minutes
4. Director's Report
5. Sub-Committee Reports (if needed)
6. Old Business
7. New Business
8. Public Comments
9. Board Comments
10. Adjournment

All meetings will be recorded and broadcast. Basic minutes will be taken and posted once approved, but the recorded meeting is the official record of the meeting.



**Advisory Board Orientation:** After Board Members are selected. An orientation on the Raymond Parks and Recreation Department will be required. Members that are serving more than one term will not have to participate in the orientation. Board orientation provides important information about the organization and about the board's responsibilities. Orientation helps build a healthy working relationship among board members and assists the board in understanding and reaching a consensus on how it will carry out its work.

Adopted this 8th day of December, 2020, by the Raymond Board of Selectmen:

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Rolf Olsen, Chairman

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Marshall Bullock, Vice Chairman

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Teresa Sadak, Parliamentarian

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Samuel Gifford

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Lawrence Taylor

# Proposed New Road Names

## Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Road  
Raymond, Maine 04071  
207-655-4742 fax 207-655-3024  
sue.look@raymondmaine.org

Requested Meeting Date:  Request Date:   
Requested By:   
Address:   
eMail:   
Phone #:

### Category of Business (please check one):

☐ Information Only    ☐ Public Hearing    ☐ Report    ☒ Action Item  
☐ Other - Describe:

Agenda Item Subject:

Agenda Item Summary:

Action Requested/  
Recommendation:

Attachments to  
Support Request:

### ***For Selectmen's Office Use Only***

Date Received: \_\_\_\_\_ Approved for inclusion: ☐ Yes    ☐ No  
Date Notification Sent: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**Board of Selectmen – Agenda Item Request Form**

401 Webbs Mills Road  
Raymond, Maine 04071  
207-655-4742 fax 207-655-3024  
sue.look@raymondmaine.org

Requested Meeting Date:  Request Date:   
Requested By:   
Address:   
eMail:   
Phone #:

**Category of Business** (please check one):

☐ Information Only    ☐ Public Hearing    ☐ Report    ☐ Action Item  
☐ Other - Describe:

Agenda Item Subject:

Agenda Item Summary:

Action Requested/  
Recommendation:

Attachments to  
Support Request:

***For Selectmen's Office Use Only***

Date Received: \_\_\_\_\_ Approved for inclusion: ☐ Yes ☐ No  
Date Notification Sent: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**Board of Selectmen – Agenda Item Request Form**

401 Webbs Mills Road  
Raymond, Maine 04071  
207-655-4742 fax 207-655-3024  
sue.look@raymondmaine.org

Requested Meeting Date:	12/08/2020	Request Date:	12/02/2020
Requested By:	Kaela Gonzalez, Addressing Officer		
Address:			
eMail:			
Phone #:			

**Category of Business** (please check one):

<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Report	<input checked="" type="checkbox"/> Action Item
<input type="checkbox"/> Other - Describe			

Agenda Item Subject:	Consideration of new road name
Agenda Item Summary:	Addition of new dwelling located at 120 Dryad Woods Rd, requiring that driveway be named. Owners of property would like "Crooked Creek Lane".

Action Requested/ Recommendation:	Approval of "Crooked Creek Lane" as it follows our ordinance rules for proper road names.
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Attachments to Support Request:	
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***For Selectmen's Office Use Only***

Date Received: \_\_\_\_\_  
Date Notification Sent: \_\_\_\_\_

Approved for inclusion: ☐ Yes ☐ No  
Meeting Date: \_\_\_\_\_

**Board of Selectmen – Agenda Item Request Form**

401 Webbs Mills Road  
Raymond, Maine 04071  
207-655-4742 fax 207-655-3024  
sue.look@raymondmaine.org

Requested Meeting Date: 11/10/2020

Request Date: 10/07/2020

Requested By:

Kaela Gonzalez, E911 Addressing Officer

Address:

eMail:

Phone #:

**Category of Business** (please check one):

☐ Information Only

☐ Public Hearing

☐ Report

☒ Action Item

☐ Other - Describe

Agenda Item Subject:

Consideration of road name - Oliver Way

Agenda Item Summary:

New road off of Sloan's Cove Rd. This is a back lot driveway that needs to be named due to ordinance requirements with driveways that serve more than one dwelling.

Action Requested/  
Recommendation:

Approve new road name - meets road naming standards

Attachments to  
Support Request:

***For Selectmen's Office Use Only***

Date Received: \_\_\_\_\_

Approved for inclusion: ☐ Yes ☐ No

Date Notification Sent: \_\_\_\_\_

Meeting Date: \_\_\_\_\_