



Town of Raymond

Board of Selectmen ePacket

June 15, 2021

Table of Contents

(Click on item to go to that page)

| | |
|--|----|
| Agenda | 2 |
| Previous Meeting Minutes | 4 |
| Recycler License | 9 |
| ZBA Appointment - Greg Dean | 11 |
| ZBA Resignation - Len Cirelli..... | 13 |
| Payroll Warrant Policy | 14 |
| Staff Appointments | 15 |
| Annual Committee Appointments | 16 |
| Annual Fee Schedule - No Changes from Last Year..... | 17 |

Agenda



BOARD OF SELECTMEN Agenda

June 15, 2021

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) May 11, 2021

3) New Business

- a) Election of Officers
- b) Consideration of Recycler License for Automill LLC at 1261 Roosevelt Trail – Alex Sirois, CEO
- c) Update on Status of Café Sebago Fire Inspection – Wayne Jones, Fire Inspector
- d) Consideration of Appointing Greg Dean to the Zoning Board of Appeals – Alex Sirois, CEO
- e) Consideration of Resignation of Len Cirelli from the Zoning Board of Appeals – Alex Sirois, CEO
- f) Consideration of Absorbing Raymond Recreation Assets – Joe Crocker, Parks & Rec Director; Alex Aponte, Finance Director; and Raymond Recreation Representative
- g) Consideration of Board/Committee Meetings Format in Light of CDC Guidelines – Select Board
- h) Consideration of Annual Payroll Warrant Policy – Alex Aponte, Finance Director
- i) Consideration of Staff Annual Appointments – Sue Look, Town Clerk
- j) Consideration of Boards/Committees Annual Appointments – Sue Look, Town Clerk
- k) Consideration of Select Board Representation on Boards/Committees – Select Board
- l) Consideration of Annual Fee Schedule – Sue Look, Town Clerk

4) Public Comment

5) Selectman Comment

Selectman's Meeting Agenda (Page 1 of 2) June 15, 2021

6) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- July 13, 2021
- August 10, 2021

7) Adjournment

Previous Meeting Minutes



BOARD OF SELECTMEN Minutes

May 11, 2021

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.

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

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager
Nathan White – Public Works Director
Alex Sirois – Code Enforcement Officer
Wayne Jones – Fire Inspector
Cathy Gosselin – Health Officer
Alex Aponte – Finance Director
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) April 13, 2021

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

Unanimously approved

b) April 28, 2021

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

Unanimously

3) **New Business**

a) Presentation of Spirit of America Award – Rolf Olsen, Chair

Selectman's Meeting Minutes (Page 1 of 5) May 11, 2021

Municipal Resolution

The 2021 Raymond, Maine Spirit of America Foundation Tribute honors

Gary Bibeau

for commendable community service.

Be it resolved that:

Whereas, the 2021 Spirit of America Foundation Award for the Town of Raymond, Maine is hereby awarded to Gary Bibeau. We bestow this honor to Mr. Bibeau for his continued and selfless service to the members of our community.

Whereas, Mr. Bibeau has been a steadfast member of Raymond for many years. In 2015, he became the Operations Manager for the Raymond Food Pantry which serves approximately 130 clients per month. During his tenure, his responsibilities have included pick-up and delivery from multiple sources, inventory management, and container preparation for distribution to needy families and seniors. A committed and dedicated volunteer, Mr. Bibeau always displays a positive approach and a sense of humor even when managing multiple tasks.

Whereas, Mr. Bibeau is a trusted and reliable neighbor deeply rooted in charitable values and a lifetime of helping others in need. It is these qualities of service, family, and community that makes The Town of Raymond proud to recommend Gary Bibeau as the 2021 Spirit of America award nominee from Raymond.

Now, therefore, be it resolved that The Town of Raymond, Maine, honors this deserving citizen, Gary Bibeau, with the Spirit of America award, presented May 11, 2021.

Rolf Olsen
Chair of Select Board
Town of Raymond, Maine

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

Unanimously approved

b) Consideration of a Liquor License Extension – Kyle Bancroft, Café Sebago

Mr Bancroft recently signed a long-term lease for 9,200 sf and would like to use it for additional parking and outdoor entertainment. To also sell beer, wine and liquor there (in a tent) his current State Liquor License would need to be modified to extend the area of the license by about 50'-80'). CEO Sirois and the Town Planner would need to approve the expansion and Mr Bancroft has not as yet submitted the applications. Also, the lot he has leased is currently zoned for residential use and this would be changing the use. There are items that would need to be in place to pass the Fire Inspection as well.

CEO Sirois has verbally approved, prior to application, the use of the grassy area for parking to avoid people parking across the street and then crossing Route 302. The beer tent, corn-hole games, and any other pieces may not be installed until after the applications have been approved.

The progression is that the CEO, Planner and Fire Inspector approve their aspects of the project, the Select Board approves the extension of the area covered by the liquor license, and then the State approves the extension.

The property used to have a softball field and was then approved for those uses.

Motion to approve the Liquor License Extension contingent upon approval by CEO, Planning, and Fire Inspector by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

c) Consideration of a Liquor License Renewal – Rob & Pam Wing, The Beacon

Mr & Mrs Wing know the list of items that need to be completed to have the Fire Inspection.

Motion to approve contingent upon a favorable Fire Inspection by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

d) Consideration of Recycler License for Raymond Service Center – Alex Sirois, CEO

The Recycler License from the State is a 5-year license which requires annual approval by the Select Board.

Motion to extend for the next year the Recycler License for Raymond Service Center by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

e) Shaker Woods Status Update – Alex Sirois, CEO, and Cathy Gosselin, Health Officer

April 2nd was the last inspection and the CEO, Health Officer and Fire Inspector will go back again in this month.

The bathroom has been remodeled. They have removed some of the HVAC equipment that was not functioning. He has submitted all the necessary applications for permits. He needs to insulate some of the exterior walls and cover with sheetrock.

The focus thus far has been on the house and next should be the junk outside, especially any fuel containers. The process has slowed down. This house is never going to be fully up to code, but that is how they choose to live. As long as the situation is safe it is ok, they are trying to make progress. The Fire Department is able to access the building. The illegal dwelling is empty and the front trailer is safe to be occupied and is occupied.

- f) Consideration of Reactivating the Recycling Committee to Study the Viability of Recycling – Kevin Oliver, Budget-Finance Committee Member and Manufacturer Rep for 12-15 companies (including waste management companies)

Mr Oliver works closely with waste management companies. There is no market for recycling. Gov Mills issued Executive Order #24 2.b states that recycled materials sent to an incinerator is still considered recycling. Only clean recycling can be recycled, no peanut butter in the jar, no grease on the pizza box, plastic shipping tape on Amazon boxes, etc. These contaminated items are sent to the land fill. Incinerating creates power for the grid, creates “fly ash” which is used by farmers, metals are separated and recycled, the boilers clean the air & vapor from the burn. The common misconception is that residents think they are doing environmental good by spending their time separating these materials into a separate stream, but there is a lot of question about where it goes, how it is used and how much raw material is offset by that. I think it makes sense to look into that chain of custody. Does the cost outweigh the benefit. We do not know right now, this should be studied. Are we spending money to recycle when it is being burned anyway. We could get the study done by the end of summer. Mixed paper, corrugated cardboard, glass, metal, tin containers and plastics # 1-7 are recycle-able. No Styrofoam, bags, or film.

Public Works Director White – I got a figure of \$60,000 in savings if we stop recycling. We are just negotiating a new 3 year contract which we may need to change.

Motion to reactivate the Recycling Committee by Selectman Bullock. Seconded by Selectman Gifford.

We will need to advertise for new members. The former committee advocated recycling and educated the public. There is more to this decision than to recycle or not. We need a committee to look at the focus of the committee and to consider public perception. Any change will be a new learning curve. With our contract our recycling has to go to them. When we did it ourselves, we marketed it. We used to get money for our recycling and now we are being charged. We need a comprehensive study including people from different perspectives to recycle or not, and then come up with a final recommendation for consideration of the Select Board and possibly the voters. The committee will come up with their mission and how they want to go about the research.

Unanimously approved

4) Public Comment

Charles Leavitt gave his opinions on the attendance of Select Board members, the Annual Town Meeting vote, Town Budget on the website, Animal Control, Tassel Top, Parks & Recreation.

5) Selectman Comment – none

6) Town Manager's Report and Communications

We received over \$400,000 in grant and will be looking into broadband and other efforts that may fall under the eligibility guidelines.

a) Confirm Dates for Upcoming Regular Meetings

- June 15, 2021
- July 13, 2021

b) Reminder of Upcoming Holiday Schedule

- Monday, May 31, 2021 – Memorial Day

c) Reminder of Upcoming Election Schedule

- June 3, 2021 – Deadline to request Absentee Ballots
- June 8, 2021 – Election Day
 - 1) Election of Municipal Officers, Town Meeting Warrant (voted via secret ballot), and RSU 14 Questions
 - 2) Polls open from 7:00am to 8:00pm at JSMS Gym

7) Executive session

a) Consideration and Award of Scholarship Applications and Student Recognition (Pursuant to MRSA 1 §405 (6)(F))

Motion to enter executive session at 7:54pm as listed above by Selectman Gifford. Seconded by Selectman Bullock.

Unanimously approved

Motion to leave executive session at 8:04pm by Selectman Gifford. Seconded by Selectman Sadak.

Unanimously approved

Motion to direct the Town Clerk to proceed with scholarships as recommended by Selectman . Seconded by Selectman .

Unanimously approved

8) Adjournment

Motion to adjourn at 8:04pm by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Selectman's Meeting Minutes (Page 5 of 5) May 11, 2021

Recycler License

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

Applicant's Name, Business Name and Business Address

Automall LLC

207-890-9270

1261 Roosevelt trail Raymond ME 04071

BUILDING CODE, ZONING AND LAND USE REGULATORY ORDINANCE CLEARANCE

Dear Sir:

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

A local seller's license: Automall LLC

Is required

☐

Is not required

☐

Has been issued

☒

Will be issued

☐

[Signature]
Signature - Authorized City/Town Official

ALEXANDER SIROIS - CODE OFFICER

Title

NOTARIZATION REQUIRED

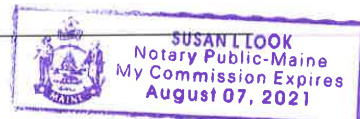
STATE OF MAINE - County of Cumberland Date, May 28 2021 Then personally appeared the above AUTHORIZED CITY/TOWN OFFICIAL named

Alexander Sirois and acknowledge the foregoing instrument under oath to be his free act and deed.

NOTARY PUBLIC or ATTORNEY

Susan A. Cook

My commission expires:



MVD-363 (Rev. 7/12)



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

Recycler License Zoning Renewal

The completion of this form is required for the renewal of your recycler license. It must be completed and signed by an authorized town/city official, and official's signature must be notarized.

This is to certify that Automill LLC located
(Legal name of business)
at 1261 ROOSEVELT TRAIL RAYMOND ME 04071 is in
(Complete physical address of business)

compliance with all local building and all zoning and land use regulatory state laws and ordinances; including the issuance of all necessary permits required for the operation of this business. This business is required to be issued a permit pursuant to Title 30-A, Section 3753, Subchapter 1; junkyard and automobile graveyards. This permit is a prerequisite to renewing a recycler license.

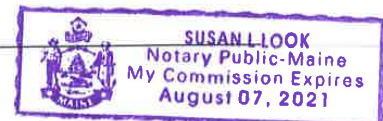
| | | |
|---|---------------------|----------------|
|  | <u>CODE OFFICER</u> | <u>RAYMOND</u> |
| Signature of Authorized Town/City Official | Official Title | Town/City of |
| <u>ALEXANDER SIROIS</u> | | |

NOTARIZATION REQUIRED

STATE OF MAINE - County of Cumberland Date, May 28 20 21 Then personally appeared the above AUTHORIZED CITY/TOWN OFFICIAL named Alexander Sirois and acknowledge the foregoing instrument under oath to be free act and deed.

NOTARY PUBLIC or ATTORNEY Susan A. Look

My commission expires:



ZBA Appointment - Greg Dean

VOLUNTEER APPLICATION

Town of Raymond
401 Webbs Mills Rd
Raymond, ME 04071
www.raymondmaine.org



Town Clerk Sue Look
Phone: 207-655-4742 Ext 121
Fax: 207-655-3024
sue.look@raymondmaine.org

If you are a Raymond resident and interested in serving on any of the following committees or boards, please fill in the information below. Submit it to the Town Clerk for distribution to the appropriate board or committee chair(s) for consideration and response concerning open positions.

- Beautification Committee
- Board of Assessment Review
- Cemetery Committee
- Conservation Commission
- Planning Board
- Raymond Recreation Association
- Recycling Committee
- Tassel Top Park Board of Directors
- Technology Committee
- Veteran's Memorial Committee
- Zoning Board of Appeals

There are many other opportunities to serve your town as an elected official, a member of a community resource organization, an election worker on Election Day, etc. Contact the Town Clerk for more information.

Please complete this form and submit to:

Town Clerk, 401 Webbs Mills Road; Raymond, ME 04071
or via fax to (207) 655-3024
or via email to sue.look@raymondmaine.org

| | |
|-------------------|-------------------------------|
| Name: | Greg Dean |
| Mailing Address: | 8 Beach Rd. Raymond, ME 04071 |
| Telephone Number: | 415.519.4876 |
| Occupation: | CEO/CTO (Tech. Entrepreneur) |
| E-mail Address: | dean.greg@gmail.com |

Boards and/or committees you are interested in (please list in order of preference):

| | |
|----|-------------------------|
| 1. | Zoning Board of Appeals |
| 2. | |
| 3. | |

Why are you interested in the board(s) and/or committee(s) chosen above?

Having recently purchased my house in Raymond, I had the opportunity to work directly with the CEO. I enjoyed this process and became interested in being more directly involved.

What contributions, benefits, talents, and skills can you bring to the Town of Raymond?

I have an engineering degree. I grew up in Augusta. Last Fall my family moved to Raymond from the west coast. I am interest in the well-being of the community.

What do you feel is the responsibility of the boards and/or committees you chose?

Interpret the provisions of an ordinance called into question. Approve the issuance of a special exception permit or conditional use permit in strict compliance with the ordinance. In some circumstances (i.e undue hardship) grant a variance.

What municipal boards, volunteer organizations, or community service groups/committees have you worked with in the past and for what length of time?

This would be my first municipal board. I have participated in numerous volunteer organization/causes off an on.

Does your schedule allow the flexibility to attend meetings on a regular basis?

Yes ☒ No ☐

Thank you.

ZBA Resignation - Len Cirelli

To: Alex Sirois

CC: Mary Quirk

Sandy Fredicks

5/28/2021

Dear Alex,

I am respectfully resigning from The Raymond Board of Appeals. My term is up and I have enjoyed learning the workings of small government.

I cannot continue working with David Murch. I did not join the board to be bullied and pushed around. In the last few days alone. I have received several e mails from him regarding board business. In all my years on the board I have never received e mails from the Vice Chair. The ordinances need to have some build in room for instances that are common sense. David's answer to everything is "well the ordinance says". I do not believe the ordinances were meant to "hold up" the Citizens of Raymond when there is a common-sense answer.

I am age 74 and want to enjoy my retirement here on the lake. I do not need the stress.

I will stay on the Board as long as you need me. Please advise.

Len Cirelli



Payroll Warrant Policy



POLICY ON TREASURER'S PAYROLL WARRANTS AND ACCOUNTS PAYABLE WARRANTS

Purpose To allow at least one (1) of the municipal officers to review, approve, and sign the treasurer's payroll warrants, and to allow a majority of the municipal officers to review, approve, and sign the treasurer's accounts payable warrants.

Delegation of Authority This policy allows at least one (1) of the municipal officers (selectmen), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for employee wages and benefits (pursuant to 30-A MRSA § 5603 (2)(A)(1)).

This policy further allows at least a majority of the municipal officers (selectmen), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's accounts payable warrants (pursuant to 30-A MRSA § 5603 (2)(A)).

Majority Power This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for payroll and for accounts payable.

Original & Copy The original document will be filed annually with the Town Clerk and a copy will be filed with the Treasurer.

Lapse This policy lapses annually on June 30th, if not sooner amended or canceled.

Renewal This policy may be renewed at any time before its lapse. Thereafter it may be readopted at any time. Any renewal is valid until June 30th of the next fiscal year.

Effective Date: July 1, 2021 **End Date:** June 30, 2022

Municipal Officers:

Rolf Olsen

Teresa Sadak

Samuel Gifford

Lawrence Taylor

Joe Bruno

Staff Appointments



Board of Selectmen

401 Webbs Mills Road
Raymond, Maine 04071

Appointment by Municipal Officers

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm the following staff members for the below noted terms:

| Committee | Expiration | First Name | Last Name |
|--|------------|------------|-------------|
| ANIMAL CONTROL OFFICER | 6/30/2022 | Jessica | Jackson |
| CONTRACT ASSESSOR | 6/30/2022 | Curt | Lebel |
| CODE ENFORCEMENT OFFICER | 6/30/2022 | Alex | Sirois |
| CONSTABLE | 6/30/2022 | Nathan | White |
| EMERGENCY MANAGEMENT DIRECTOR | 6/30/2022 | Bruce | Tupper |
| FIRE CHIEF | 6/30/2022 | Bruce | Tupper |
| FOREST WARDEN | 6/30/2022 | Bruce | Tupper |
| HEALTH OFFICER | 6/30/2022 | Cathy | Gosselin |
| Maine Waste to Energy | 6/30/2022 | Don | Willard |
| ROAD COMMISSIONER | 6/30/2022 | Nathan | White |
| TOWN OFFICE - General Assistance Administrator | 6/30/2022 | Jennie | Silverblade |
| TOWN OFFICE – Harbor Master | 6/30/2022 | Don | Willard |
| TOWN OFFICE – Registrar | 6/30/2022 | Sue | Look |
| TOWN OFFICE – Tax Collector | 6/30/2022 | Suzanne | Carr |
| TOWN OFFICE – Town Clerk | 6/30/2022 | Sue | Look |
| TOWN OFFICE – Treasurer | 6/30/2022 | Alex | Aponte |

Given under our hands on the 15th day of June 2021.

Rolf Olsen

Teresa Sadak

Lawrence Taylor

Samuel Gifford

Joe Bruno

Annual Committee Appointments



Board of Selectmen

401 Webbs Mills Road
Raymond, Maine 04071

Appointment by Municipal Officers

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm the following committee members for the below noted terms:

| Committee | Term | Expiration | First Name | Last Name | Street |
|----------------------------------|------|------------|------------|-------------|-----------------------|
| BEAUTIFICATION COMMITTEE | 1 | 6/30/2022 | Shirley | Bloom | 26 Sebago Rd |
| BEAUTIFICATION COMMITTEE | 1 | 6/30/2022 | Mitzi | Burby | 64 Spiller Hill Rd |
| BEAUTIFICATION COMMITTEE | 1 | 6/30/2022 | Sharon | Dodson | PO Box 577 |
| BEAUTIFICATION COMMITTEE | 1 | 6/30/2022 | Fran | Gagne | 68 Whittemore Cove Rd |
| BEAUTIFICATION COMMITTEE | 1 | 6/30/2022 | Elissa | Gifford | PO Box 357 |
| BEAUTIFICATION COMMITTEE | 1 | 6/30/2022 | Elaine | Keith | 72 Quarry Cove Rd |
| BEAUTIFICATION COMMITTEE | 1 | 6/30/2022 | Christine | McClellan | PO Box 406 |
| BEAUTIFICATION COMMITTEE | 1 | 6/30/2022 | Mary | McIntire | 31 Egypt Road |
| BEAUTIFICATION COMMITTEE | 1 | 6/30/2022 | Jan | Miller | 59 Hancock Rd |
| | | | | | |
| BOARD OF ASSESSMENT REVIEW | 3 | 6/30/2022 | Robert | Harmon | PO Box 490 |
| | | | | | |
| CONSERVATION COMMISSION | 1 | 6/30/2022 | John | Rand | 20 Dryad Woods Rd |
| CONSERVATION COMMISSION | 1 | 6/30/2022 | Bill | Fraser | 1 Justin Lynn Drive |
| CONSERVATION COMMISSION | 1 | 6/30/2022 | Russ | Hutchinson | 363 N. Raymond Rd |
| CONSERVATION COMMISSION | 1 | 6/30/2022 | Kimberly | Post | 112 Mountain Rd |
| CONSERVATION COMMISSION | 1 | 6/30/2022 | Ben | Severn | 4 Emery Lane |
| | | | | | |
| PLANNING BOARD | 3 | 6/30/2024 | Michael | D'Arcangelo | 82 Daggett Dr |
| PLANNING BOARD | 3 | 6/30/2024 | Kyle | Bancroft | PO Box 896 |
| | | | | | |
| VETERANS MEMORIAL PARK COMMITTEE | 1 | 6/30/2022 | David | McIntire | 31 Egypt Rd |
| VETERANS MEMORIAL PARK COMMITTEE | 1 | 6/30/2022 | Eleanor | Thompson | 10 Levy Lane |
| | | | | | |
| ZONING BOARD OF APPEALS | 3 | 6/30/2024 | David | Murch | 2 Canal Rd |

Given under our hands on the 15th day of June 2021.

Rolf Olsen

Teresa Sadak

Lawrence Taylor

Samuel Gifford

Joe Bruno

Annual Fee Schedule - No Changes from Last Year

TOWN OF RAYMOND 2021-2022 FEE SCHEDULE Effective July 1, 2021

Animal Control Fees:

| Description | | Fee |
|---|--------------------------------|--|
| Dogs at Large | 1 st violation | \$50 plus all associated court fees |
| | 2 nd violation | Not less than \$100 plus all associated court fees |
| | 3 rd violation | Not less than \$100 plus all associated court fees |
| Canine Waste Infraction | 1 st violation | \$50 |
| | 2 nd violation | \$75 |
| | 3 rd violation | Not less than \$100, but not more than \$500 |
| Animal at Large | | \$50 |
| Animal on Beach, Park or Cemetery | | \$50 |
| Animal Left in Car Unattended | | \$50 |
| Barking Dog Violation | 1 st violation | \$50 |
| | 2 nd violation | \$100 |
| | 3 rd violation | \$200 plus all associated court fees |
| Unlicensed Dog Violation | | \$30 plus licensing fee |
| Board for Animals Picked up by ACO | | \$25 per day |
| Impound fees | 1 st impoundment | \$50 |
| | 2 nd impoundment | \$75 |
| | 3 rd and subsequent | \$100 |
| Transportation Fee Outside of Town Limits | | \$25 per trip |

Cemetery Prices:

| Description | Fee |
|---|---|
| Resident – 1 plot (includes perpetual care) | \$400 |
| Non-Resident – 1 plot (includes perpetual care) | \$1,000 |
| Violating any provisions of the Cemetery Ordinance. Each day a violation occurs shall be deemed a separate offense. | Not less than \$100 and not more than \$2,500, plus attorney fees & costs |

Zoning Board of Appeals Fees:

| Description | | Fee |
|-----------------|-------------|--|
| ZBA Application | Residential | \$75 |
| | Commercial | \$235 |
| ZBA Escrow Fees | | \$1,500 plus additional fees for completion of professional reviews if necessary based on consultant hourly rate |

Code Enforcement:

| Description | | | Fee |
|------------------------|---|---|--|
| Building Permits | New Construction or additions | Finished Area | \$.30 per square foot |
| | | Unfinished Area | \$.25 per square foot |
| | Commercial/Industrial | | \$.30 per square foot |
| | Minimum Permit Fee | | \$25 |
| | Alterations or Renovations | Up to \$500 | \$25 |
| | | \$501 to \$1,000 | \$30 |
| | | \$1,001 to \$5,000 | \$50 |
| | | \$5,001 to \$10,000 | \$75 |
| | | \$10,001 and up | \$75 plus \$8 per thousand or fraction thereof |
| Separate Permit Fees | Chimneys/Antennas | | \$25 |
| | Demolitions | | \$25 |
| | Signs – Business or Commercial | Up to 6 square feet | \$25 |
| | | Over 6 square feet | \$25 plus \$.15 per square foot over 6 square feet |
| | Swimming Pools | In Ground | \$30 |
| | | Above Ground | \$25 |
| | Docks – Permanent or Seasonal | | \$.10 per square foot |
| Plumbing Fees | Pre-inspection Fee | | Included with the State Fee |
| | Re-inspection Fee | | \$25 per visit |
| | Subsurface Complete Systems – Non-engineered | Initial Fee | \$250 |
| | | - Plus Town Fee | \$25 |
| | | - Plus State Water Quality Surcharge | \$15 |
| | | - Plus State Variance | \$20 |
| | Primitive Disposal System (includes alternative toilet) | | \$100 |
| | Engineered Systems | | \$200 plus \$25 Town Fee |
| | System Components (installed separately) | Treatment Tank | \$150 plus \$25 Town Fee |
| | | Alternative Toilet | \$50 plus \$25 Town Fee |
| | | Disposal Area | \$150 plus \$25 Town Fee plus \$15 State Water Quality Surcharge |
| | | Engineered Disposal Area | \$150 plus \$25 Town Fee |
| | | Separated Laundry Disposal System | \$35 plus \$25 Town Fee |
| | | Seasonal Conversion | \$50 plus \$25 Town Fee |
| | | | |
| Internal Plumbing Fees | Per State schedule | Plumbing fixtures include back-flow devices | \$10 per fixture (\$40 minimum) plus \$25 Town Fee |

| Description | | | Fee |
|--------------------|---|-------------|--|
| Penalties | Failure to obtain permit prior to starting work on any construction/after-the-fact-permit | | Double the Standard Fee |
| | Re-inspections | | \$25 per visit |
| Electrical Permits | Temporary Service | Residential | \$25 |
| | | Commercial | \$40 |
| | Permanent Overhead Service | Residential | \$27 |
| | | Commercial | \$45 |
| | Permanent Underground Service | Residential | \$40 |
| | | Commercial | \$65 |
| | New Construction, Renovations, Additions (cost per square foot) | Residential | \$0.05 |
| | | Commercial | \$0.10 |
| HVAC Permit | Based on Construction & Equipment Costs | | \$20 for 1 st \$1,000 of cost, plus \$5 for each additional \$1,000 of cost |

Miscellaneous Code Enforcement Fees:

| Description | | Fee |
|--|---------------------|---------------------------------------|
| Business License | | \$50 (5 year) |
| Campsite (personal) | | \$25 annually |
| Campgrounds | | \$75 annually |
| Change of Use | With Renovations | \$25 |
| | Without Renovations | \$.30 per square foot or \$25 minimum |
| Driveway/Entrance | | \$25 |
| Tree Removal Shoreland Zone Permit Application | | \$25 |
| Road Opening | | \$75 plus \$1.50 per square foot |
| Road Name Change | | \$75 |
| Recording, Indexing, and Preserving Plans | | \$15 |
| Re-inspection Fee | | \$25 each visit |
| Additional Inspections per MUBEC | | \$25 per visit |

Waste Fees:

| Description | | Fee |
|--|--|-----------------|
| Tag for extra curbside household trash | | \$1 each |
| Bulky Waste | | Pay at the gate |

Planning Board Fees:

| Description | | | Fees |
|---|-------|-----------------------------------|------|
| Planning Board Pre-application Conference | | | \$75 |
| Site Plan Review Application | Staff | Projects up to 10,000 square feet | \$75 |

| | | | |
|---|-------|--|---|
| Staff Site Plan Review Escrow | Minor | Projects less than 10,000 square feet | \$100 |
| | Major | Projects 10,000 square feet or greater | \$250 |
| | Staff | Projects up to 10,000 square feet | \$625 |
| | Minor | Projects less than 20,000 square feet | \$725 |
| | Major | Projects 20,000 square feet or greater | \$1,000 |
| Preliminary Subdivision Review | | | \$625 plus \$200 per lot/unit greater than 4 |
| Final Subdivision Review | | | \$475 plus \$100 per lot/unit greater than 4 |
| Minor Subdivision Review | | | \$475 |
| Planning Board Escrow Fees for Subdivision Review | | | \$1,000, plus additional fees for completion of professional reviews if necessary based on consultant hourly rate |
| Planning Board/ZBA Abutters Notices | | | \$8 each notice |
| Planning Board/ZBA Newspaper Legal Notices | | | \$150 per Ad (2 minimum) |

Fire Department:

| Description | | Fee |
|---|--|--|
| Fire Report Request | | \$25 |
| Patient's Treatment Record | | \$5 for 1 st page & \$.45 for each additional, not to exceed \$250 |
| Wood Stove Permit & Chimney Inspection | | \$25 |
| Fire Permit | | Free at Fire Department |
| Inspection of New Construction | Less than 10,000 square feet or 100,000 cubic feet | \$70 |
| | More than 10,000 square feet or 100,000 cubic feet | \$90 |
| Inspection of Existing Construction | Less than 10,000 square feet or 100,000 cubic feet | \$40 |
| | More than 10,000 square feet or 100,000 cubic feet | \$60 |
| Inspection of Additions/Alterations | Less than 10,000 square feet (regardless of existing size) | \$20 |
| | More than 10,000 square feet or 100,000 cubic feet | Required to use the fee schedule for new construction more than 10,000 square feet |
| Review of Subdivisions | | \$60 |
| Review of Each House in Subdivision after Completion | | \$15 |
| Inspection of Public Shows/Events | | \$10 |
| Annual/bi-annual Inspections of Campgrounds, Schools, Summer Camps, Liquor Licenses | | Free |

| Description | Fee |
|--|---------------------|
| Bi-annual Inspection of Businesses, Churches, Town Buildings | Free |
| Re-inspection for Violations | \$10 per inspection |

Office Charges:

| Description | Fee |
|--|---|
| Credit Card Charge Fee | Up to \$40 Over \$40 |
| DVD Copy | \$1.00 to PayPort 2.5% to PayPort \$5.00 |
| Freedom of Information Request Research | \$15/hr after first hour |
| Freedom of Information Copies | \$15/hr after first hour |
| Photo Copies of Property Cards | \$15/hr after first hour |
| Photo Copy of Reduced Town Map | \$15/hr after first hour |
| Photo Copy of Deed | 1 st Page Subsequent Pages |
| Photo Copies – General | \$1.50 \$1.50 each \$1.50 per side |
| Photo Copies – Plans copied on Plotter – 36" X 24" | Colored Black & White |
| Fax | Per Page Sent Per Page Received |
| Labels | Research Preparation 8.5" X 11" |
| Map – Colored | 11" X 17" 24" X 36" Full Set of Town Maps |
| Notary Public | Per Notary Signature – Non-resident Per Notary Signature - Resident Per Notary Signature – Petition Efforts |
| Tax Lien/Discharge Research | For Complex Court Documents or Real Estate Closing Documents \$20.00/hour after the 1 st hour |

Printed List Fees:

| Description | Fee |
|---------------------|-------------------------------|
| Absentee Voter List | Paper CD |
| Voter List | Paper Mailing Labels CD |

| | Description | Fee |
|--------------------|-------------|-------|
| Dog Licensing List | Paper | \$30 |
| | Electronic | \$20 |
| Taxpayer List | Paper | \$500 |
| | Electronic | \$65 |
| | On Website | Free |

Registry Recording Fees:

| Description | Fee |
|-----------------|--------------|
| First Page | \$22 |
| All Other Pages | \$2 per page |

Town Clerk's Office Fees:

| | Description | Fee |
|--------------------------------|--|---|
| Burial Permits | Vault/Casket | \$20 |
| Dog Licensing | Altered | \$6 |
| | Unaltered | \$11 |
| | Kennels (10 dogs per license) | \$42 |
| | Late Fee (after February 1 st) | \$25 plus licensing fee |
| | Birth Certificate Copy | \$15 for 1 st and \$6 for each other on same day |
| Vital Records | Death Certificate Copy | \$15 for 1 st and \$6 for each other on same day |
| | Marriage Certificate Copy | \$15 for 1 st and \$6 for each other on same day |
| | Marriage License | \$20 per person (\$40 total) |
| | Non-Certified Copy of Birth, Death or Marriage | \$5 |
| | Research | \$10 per hour after 1 st hour |
| | Copying – 8.5" X 11" (prior to 1892) | \$.50 |
| | Copying – 11" X 17" (prior to 1892) | \$1 |
| Bounced Checks | | \$35 |
| Permits/Businesses | Billiard, Pool, Bowling Alleys | \$50 |
| | Cable TV Franchise | 2.5% through Time Warner |
| | Business Listing | \$10 |
| | Explosives – keeping/transporting | \$50 |
| | Public Exhibitions | \$50 plus \$1 per person plus legal advertisement |
| | Special Amusement Permit | \$50 plus legal advertisement |
| Peddler's Permit – Lunch Wagon | Non-Resident Annually | \$500 |
| | Resident Annually | \$250 |

Liquor Licenses:

| Description | Fee |
|---|-------|
| Application | \$10 |
| Advertising with Public Hearing Application | \$100 |
| Temporary Liquor License Application (catering) | \$10 |

Tassel Top Park (effective as of June 1, 2020 for Season):

| Description | | | Fee |
|-------------------|---|----------------------|----------------|
| Day Pass Rates | Resident | Children (age 2-11) | \$2 |
| | | Adults (age 12-61) | \$5 |
| | | Senior Citizen (62+) | \$2 |
| | Non-Resident | Children (age 2-11) | \$3 |
| | | Adults (age 12-61) | \$6 |
| | | Senior Citizen (62+) | \$3 |
| Season Pass | Resident | | \$70 |
| | Non-Resident | | \$95 |
| Cabin Rental | Weekly | | \$1,050 |
| Summer Camp Group | Groups over 20 | | \$3 per person |
| Wedding | Includes cabins from Thurs – Sun, off season only | | \$4,000 |

The above fees were approved on September 8, 2020, by the Board of Selectmen. The Tassel Top Park fees were amended and approved on April 13, 2021 by the Board of Selectmen to include Summer Camp Group and Wedding.

Rolf Olsen

Lawrence Taylor

Joe Bruno

Samuel Gifford

Teresa Sadak