



Town of Raymond

Board of Selectmen ePacket

August 10, 2021

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Agenda



BOARD OF SELECTMEN Agenda

August 10, 2021

6:30pm – Regular Meeting

At the Broadcast Studio

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) July 20, 2021 – regular meeting
- b) July 30, 2021 – emergency meeting – Business Licenses

3) New Business

- a) Presentation from Alice Bradeen – Raymond History
- b) Consideration of Café Sebago Liquor License & Special Amusement License Renewals – Kyle Bancroft, owner
- c) Consideration of Appointment of Karen Lockwood to Recycling Committee – Sue Look, Town Clerk
- d) Consideration of Resignation of Anna Keeney from RSU #14 Board of Directors – Sue Look, Town Clerk
- e) Consideration of Appointment to Fill RSU #14 Board of Directors Vacancy – Sue Look, Town Clerk
- f) Discussion of Short Term Rentals – Alex Sirois, CEO
- g) Consideration of Updated Public Property Use Agreement – Sue Look, Town Clerk
- h) Consideration of Policy for Remote Participation in Public Proceedings Other Than Town Meeting – Sue Look, Town Clerk
- i) Consideration of Policy for Municipal Officials' Email Use for Town Business – Sue Look, Town Clerk

4) Public Comment

5) Selectman Comment

Selectman's Meeting Agenda (Page 1 of 2) August 10, 2021

6) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- September 14, 2021
- October 12, 2021

b) Reminder of Upcoming Holiday Schedule

- Monday, September 6, 2021 – Labor Day

7) Adjournment

Previous Meeting Minutes - July 20, 2021



BOARD OF SELECTMEN Minutes

July 20, 2021

6:30pm – Regular Meeting

At Broadcast Studio
423 Webbs Mills Rd

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
Alex Sirois – Code Enforcement Officer
Wayne Jones – Fire Inspector
Joe Crocker – Parks & Rec Director
Alex Aponte – Finance Director
Nathan White – Public Works Director
Cathy Gosselin – Dep Fire Chief
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) June 15, 2021

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

Unanimously approved

b) June 30, 2021 (Emergency Meeting)

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

Unanimously approved

Selectman's Meeting Minutes (Page 1 of 7) July 20, 2021

3) Public Hearing

- a) Request for a New Business License – Sebago Outfitters – Leah Drinkwater, owner
- b) Request for a New Business License – The Bibliophile Bookshop & Coffeehouse – Jessica Thompson-McCombs, owner
- c) Request for a Special Amusement Permit – Café Sebago – Kyle Bancroft, owner

Motion to open public hearing for Café Sebago and table the business license applications for Sebago Outfitters and Bibliophile Bookshop & Coffeehouse until July 30, 2021 at 10am by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

Mr Bancroft – I am looking to have various live acts and karaoke going forward. We keep 2 doormen most nights and 3 on Saturday. I have not seen the capacity limit from the Fire Marshall. I try to keep track of the people coming in and out.

Fire Inspector Jones – The original occupant load for Café Sebago is 48 inside the building. The outside enclosed area would have its own capacity. The Special Amusement Permit expires with the Liquor License. Café Sebago's Liquor License expires next month and Mr Bancroft will need to reapply for the Special Amusement Permit then.

Motion to close public hearing by Selectman . Seconded by Selectman .

Unanimously approved

Took 1st executive session out of order at this point in the meeting.

4) New Business

- a) Consideration of a New Business License – Sebago Outfitters – Leah Drinkwater, owner
- b) Consideration of a New Business License – The Bibliophile Bookshop & Coffeehouse – Jessica Thompson-McCombs, owner

Motion to table the New Business License considerations for Sebago Outfitters and The Bibliophile Bookshop & Coffeehouse by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

- c) Consideration of a Special Amusement Permit – Café Sebago – Kyle Bancroft, owner

Motion to approve by Selectman Olsen. Seconded by Selectman Taylor.

Selectman Bruno let Mr Bancroft know that the Select Board is aware that he was having Special Amusements without a permit and that he had problems with his email. The Select Board appreciates that once he received the letter that he was in violation he stopped. The violations can be \$500 each. We are trying to work with you and we want you to succeed so we are not going to fine you. We do want you to get control of your area. The capacity needs to be enforced and the Select Board has received complaints of intoxicated persons outside the building. These need to be addressed

in light of the Liquor License coming up next month. Staff needs to be trained to watch for over-indulgence.

Mr Bancroft said that he does not drink in his own establishment and is cognizant of what is going on, even giving patrons rides home so they will not drive when needed. We want to have fun and make sure we are operating as we should.

Unanimously approved

- d) Consideration of Applications for RSU #14 Board of Directors Vacancy – Sue Look, Town Clerk

Chair Sadak stated that the Town of Raymond was very sad at the passing of Jani Cummings, she will be missed.

Char Jewell, Susan Accardi, and Mike McClellan were present and spoke on why they would be best to fill the vacancy. Sarah Davis and Madeline Redmond were not available to attend and Chair Sadak read letters from them.

Peter Leavitt commented that there is no Raymond, nor Windham School Board, only the RSU #14 Board. Members should represent all of the students.

The Select Board agreed that there are a lot of good applicants, and the decision is difficult. Thank you to each who applied. There are other opportunities to serve in Raymond.

Motion to appoint Char Jewell to the RSU #14 Board of Directors by Selectman Taylor.

No second.

Motion to appoint Mike McClellan by Selectman Bruno. Seconded by Selectman Gifford.

Voted 4-1, motion passed

- e) Consideration of Applications for Recycling Committee – Sue Look, Town Clerk

Selectman Olsen will be the Select Board representative to the committee. Town Manager Willard and Public Works Director White will be ex officio. Selectman Olsen will send out an email for the 1st meeting.

Motion to appoint Jessica Fay, Grace Leavitt, Cathy Gosselin, and Susan Accardi by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

- f) Comprehensive Plan Update Discussion – Teresa Sadak, Select Board Chair

Select Board discussed forming a Comprehensive Plan Committee. This will not be a quick thing; it is a very methodical process. There is no longer a State Planning Office, and we will need to see what resources there are from the State or MMA. It will require a lot of hands. We will advertise for volunteers and see what the response is by September. There will need to be an appropriation of funds which means the next Town Meeting.

Mr Leavitt gave his views regarding use and history of the current Comprehensive Plan.

g) Consideration of Ordinance Change to Allow Recreational Marijuana – Shawn Broody, CEO of B&B Cultivation

Mr Broody wants to open a recreational store next to his medicinal store and is looking for “pre-approval” from the Select Board. The Town would need to opt in to allow recreational marijuana sales via ordinance. The process would be to ask the Planning Board to recommend an ordinance, there would be public hearings, and if the Select Board approved the warrant article it would be voted by the Town of Raymond at the next Annual Town Meeting which will probably be scheduled for June 7, 2022.

Mr Leavitt gave his opinion pertaining to market forces.

Motion to send retail recreational marijuana to the Planning Board to write ordinances by Selectman Bruno. Seconded by Selectman Taylor.

There was discussion about whether or not to send some of our expectations to the Planning Board, how many stores, what zones, whether we allow retail recreational, cultivation, etc. Consensus was not to; instead have input after the Planning Board drafts the proposed ordinance.

Voted 3-2, motion passed

h) Update on Automill Recycler's License Stipulations – Alex Sirois, CEO

CEO Sirois – It was found that Automill requested to have up to 20 vehicles total on their application that was approved in 2019. Today they have about 40 vehicles. The Select Board instructed CEO Sirois to issue a written notice of violation and hand deliver 1 copy. The Select Board would prefer to keep the business going and have them be in compliance and not have to pull their business license.

i) Update on Shaker Wood's Progress – Alex Sirois, CEO

CEO Sirois – I met with Jarrod a couple of weeks ago. He has been cleaning the yard in between working. He did make good progress on the inside. Cathy Gosselin – Health Officer, Wayne Jones – Fire Inspector and I will go in another couple of weeks to see what progress has been made. The order gave him to October to clean up the junkyard. Next update at the August Select Board meeting.

j) Consideration of Carry Forward Accounts – Nathan White, Public Works Director; Alex Aponte, Finance Director

Public Works Director White – We had a light winter and I have \$161,000 left in my account and would like to carry forward \$100,000.

Motion to carry forward \$100,000 by Selectman Bruno. Second by Selectman Olsen.

Unanimously approved

k) Update on the American Rescue Plan and the Proposed Projects – Cathy Gosselin, Project Manager

Deputy Chief Gosselin – We will be eligible for just under \$500,000 from the Federal Government and some money from Cumberland County (who has about \$770,000 to disburse to the Towns). The Feds wrote that the money was supposed to be to the States by May and then they would get it out to the communities. The monies need to be spent by December 2026. We have not as yet received our share of the Federal monies. Eligible categories are infrastructure, water, sewage, high-speed internet, aid to impacted industries (tourism, travel, etc), help for small community businesses, premium pay for essential workers during pandemic. We looked at broadband, but we already exceed what the grant allows. Joe Crocker, Nathan White and I are heading the facilities team. We are looking at upgrading the Town's recreational facilities (with an emphasis on the water and sewer needs) under the area of travel and tourism.

1. We are looking for Select Board approval to move forward. We are proposing to build a new snack shack at Tassel Top which would include the snack shack, a covered eating area with 4 picnic tables, bathrooms, and changing rooms. This would require a new leech field and grease trap. We are also proposing an upgrade to signage to promote tourism. This will probably use about \$200,000.

2. We are looking to build a 2nd large septic field to serve the 3 proposed rental cabins and a planned covered pavilion that would have a couple of bathrooms in it. The plans for the pavilion would be for movie nights, education, weddings, etc. Joe is proposing a new maintenance garage.

All costs associated with the project are covered by the grants. These are proposals and are subject to Federal approval.

Our reports are due 10/31/2021 to the State of Maine. We would like to get #1 ready to go out to bid so when the money is available, we would be ready to go.

The premium pay is only for Public Safety and Public Works from this grant.

If the Town does the work we may not need to be under the Davis-Bacon rules. We should know this when we get Federal approval. We will ask the question.

From US Dept of Labor website: *The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.*

For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts.

Consensus is a one-time bonus rather than a per hour amount, prorated by number of hours worked and to proceed with proposals as presented.

- l) Consideration of Trash/Recycling Collection Policy – Nathan White, Public Works Director

The Select Board would like the recycling committee to look at this first.

Motion to table by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

- m) Consideration of New Road Names – Kaela Gonzalez, E911 Addressing Officer

Motion to approve Knotnyne Road by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

Motion to approve Maisie Drive by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

- n) Consideration of Awarding Boston Post Cane – Sue Look, Town Clerk

Motion to award the Boston Post Cane to Ethyl Lawrence by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved

5) Public Comment

Mike Richmond requested that the Select Board take up the topic of regulating short-term rentals.

Mr Leavitt pointed out that the entire Comp Plan was included in the Select Board's epacket.

6) Selectman Comment – none

7) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- July 30, 2021 – emergency meeting for business licenses
- August 10, 2021
- September 14, 2021

I did speak to a group of Town Managers about getting together to get the broadband trunk line started up 302. Possibly go to the private sector to help leverage public monies. Cell coverage is still an issue.

Mr Leavitt spoke about statistically needing 10% more internet speed per year.

Main Street Sidewalk, with the cost of asphalt we are now looking at bidding it the Fall with a Spring 2022 start date. We will send out a notice to the folks who live on Main Street.

8) Executive Session

- a) Consideration of Property Issue with Town Attorney – pursuant to 1 MRSA §405 (6) (E) ~~TAKEN OUT OF ORDER AFTER PUBLIC HEARING~~

Motion to enter executive session at 6:39pm by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

Motion to leave executive session at 6:58pm by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

- b) Consideration of Town Manager's Annual Review – pursuant to 1 MRSA §405 (6) (A)

Motion to enter executive session at 8:55pm by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

Motion to leave executive session at 9:33pm by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

Motion to increase the Town Manager's salary to \$115,000 and extend the contract to a 4 year contract with 3% escalation in the outgoing years by Selectman Olsen. Seconded by Selectman Gifford.

Unanimously approved

9) Adjournment

Motion to adjourn at 9:33pm by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Selectman's Meeting Minutes (Page 7 of 7) July 20, 2021

Previous Meeting Minutes - 7/30/2021



BOARD OF SELECTMEN Minutes

July 30, 2021

10:00am – Emergency Meeting

Via ZOOM

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, Lawrence Taylor

Select Board members absent: Samuel Gifford

Town Staff in attendance:

Don Willard – Town Manager
Alex Sirois – Code Enforcement Officer
Wayne Jones – Fire Inspector
Sue Look – Town Clerk

1) **Called to order** at 10:00am by Chair Sadak

2) **Public Hearings**

- a) Request for a New Business License – Sebago Outfitters – Leah Drinkwater, owner
- b) Request for a New Business License – The Print House – Amy Abilgaard, owner
- c) Request for a New Business License – Dirty Paw Dog Wash – Amy Abilgaard, owner
- d) Request for a New Business License – Maine Vibes Tie Dyes – Lauren Callas, owner
- e) Request for a New Business License – The Bibliophile Bookshop & Coffeehouse – Jessica Thompson-McCombs, owner

Fire Inspector Jones – Each of these businesses have been inspected within the past week. Each business has met the Fire & Life Safety requirements at this time. Sebago Outfitters has a written Plan of Correction (POC) for updating the fire alarm system prior to the scheduled opening date of September 1st, with the current system being monitored until that time. The POC from the owner for this fire alarm system upgrade has been approved by the Raymond Fire Rescue Department (RFRD), subject to Final Acceptance Testing at completion of each phase. The Print House / Dirty Dog Wash, The Bibliophile Bookshop & Coffeehouse, and Maine Vibes Tie Dyes only have minor items (trim work, etc.) that is in the process of being completed.

Motion to enter Public Hearing by Selectman Taylor. Seconded by Selectman Bruno.

Unanimously approved

Selectman's Meeting Minutes (Page 1 of 3) July 30, 2021

No members of the public were in attendance.

Motion to leave Public Hearing by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved

3) New Business

- a) Consideration of a New Business License – Sebago Outfitters – Leah Drinkwater, owner

Town Manager Willard – Will the sign be changed?

Ms Drinkwater –A new sign will be added with marketing messaging. It will be a gun shop this Fall (about 400 sf with its own entrance & 18+ over) and retail outfitter next Spring (about 1400 sf with its own entrance).

Motion to approved by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved

- b) Consideration of a New Business License – The Print House – Amy Abilgaard, owner

Has been in business in Windham for the past 15 years. Going into the old Community Pharmacy. Left Windham due to being paid to leave to make room for retail recreational marijuana. This will be 3 times bigger than the Windham site.

Motion to approved by Selectman Sadak. Seconded by Selectman Bruno.

Unanimously approved

- c) Consideration of a New Business License – Dirty Paw Dog Wash – Amy Abilgaard, owner

Motion to approved by Selectman Sadak. Seconded by Selectman Bruno.

Unanimously approved

- d) Consideration of a New Business License – Maine Vibes Tie Dyes – Lauren Callas, owner

Going in building where Cherries on Top was. Will be doing highlighting local art. Has been doing local fairs and festivals. Demand has been very high.

Motion to approved by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved

- e) Consideration of a New Business License – The Bibliophile Bookshop & Coffeehouse – Jessica Thompson-McCombs, owner

Serving coffee by design – espresso, teas, kid-friendly drinks. There will be books for kids, Maine authors, NY Times best sellers. Next to The Beacon.

Motion to approved by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved

4) Adjournment

Motion to adjourn at 10:22am by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved

Respectfully submitted,

Susan Look, Town Clerk

Liquor License Renewal - Cafe Sebago



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Section I: Licensee/Applicant(s) Information; Type of License and Status

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Legal Business Entity Applicant Name (corporation, LLC): <u>BATALI HOLDINGS LLC</u>	Business Name (D/B/A): <u>CAFE SEBAGO BAR & GRILL</u>
Individual or Sole Proprietor Applicant Name(s): <u>KYLE BANCROFT</u>	Physical Location: <u>1248 ROOSEVELT TRAIL RAYMOND, ME</u>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: <u>P.O. BOX 896 RAYMOND, ME</u>
Mailing address, if different from DBA address:	Email Address: <u>KYLE@KSBANCROFT.COM</u>
Telephone # Fax #: <u>207-807-0842</u> <u>N/A</u>	Business Telephone # Fax #: <u>207-655-6481</u>
Federal Tax Identification Number: <u>85-1174601</u>	Maine Seller Certificate # or Sales Tax #: <u>1207542</u>
Retail Beverage Alcohol Dealers Permit:	Website address: <u>N/A</u>

1. New license or renewal of existing license? ☐ New Expected Start date: _____
☒ Renewal Expiration Date: 8/19/21
2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: 100,000.00 Beer, Wine or Spirits: 100,000.00 Guest Rooms: 0
3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|---|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input checked="" type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

244 MEADOW ROAD RAYMOND, ME 04071

6. Is the licensee/applicant(s) citizens of the United States? ☒ Yes ☐ No

7. Is the licensee/applicant(s) a resident of the State of Maine? ☒ Yes ☐ No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☒ Yes ☐ No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No

☐ Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

☐ Yes ☒ No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
KYLE J. BANCROFT	10/14/1985	PORTLAND, ME

Residence address on all the above for previous 5 years

Name	Address:
KYLE BANCROFT	244 MEADOW RD. RAYMOND, ME 04071
Name	Address:
Name	Address:
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☐ Yes ☒ No

17. Does the licensee/applicant(s) own the premises? ☐ Yes ☒ No

If No, please provide the name and address of the owner:

WILLIAM HAM 142 DARBICK TERRACE HOLDS, ME

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: N/A

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

FULL BAR IN FRONT SIDE OF BUILDING 15 SEATS

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: LAKE REGION BAPTIST CHURCH

Distance: 0.2 MILES

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 8/1/21



Signature of Duly Authorized Person

Signature of Duly Authorized Person

KYLE BANCROFT

Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? ☒ Municipal Officers of Raymond

☐ County Commissioners of _____ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title
	Teresa Sadak, chair Select Board
	Rolf Olson, Select Board
	Joseph Bruno, Select Board
	Samuel Gifford, Select Board
	Lonnie Taylor, Select Board

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§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.

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.

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.

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.

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;

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;

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;

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;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

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

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.

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. Repealed

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.

4. Repealed

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.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its [Retail Beverage Alcohol Dealers](https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

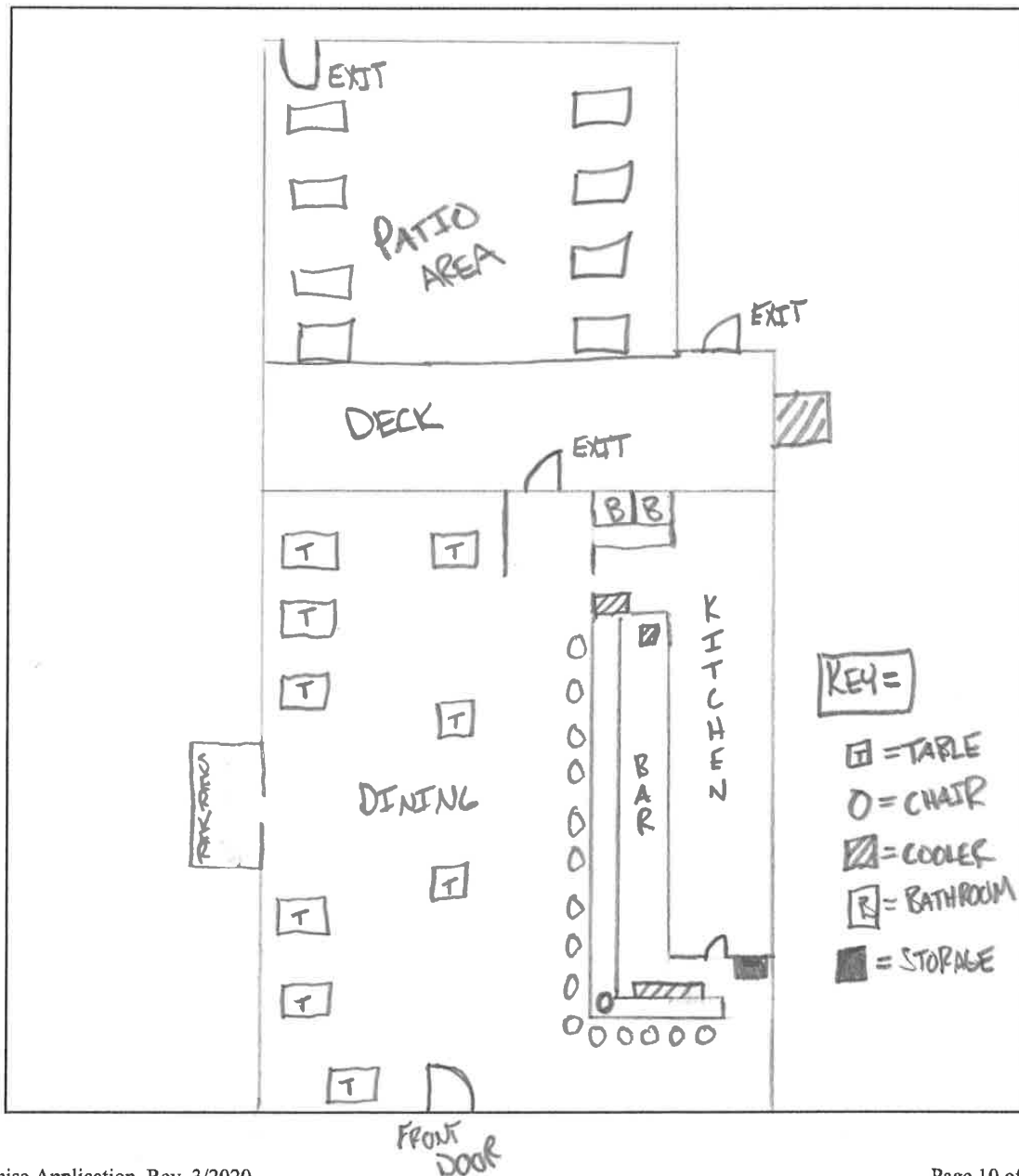
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<u>Class of License</u>	<u>Type of liquor/Establishments included</u>	<u>Fee</u>
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises
Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: _____
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
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, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership

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

Special Amusement Permit Renewal - Cafe Sebago



Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742

SPECIAL AMUSEMENT APPLICATION

Pursuant to the Town of Raymond Special Amusement Ordinance and 28-A MRSA §1054

1. Name of Applicant: BATALE HOLDINGS LLC
2. Address of Applicant: P.O. BOX 896 RAYMOND, ME
3. Name of Business: CAFE SEBAGO BAR & GRILL
4. Business Street Address: 1248 ROOSEVELT TRAIL RAYMOND, ME
5. Business Mailing Address: P.O. BOX 896 RAYMOND, ME
6. Telephone – Cell: 207-807-0844 Business: 207-655-6481
7. List the names and addresses of all officers and their residency for the preceding 3 years.

KYLE BANCROFT 244 MEADOW RD. RAYMOND, ME

8. Have any of the officers been convicted of a Class A, B, or C crime in the last 3 years?
If so, who and describe the offense:

No

9. Please describe the premises including security measures being taken, size, seating, etc.

50 SEATS, HIRED SECURITY 3 NIGHTS PER WEEK, OWNER

ON SITE DAILY.

10. Has applicant ever had a license denied or revoked? If so, describe the circumstances.

NO

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

LIVE BANDS / DJ

12. List the days and hours of entertainment:

TUE. 8-12 FRI. 4-1 AM

WED. 8-10 SAT. 4-1 AM

THUR. 8-11

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."

13. 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.


Signature of Applicant

8/1/21
Date

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

Conditions of Approval: _____

Authorizing signatures:

Code Enforcement Officer: _____

Public Safety: _____

Town Manager: _____

Select Board: _____

Recycling Committee Appointment

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:	<i>Karen Lockwood</i>
Mailing Address:	<i>139 Mountain Road, Raymond, ME</i>
Telephone Number:	<i>207-751-1667 (cell)</i>
Occupation:	<i>Retired</i>
E-mail Address:	<i>Karenlockwood@maine.rr.com</i>

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

1.	<i>Recycling Committee</i>
2.	
3.	

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

Because of the fiscal shift from profit for disposing of recycle material to now a cost to the town. It will have a socio-economic impact to the residents. People have been conditioned for years to recycle.

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

I am retired and have time available to do research and attend meetings.

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

Come up with a viable solution to the recycle dilemma.

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

Current member of the Budget-Finance Committee and have served 2 years.

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

Yes ☒ No ☐

Thank you.

RSU #14 BOD Resignation

From: Anna Keeney <akeeney@rsu14.org>
To: "sue.look@raymondmaine.org" <sue.look@raymondmaine.org>
Date: 08/03/2021 11:40 AM
Subject: Anna Keeney

Good Morning Sue,

I wanted to let you know that, effective August 20th 2021, I will no longer reside in Raymond and therefor will not be able to serve on the School Board. My last meeting will be the August 11th board meeting.

Thank you,
Anna Keeney

Sent from my iPhone

RSU #14 BOD Application - Sarah Davis

Name: Sarah Davis

Mailing Address: 85 Tenny Hill Rd. Raymond, ME 04071

Telephone Number: (207) 272-7541

Occupation: Attorney

E-mail Address: sdavis2173@hotmail.com

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

RSU 14 Board of Directors

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

I am interested in the RSU 14 Board of Director role because I have two children in the RSU. I am interested in ensuring that the children of Raymond receive the best education possible. I have had the opportunity to engage with the school board regarding policies that did not fit well with the needs of the Raymond Recreation Association and Raymond PTO as well as participating on the withdrawal committee. I believe that I have valuable input to offer based on both my personal and professional life experience.

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

I bring legal and analytical skills to the position. I have drafted many policies and understand the importance of clear and well written policies to achieve the desired outcomes. I have excellent negotiating skills. Most importantly, as a conservative mother I bring a desire to achieve the best educational goals possible for the students of Raymond while appreciating the importance of keep taxes low for the residents.

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

It is the responsibility of the RSU 14 Board to ensure the best education possible for the students that attend the RSU. This is achieved by putting in place good policies, exercising good fiscal management and ensuring the best possible administrative staff.

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

Raymond Recreation-5 Years, President 2

Raymond PTO-Secretary 2 years

Raymond Withdrawal Committee-subcommittee participant

Bridgton Recreation Advancement Group-20 years, Treasurer 7 years

Maine State Chamber, Director 6 years

Will your schedule be flexible enough to allow you to attend meetings on a regular basis?

Yes ___X___ No _____

RSU #14 BOD Application - Char Jewell



The Town of Raymond Needs Volunteers To Serve on Various Boards and Committees

If you are a Raymond resident and interested in serving on any of the following committees or boards, please fill in the information below and return it to the Town Clerk, who will make sure it gets to the appropriate board or committee chair(s) for consideration and response. Not all committees and boards currently have openings, however, vacancies occur on a regular basis.

- 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:	Char Jewell
Mailing Address:	17 Hartley Ln Raymond
Telephone Number:	207 210 0541
Occupation:	VP Human Resources
E-mail Address:	ban-zus@yahoo.com

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

1. RSU14 BOD
2.
3.

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

Having been a graduate of the Raymond School system myself + now my daughter is entering WHS this fall, I am acutely aware of today's education challenges.

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

25 years of Human Resources, Safety + Workers Comp experience. I was raised in Raymond + will live out my life here.

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

To ensure fairness, equality + compliance for all staff + students in the RSU.

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

I served one term on the Raymond Planning Board

Will your schedule be flexible enough to allow you to attend meetings on a regular basis?

Yes ☒ No ☐

Thank you for your interest in the Town of Raymond!

Char Jewell
17 Hartley Lane, Raymond, ME 04071
(207) 210-0541 cell, ban_zus@yahoo.com

Summary of Qualifications

A respected leader in Human Resources with 25 years of particular expertise in the areas of Employee engagement and change management within a multi-state environment. Recognized by colleagues as being a "hands on" and performance driven leader. Consistently delivered value added programs and services to achieve business objectives in family owned and Fortune 100 companies. A HR leader with a "business mindset" and orientation toward the bottom line, also having demonstrated success in collaborating with all areas of the business.

Recognized Skills

- Strong analytical and problem solving skills with ability to interpret and evaluate data and recommend solutions to problems.
- Ability to establish and maintain effective relationships with other leadership staff, associates and external contacts.
- Ability to execute projects independently with minimal supervision in a dynamic fast paced environment.
- Strong attention to detail necessary to ensure integrity of data and quality work product.

Accomplishments

- Spear headed cost reduction in HR functions. Primary contact in vendor selection and negotiation which successfully reduced costs of recruiting advertising (75%), background checks (50%), and temporary employee fees (16%).
- Partnered with IT department in creation of custom Human Resources database with an Access platform resulting in substantial cost savings as well as efficiency increases.
- Direct support for 750 + employees with 40 different nationalities.
- While experiencing a 9% increase in worker's comp claims Y over Y, reduced incurred expenses by 78% and 80% reduction in cost per claim, 20% reduction in claim life.
- MOD rate reduction of 33%.
- Two DOT Audits successfully performed earning a Superior Program Rating.
- Successfully manage the sale of companies and onboarding of new companies for Capital Investment firm. Managing not only transfer of benefit platforms but also support of Employees through the transfers.
- Design and implement self-insured medical insurance program from fully insured plan. Special focus on cost savings as well as Employee education to reduce expenses.
- United Way Employee Campaign Manager – increased donations by 18% from prior year drive with 68% participation. Awarded United Way Employee Campaign Manager of the Year award.

Professional History

Performance Foodservice/Northcenter

Augusta, ME

4/18 – current

Position: VP Human Resources

Serves as a strategic partner to the President and senior management in the development of the organization's long-range plans and programs, particularly from the perspective of the impact on people in order to achieve financial goals and business strategies. Manages regulatory oversight to ensure all activities and operations are performed in compliance with local, state, federal and other regulatory agencies. Consults with legal counsel as appropriate. Directs and manages the HR team in the administration of compensation and benefits programs. Directs the development and implementation of effective staffing strategies which include recruitment, selection, training, development, retention and succession planning programs. Establishes a positive, open and productive associate relations environment by proactively identifying and resolving issues of concern, and constantly communicating relevant issues and policies. Develops programs to allow the organization to embrace Diversity and Inclusion of applicants and associates and to permit the full development and performance of all associates. Developing compensation and incentive strategies that meet the needs of associates and business strategies. Executes investigations concerning harassment, theft, worker's compensation fraud, etc. Analyzes findings to determine action to be taken. Advises on applicable laws to ensure fairness, consistency and compliance.

Anania & Associates

Windham, ME

5/15 – 4/18

Position: HR Director

Oversee HR functions at eight separate multi-state companies. As a member of senior management, I work closely with CEOs on various HR initiatives. Design and provide training to staff from line employees to supervisors through CEOs on the new Employee Handbook I wrote to ensure compliance with Company policies and governmental regulations. Managing onsite HR and Safety staff, ensuring regulatory compliance in all HR & Safety functions and supporting employee morale. Responsible for vendor negotiation and selection, benefits, payroll, worker's compensation, safety and recruiting. Designed a new self-insured medical plan, conducted educational meetings with employees to ensure their understanding of the benefit program as well as ways they can reduce their costs – in turn reducing the cost to the company.

Sysco Northern New England

Westbrook, ME

5/05 – 4/15

Position: Human Resources Generalist

- Direct Senior Management on current hiring practices and avenues to gain more qualified candidates. Recruit candidates for Operations as well as Senior Management. Average 75 – 80 hires per year with a seasonal variance of 35 employees. Ensure compliance with EEO, AA, ADA. Conceive innovative solutions for recruiting hard to hire positions such as Commercial Drivers.
- Advise management in counseling sessions to engage and support our Consultative Model as well as Coaching & Maximizing Performance process, all to support company culture.
- Key partner in payroll administration and benefits administration. Proactively monitor work of managers with payroll responsibilities to ensure compliance with various State and Federal laws and regulations, FLSA. Represent Sysco's interests in Unemployment Insurance hearings.
- Manage Department of Transportation (DOT) Driver Qualification files as well as the annual Driver Certification process and Random Testing pool (regulated & non-regulated).
- Provide updated briefings to Senior Management on active Worker's Compensation cases. Manage all claims from time of injury through return to full duty. Work closely with Adjuster and Attorney to produce the best outcome for Sysco and the Employee. Primary decision maker.
- Consultant to Customer Review Team for Business Development. Working directly with Customers on HR issues specific to their business.
- Administrative areas include FMLA, annual Employee Engagement Survey (250 EEs); using HR data consult with Senior Management on action plans. Frequently advise of changes needed for various Employee documents e.g. Handbook. Prepare cases for EEOC/MHRC suits. Responsible for VETS-100, EEO and Affirmative Action reporting, OFCCP audits.
- Develop various training sessions including Corporate and legal requirements to Employees from groups of 2 to 100+.

Oakhurst Dairy

Portland, ME

9/01 to 5/05

Position: Human Resources Admin

- Administer and design Human Resource policies and procedures. Analyze data to report to Management on forecasted Human Resources issues (e.g. future costs of benefit plans, employment needs).
- Consultant to owners and executives to design new benefit programs. Work with Brokers and Insurance companies directly in all cases including interpretation of coverages. Manage roll out of new benefit programs. Assisted Accounting department with 5500 report submissions. Administration of benefit plans, Section 125, Medical, Dental, Life, 401(k), supplemental insurances.
- Forecast hiring needs and manage hiring process from time of open position through hire and orientation working directly with managers to fill their multi-state openings. Employment increased from 215 to 265 full time employees.
- Injury case management from time of injury through return to full duty. Working closely with insurance adjuster and medical providers to ensure a quick return to work without sacrificing employee health. Worked on both fully and self-insured plans.
- Serve as a resource to all employees and managers using discretion and independent judgment.
- Prepare cases in EEOC/MHRC suits working with Defense. Primary contact for all State and Federal hearings.

Barber Foods

Portland, ME

8/98 to 7/01

Position: Human Resources Admin

- Benefits Administration: including but not limited to work with vendors and brokers managing a self-insured medical plan. Consult with attorneys (e.g. ERISA, HIPPA) regarding compliance.
- Worker's Compensation: Case management and return to work programs for both self & fully insured plans.
- Employment: including but not limited to recruiting and new employee orientation
- Payroll Administration: including payroll processing, reporting and troubleshooting
- Special Projects: Chair, United Way Campaign, EEOC/MHRC Investigations, Multi-Lingual Mass Benefit Orientations, 401k and benefits class design.
- Direct support for 750 + employees with 40 different nationalities with assistance in HR policies and procedures for day-to-day operations. Interface with public and private sector organizations.

Education

- University of Southern Maine, Portland, ME - Accounting
- Dale Carnegie Graduate
- Proficient in the Microsoft Office Suite, SAP, Liberty, ADP E-Time, ADP HRMS (Enterprise), Risx-Facs, Paychex, Evolution
- Current Member of SHRM

RSU #14 BOD Application - Madeline Redmond

Name:	Madeline Redmond
Mailing Address	18 Slippery Way, Raymond
Telephone number:	207-653-4077
Occupation:	Mom/Dental hygienist
Email:	Redmond.madeline@gmail.com

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

I have lived in Raymond for 24 years and have two children attending Raymond Elementary School (1st and 3rd grades). I am proud to live in a district that supports our public schools. This past year I was grateful for the way the School Board navigated the tough decisions caused by the pandemic and for providing families with both virtual and hybrid schooling options. In the Spring, I decided to transition my children back to in person hybrid learning and witnessed my daughters' seamless transition back to RES. All the bases were covered within a few days—from class placement, to communication with teachers, to transportation. I observed the positive consequences of district citizens working together to ensure both the access to education for the diversity of students in the community and support of the teachers. I was able to see the importance of the School Board in ways I would not have in normal years. With this Board vacancy, I feel fortunate to have the opportunity to potentially participate in what I see as an important part of my civic duty. I have a sincere interest in public education in this district and learning how I can work together with other Board members to help with the work of pursuing the Board's mission and goals. I have reviewed all the posted RSU 14 School Board policies and recorded Board meetings to familiarize myself with what being a Board member involves. I am particularly interested in RSU 14's curriculum development and how the curriculum is implemented.

I would be honored to be part of the RSU 14 Board of Directors. I realize the tremendous amount of work it takes to maintain your mission, and I look forward to the chance to work alongside the current Board of Directors and community to continue the hard work of supporting our students, families and educators, and community members.

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

As a dental hygienist, one of the most enjoyable aspects of my career is working with the community. I care about the relationships I have built with my patients over time while providing them with valuable health care. I interact with a diverse population (children, the elderly, and the disabled), therefore I must be creative in my approach to patient management and oral health education. I feel like I bring to the

Redmond, Madeline, Page 1

table the ability to work well with others and the community. I can quickly problem solve challenging patient-centered situations and listen and respond to patient concerns in a thoughtful manner. Most importantly, as a mom of three kids in this community, I value their education. We have seen this past year how resilient the students and educators in this district have been, and I want to see them all continue to succeed and thrive. I understand the importance of maintaining a healthy spirit of community in the public education climate. I will do this by listening to the community, problem solving, and dedicating my time as a board member to performing the duties of the work as a member of a team.

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

I will listen to the concerns of the community and responsibly align them to the Board's mission and goals to serve the students and the district foremost. In order to achieve my goals as a Board member I plan to: 1) recognize the importance of working as a group, 2) commit the time, 3) gain knowledge about district policies, guidelines, needs, challenges and strengths to improve the quality of our schools, 4) seek out development opportunities to ensure I am doing the best job and bring that knowledge back to the board, and 5) encourage parent participation.

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

Raymond Elementary PTO member

School classroom volunteer

Madeline Redmond

18 Slippery Way
Raymond, ME 04071
(207) 239-4077
redmond.madeline@gmail.com

20th July 2021

Board of Selectmen

Town of Raymond
401 Webbs Mills Rd
Raymond, ME 04071

Dear Board of Selectmen,

I have lived in Raymond for 24 years and have two children attending Raymond Elementary School (1st and 3rd grades). I am proud to live in a district that supports our public schools. With this Board vacancy, I feel fortunate to have the opportunity to potentially participate in what I see as an important part of my civic duty. I have a sincere interest in public education in this district and learning how I can work together with other Board members to help with the work of pursuing the Board's mission and goals.

If selected to serve on the Board, I will listen to the concerns of the community and responsibly align them to the Board's mission and goals to serve the students and the district foremost. In order to achieve my goals as a Board member I plan to: 1) recognize the importance of working as a group, 2) commit the time, 3) gain knowledge about district policies, guidelines, needs, challenges and strengths to improve the quality of our schools, 4) seek out development opportunities to ensure I am doing the best job and bring that knowledge back to the board, and 5) encourage parent participation.

I would be honored to be part of the RSU 14 Board of Directors. I realize the tremendous amount of work it takes to maintain your mission, and I look forward to the chance to work alongside the current Board of Directors and community to continue the hard work of supporting our students, families and educators, and community members.

Sincerely,

Madeline Redmond

Proposed Public Property Use Agreement



Complete and Return to:
Town of Raymond
Attn: Town Clerk
401 Webbs Mills Road
Raymond, Maine 04071

Include copies of the following:
Proof of Insurance
Public Safety - Parking & Traffic Approval
Liquor Permit (if applicable)

PUBLIC PROPERTY USE AGREEMENT

Date of Application _____

Name of Organization/Applicant _____

Contact Person _____

Phone No. (w) _____ (h) _____

Address _____

Date(s) Desired _____ Hour(s) _____ to _____

Event Name _____

Event Location _____ Estimated # parking spaces needed _____

No. of people attending Youth _____ Adults _____ = _____

Will there be an admission charge? _____ \$ _____

TERMS AND CONDITIONS: The undersigned hereby makes application to the Town of Raymond for use of public property and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the property itself, the surrounding property, and to hold the Town, its officers, employees, and agents, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The applicant agrees to adhere to all rules and regulations on this form.

A new application must be filed each calendar year for recurring annual events.

Applicants must provide adequate chaperones, for any function that is attended by any person under the age of 18 years, as well as private security, public safety and/or police coverage as determined by the Town. See Parking and Traffic Control below.

Size of the gathering determines conditions of approval as follows:

- If the event is expected to draw 150 people, or fewer, then application must be received in its entirety at least one month prior to event date and will be reviewed and approved by the Town Manager.
- If the event is expected to draw more than 150 people, the application must be received in its entirety at least two months prior to the event date and will require additional approval by the Select Board, at a regularly scheduled Select Board Meeting.

All events will also require the approval of any responsible town committee charged with care of public lands, which will be arranged by the Town Manager. Representatives of the applicant group may be required to attend public meetings and make presentations to involved town committees and/or the Select Board as determined by the Town Manager.

PARKING AND TRAFFIC CONTROL: All local and state traffic controls and parking regulations/signs must be observed. Right of way for emergency vehicles must be kept open at all times and event approval must be obtained from the Public Safety Department, including the possibility of providing ambulance coverage on site. The Town of Raymond reserves the right to tow or remove any vehicle from a public event when that vehicle is found to be in violation of local and state traffic rules or parking signs.

Public Property Use Agreement

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Revised 7/2021

INSURANCE: During the full term of this agreement, the applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury, and property damage. The Town will be named as an additional insured party. Nothing in this Agreement does, nor is intended to waive, any defense, immunity or limitation of liability which may be available to the Town under the Maine Tort Claims Act pursuant to the provisions of 14 M.R.S.A. § 8101 et seq. or any other privileges or immunities as may be provided by law.

If the applicant does not have Commercial General Liability Insurance, they must obtain Special Events Insurance Coverage through their insurance carrier in the amounts outlined above. In any case, the applicant must provide a Certificate of Insurance evidencing the required insurance before using Town property prior to approval of this agreement.

ALCOHOL: Use of alcohol on public property is strongly discouraged and is allowed only at the sole discretion of the Select Board. If alcohol is served or consumed, the applicant shall procure and maintain for the duration of the event Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The Town is to be named as an additional insured on the Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the Town. The applicant will also procure all required liquor permits or licenses from the State of Maine, as well as to obtain prior approval by the Select Board.

RELEASE AND INDEMNIFICATION: To the fullest extent permitted by law, and in recognition of the risks and hazards, inherent and otherwise, of injury or death, and damage to property by engaging in same, which risks applicant fully acknowledge and freely and solely assume, the applicant for themselves, heirs, successors, assigns, and legal representatives, forever release, waive, discharge, covenant not to sue, and agree to hold harmless the Town, its officers, agents, volunteers and employees, from any claims, demands, suits, or actions whatsoever in law or equity for liability, damages or costs of any kind, including but not limited to claims for negligence, property damage, injury to person and/or death, or otherwise, without limitation, arising out of or resulting from, in whole or in part, applicant's use of the property. This release and waiver of claims shall not constitute or be construed as a waiver of any defense, immunity or limitation of liability which may be available to the Town under the Maine Tort Claims Act pursuant to the provisions of 14 M.R.S.A. § 8101 et seq. or any other privileges or immunities as may be provided by law.

CLEANING PROCEDURES: The applicant is responsible for cleaning after the event and leaving the premises in clean and satisfactory condition. All cleaning must be done immediately after the event. Any applicant damaging or destroying Town property will be held responsible for all repairs and/or replacement. In the event of damages, or additional cleaning being required, applicant will accept the Town's estimate of the amount incurred.

Applicant Signature

Date

APPROVALS:

Town Manager

Date

Chair of Select Board

Date

Selectman

Date

Selectman

Date

Selectman

Date

Selectman

Date

Remote Participation Policy

REMOTE PARTICIPATION POLICY

TOWN OF RAYMOND SELECT BOARD

Adopted August 10, 2021

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the above-named body adopts the following policy to govern the participation, via remote methods, of members of the body and the public in the public proceedings or meetings of the body.

Members of the body are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the body to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the chair or presiding officer of the body as far in advance as possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The body will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the body to meet using remote methods of attendance.

The body will make all documents and materials to be considered by the body available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members

of the body and the public. A member of the body who participates remotely will be considered present for purposes of a quorum and voting.

This policy will remain in force indefinitely unless amended or rescinded.

Dated: **August 10, 2021**

Signed: _____
Teresa Sadak, Chair

Rolf Olsen, Vice Chair

Joseph Bruno, Parliamentarian

Samuel Gifford

Lawrence Taylor

STATE OF MAINE

IN THE YEAR OF OUR LORD
TWO THOUSAND TWENTY-ONE

S.P. 40 - L.D. 32

An Act Regarding Remote Participation in Public Proceedings

Emergency preamble. Whereas, acts and resolves of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, the state of emergency declared by the Governor pursuant to the Maine Revised Statutes, Title 37-B, section 742 in response to the public health emergency caused by the spread of the novel coronavirus disease referred to as COVID-19 may terminate sooner than 90 days after the adjournment of the First Special Session of the 130th Legislature; and

Whereas, the Maine Revised Statutes, Title 1, section 403-A governs remote participation in public proceedings of certain public bodies but is automatically repealed 30 days after the termination of the state of emergency declared by the Governor; and

Whereas, there is a need to have in place a law that governs remote participation in public proceedings of certain public bodies after the termination of the state of emergency declared by the Governor; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore,

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 1 MRSA §403-B is enacted to read:

§403-B. Remote participation in public proceedings

1. Remote participation. This section governs remote methods of participation in public proceedings of certain public bodies. For the purposes of this section, "remote methods" means telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Public proceedings may not be conducted by text-only means such as e-mail, text messages or chat functions.

2. Requirements. A public body subject to this subchapter may allow members of the body to participate in a public proceeding using remote methods only under the following conditions:

A. After notice and hearing the body has adopted a written policy governing the conditions upon which members of the body and the public may participate in a public proceeding of that body by remote methods;

B. The policy adopted pursuant to paragraph A must provide that members of the body are expected to be physically present for public proceedings except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable may include:

(1) The existence of an emergency or urgent issue that requires the public body to meet by remote methods;

(2) Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice under section 406;

(3) With respect to a public body with statewide membership, significant distance a member must travel to be physically present at the location in the notice under section 406; and

(4) The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel, including but not limited to islands not connected by bridges;

C. The policy adopted pursuant to paragraph A must provide members of the public a meaningful opportunity to attend by remote methods when members of the body participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities;

D. If the body allows or is required to provide an opportunity for public input during the proceeding, an effective means of communication between the members of the body and the public must be provided;

E. Notice of the proceeding must be provided in accordance with section 406. When the public may attend by remote methods pursuant to paragraphs C and D, the notice must include the means by which members of the public may access the proceeding using remote methods. The notice must also identify a location for members of the public to attend in person. The body may not determine that public attendance at a proceeding will be limited solely to remote methods except under the conditions in paragraph B, subparagraph (1);

F. A member of the body who participates in a public proceeding by remote methods is present for purposes of a quorum and voting;

G. All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the public body and the public; and

H. The public body must make all documents and other materials considered by the public body available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend

Remote Board Meetings Now OK'd Permanently

The Legislature has made remote participation in public board meetings permissible on a permanent basis, but only under limited circumstances. PL 2021, c. 290, was enacted as an emergency measure and took effect on June 21, 2021, with the Governor's signature. It adds a new provision (§ 403-B) to Maine's Freedom of Access Act or FOAA (1 M.R.S. §§ 400-414).

Meanwhile, FOAA's temporary provision (§ 403-A) authorizing remote participation in public board meetings during the COVID-19 pandemic remains in effect until July 30, 2021.

Under the new law board members are expected to be physically present for meetings, but may attend board meetings via remote methods of participation in the case of an emergency or urgent issue that requires the board itself to meet remotely, or an illness or temporary absence that causes a board member significant difficulties in traveling to a meeting.

The public must have a meaningful opportunity to attend via remote methods when board members participate via remote methods. If public input is allowed or required at a meeting, an effective means of communication between the board and the public must also be provided. A board must provide a location where members of the public may attend in person. A board may not limit public attendance to remote methods only except in case of an emergency that requires the board itself to meet remotely.

Remote methods include telephonic or video technology allowing simultaneous reception of information and also permits other means necessary to accommodate disabled persons. But remote participation cannot be by text-only means such as e-mail, text messages, or chat functions

To enable remote participation, a board must first, after public notice and hearing, adopt a written policy governing remote participation by board members and the public that contains the limitations noted above.

Notice of all board meetings is required as usual (see § 406). When the public may attend via remote methods, notice must include the means by which the public may access the meeting remotely, and a location for the public to attend in person (except in case of an emergency).

A board must make all documents and materials to be considered by the board available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the board.

All votes during a board meeting using remote methods must be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other board members and the public. A board member who participates remotely is considered present for purposes of a quorum and voting.

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Remote participation is not permitted for town meetings or regional school unit budget meetings.

As we noted above, FOAA's temporary provision authorizing remote board meetings, which does not require adoption of a local policy, remains in effect until July 30, 2021 (see § 403-A). After that date, boards are not authorized to permit remote participation without first adopting a written policy in compliance with the new law (see § 403-B). For a sample remote participation policy, see this link: _____ (*By R.P.F.*)

Municipal Officials' Email Use Policy

Town of Raymond – Municipal Official Email Use Policy

Adopted August 10, 2021

All elected and appointed members of the Town of Raymond's boards and committees will use Town email addresses, to both send and receive, for Town business.

This policy facilitates the retention of "public records" as defined in Maine's Freedom of Access law (1 MRSA §402 (3)).

Approved this 10th day of August, 2021, by the Raymond Select Board:

Teresa Sadak, Chairman

Rolf Olsen, Vice Chairman

Joe Bruno, Parliamentarian

Samuel Gifford

Lawrence Taylor