



Town of Raymond
Board of Selectmen ePacket
September 14, 2021
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Agenda



BOARD OF SELECTMEN Agenda

September 14, 2021

6:30pm – Regular Meeting

At Broadcast Studio

FY 2021-2022 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) August 10, 2021 – Regular Meeting
- b) August 19, 2021 – Emergency Meeting – Liquor License

3) New Business

- a) Presentation by RSU #14 Board of Directors Regarding Middle School Options – Mike McClellan, RSU #14 Board Member
- b) Consideration of Finance Director Appointment – Don Willard, Town Manager
- c) Public Safety Recognition – Bruce Tupper, Fire Chief
- d) Paving Update – Nathan White, Public Works Director
- e) Consideration of Road Name Change – from Nancy's Way to Treehouse Way – Nicole and Edward Keough
- f) Consideration of Setting Mill Rate for FY 2021-2022 – Curt Lebel, Contract Assessor
- g) Shaker Woods Progress Update – Alex Sirois, CEO; Cathy Gosselin, Health Officer
- h) Consideration of Appointing Mark Childs to Planning Board – Alex Sirois, CEO
- i) CEO Permits Update – Alex Sirois, CEO
- j) Consideration of New Road Name – Meridian Lane – Kaela Gonzalez, E-911 Addressing Officer
- k) Consideration of Annual Update to General Assistance Ordinance – Jennie Silverblade, GA Administrator

4) Public Comment

5) Selectman Comment

Selectman's Meeting Agenda (Page 1 of 2) September 14, 2021

6) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- October 12, 2021
- November 9, 2021

b) Reminder of Upcoming Holiday Schedule

- October 11 – Columbus Day

7) Executive Session

- a) Consideration of Poverty Abatement Request – pursuant to 1 MRSA §405 (6) (F) and 36 MRSA §841 (2) (E)

8) Adjournment

Previous Meeting Minutes - 8/10/2021



BOARD OF SELECTMEN Minutes

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.

Select Board members in attendance: Rolf Olsen, Joe Bruno, 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 6:30pm by Chair Sadak

2) **Minutes of previous meetings**

Marshall Bullock was listed as Selectman instead of Joe Bruno on the June 15, 2021, July 20, 2021, and July 30, 2021, minutes. Town Clerk Look corrected the errors.

a) July 20, 2021 – regular meeting

Motion to approve as corrected by Selectman Gifford. Seconded by Selectman Taylor.

Unanimously approved

b) July 30, 2021 – emergency meeting – Business Licenses

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

Unanimously approved

Motion to approve June 15, 2021, minutes as corrected by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved

Selectman's Meeting Minutes (Page 1 of 4) August 10, 2021

3) New Business

a) Presentation from Alice Bradeen – Raymond History

Ms Bradeen showed a sample of the historic photos she has collected in Raymond.

b) Consideration of Café Sebago Liquor License & Special Amusement License Renewals – Kyle Bancroft, owner

There were 2 issues that Mr Bancroft is working to correct, and he is also waiting on the State Fire Marshall inspection.

Motion to move this decision to 10 days from tonight to give Mr Bancroft the opportunity to complete the issues listed on the Fire Inspection for Café Sebago by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved

c) Consideration of Appointment of Karen Lockwood to Recycling Committee – Sue Look, Town Clerk

Motion to appoint Karen Lockwood to the Recycling Committee by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved

d) Consideration of Resignation of Anna Keeney from RSU #14 Board of Directors – Sue Look, Town Clerk

Motion to accept the resignation by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

e) Consideration of Appointment to Fill RSU #14 Board of Directors Vacancy – Sue Look, Town Clerk

Sarah Davis and Char Jewel spoke about why they would like to fill this vacancy.

Motion to appoint Char Jewell to fill the vacant seat on the RSU #14 Board of Directors as of August 20, 2021, until the election in June 2022 by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

f) Discussion of Short-Term Rentals – Alex Sirois, CEO

Motion to allow non-residents to speak by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved

Mike Richmond had requested that this topic be added to the agenda. Chair Sadak

asked him to open the discussion. He put forth his view that the Town should enact ordinances to limit short-term rentals since they are commercial enterprises in residential areas. He said he is for short-term rentals where the owner of the property is onsite.

There was a good deal of discussion that issues with the short-term rentals are usually for the police to handle, not for the Town to react to, and that many have rental properties and have had no problems. Town Manager Willard has had 1 call due to a disturbance in the past 21 years.

There are a number of properties where there are short-term rentals and thus far any issues have been resolved with the owners.

Now that it has been brought to our attention, we can continue to monitor the situation, gather information, and if there are any issues, we would like to hear about it. We could possibly have a registry of short-term rentals.

g) Consideration of Updated Public Property Use Agreement – Sue Look, Town Clerk

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

Unanimously approved

h) Consideration of Policy for Remote Participation in Public Proceedings Other Than Town Meeting – Sue Look, Town Clerk

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

Unanimously approved

i) Consideration of Policy for Municipal Officials' Email Use for Town Business – Sue Look, Town Clerk

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

Unanimously approved

4) **Public Comment** – none

5) **Selectman Comment**

Sorry for the damage to the Rand property. Great job today to the Fire Department and Public Works Director White for their efforts to save the house.

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

Motion to adjourn at 8:22pm by Selectman Taylor. Seconded by Selectman Gifford.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Previous Meeting Minutes - 8/19/2021



BOARD OF SELECTMEN

Agenda

August 19, 2021

9:00am – 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, Joe Bruno, Teresa Sadak, Samuel Gifford

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Wayne Jones – Fire Inspector

Sue Look – Town Clerk

1) **Called to order** at 8:00am by Chair Sadak

2) **New Business**

- a) Consideration of Café Sebago Liquor License & Special Amusement License Renewals – Kyle Bancroft, owner

Motion to approve both applications by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved

Mr Bancroft will bring in a copy of the Dance Permit issued by the State Fire Marshall and then Town Clerk Look will issue the Special Amusement License.

3) **Adjournment**

Motion to adjourn at 8:02am by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Finance Director Appointment



*401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742*

Appointment of Treasurer State of Maine

Pursuant to 30-A MRSA § 2603 the undersigned Board of Selectmen of the Town of Raymond do hereby appoint **Charisse A Keach** as the Treasurer for the Town of Raymond. Your term expires on June 30, 2022.

Given under my hand on this 14th day of September 2021.

Teresa Sadak, Chair

Rolf Olsen, Vice-Chair

Joseph Bruno, Parliamentarian

Samuel Gifford

Lawrence Taylor

Road Name Change

Board of Selectmen – Agenda Item Request Form

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

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

Category of Business (please check one):

☐ Information Only ☐ Public Hearing ☐ Report ☒ Action Item

☐ Other - Describe:

Agenda Item Subject:

Agenda Item Summary:

Action Requested/
Recommendation:

Attachments to
Support Request:



THE TOWN OF RAYMOND

Assessing Office
401 Webbs Mills Rd
Raymond, ME 04071
207-655-4742 x133

08/20/2021

Nicole Keough
Edward Keough Jr
13 Nancy's Way
Raymond, ME 04071

Dear Nicole and Edward,

The Town of Raymond has received your request for a road name change. The proposed name of "Treehouse Way" does not conflict with our road name ordinance. I will recommend the road name be changed based on this to the Board of Selectmen for their approval at their September 14th, 2021 meeting. I have also confirmed that you are the only residence on Nancy's Way, thus do not need approval from any other land owners.

If you have any question please feel free to contact me at kaela.gonzalez@raymondmaine.org or 207-655-4742 x133.

Sincerely,

Kaela Gonzalez
911 Addressing Officer
Town of Raymond

FY 2021-2022 Mill Rate Options



INTEROFFICE MEMORANDUM

TO: TOWN OF RAYMOND BOARD OF ASSESSORS
FROM: CURT LEBEL, ASSESSORS AGENT
SUBJECT: TAX RATE AND COMMITMENT OF FY2021-2022 PROPERTY TAXES
DATE: 9/9/21
CC: DON WILLARD

Dear Board Members,

The assessing office has completed its annual preparation for tax commitment. Taxable valuation has increased this year by approximately 12.3 million dollars' valuation and comes in at \$1,051,179,880.00. New residential construction in Raymond remains robust, with several new residential homes underway which should be completed for the upcoming 2022 assessment next year. Due to real estate market appreciation, the town's certified assessment ratio will be 92% of market value for this year. Homestead, veterans and blind exemptions, as well as personal property assessments have been adjusted by this amount as prescribed by law. The more significant appreciation effects of the pandemic on local real estate values will begin to be seen in the certified ratio beginning next year. This year's ratio is based on sales from July 2018 through June 2019.

This year, budget appropriations approved by voters, or their representatives have increased for this fiscal year which will necessitate an increase in the tax rate over last year's 13.95 rate.

As with the last 2 years, the voters at annual Town meeting have authorized the Select Board to utilize up to \$300,000 in fund balance to reduce the tax commitment.

Below, please find three potential tax rate options for the Board to consider, which designate options for the Board's approved use of fund balance to reduce the tax commitment and result in an overlay which is consistent with the past few years.

The minimum tax rate available is \$14.10 utilizing the full \$300,000 of fund balance available.

The maximum tax rate available is \$15.00 which uses no fund balance and reaches 5% overlay restriction established by law.

The options attached range from \$14.10 to \$14.40 per thousand.

Upon selection of a tax rate for 2021, I will have the necessary Warrants and Certificates prepared for Board signatures the following day.

Curt Lebel, Assessors Agent

PROPERTY TAX REVENUES

	LAST YEAR (FY 2020-21)		THIS YEAR (FY 2021-22) TAX RATE OPTIONS			
			\$14.10	\$14.20	\$14.40	
TAX RATE	\$	13.95				
TAXABLE VALUATION	\$	1,038,866,710.00	\$ 1,051,179,880.00	\$ 1,051,179,880.00	\$ 1,051,179,880.00	
COUNTY	\$	784,426.00	\$ 773,657.00	\$ 773,657.00	\$ 773,657.00	
SCHOOL	\$	10,730,753.23	\$ 10,818,644.98	\$ 10,818,644.98	\$ 10,818,644.98	
TIF AMOUNT	\$	246,220.92	\$ 242,566.72	\$ 244,266.91	\$ 247,707.29	
MUNICIPAL	\$	2,686,906.61	\$ 2,962,344.74	\$ 3,060,335.50	\$ 3,255,916.70	
OVERLAY	\$	43,883.75	\$ 24,422.87	\$ 29,849.91	\$ 41,064.30	
TOTAL PROPERTY TAX	\$	14,492,190.51	\$ 14,821,636.31	\$ 14,926,754.30	\$ 15,136,990.27	
Each 1 cent increment on the tax rate will affect overlay by apprx \$10,000						
NON PROPERTY TAX REVENUES USED TO REDUCE MUNICIPAL APPROPRIATION						
	\$	13.95				
HOMESTEAD REIMB	\$	(244,142.09)	\$ (236,090.40)	\$ (237,764.80)	\$ (241,113.60)	
BETE REIMB	\$	(51,113.50)	\$ (47,212.44)	\$ (47,547.28)	\$ (48,617.28)	
STATE REV SHARING	\$	(245,609.80)	\$ (396,767.42)	\$ (396,767.42)	\$ (396,767.42)	
OTHER REVENUES	\$	(1,607,960.00)	\$ (1,713,160.00)	\$ (1,713,160.00)	\$ (1,713,160.00)	
SELECT BOARD USE OF FUND BALANCE	\$	(200,000.00)	\$ (300,000.00)	\$ (200,000.00)	\$ -	
MUNICIPAL APPROPRIATION	\$	5,035,732.00	\$ 5,655,575.00	\$ 5,655,575.00	\$ 5,655,575.00	
TOTAL NON TAX REV	\$	(2,348,825.39)	\$ (2,693,230.26)	\$ (2,595,239.50)	\$ (2,399,658.30)	
TOTAL MUNICIPAL TAX REV	\$	2,686,906.61	\$ 2,962,344.74	\$ 3,060,335.50	\$ 3,255,916.70	

The Board will be asked to select an amount of fund balance to apply towards the municipal budget and approve a tax rate at its September 14, 2021 meeting. Upon approval of the rate, the necessary warrants and certificates may be completed for signatures by the board members the next day. I will be available at the meeting to answer any follow up questions the board may have. --Curt Lebel



Charisse Keach
Finance Director

401 Webbs Mills Road
Raymond, Maine 04071

207.655.4742 x132

MEMO

September 9, 2021

To: Board of Selectmen
From: Charisse Keach, Finance Director
Cc: Don Willard, Town Manager

RE: FY2022 Tax Commitment & Unassigned Fund Balance

Understanding that the Board of Selectmen will be setting the mil rate for the FY2022 Tax Commitment and determining what amount from the Unassigned Fund Balance to use; I can offer the following information:

- The Unassigned Fund Balance (UFB) as of the audited financials for the period ending June 30, 2020, was \$1,845,344.
- The Undesignated Fund Balance policy adopted 10/2/2007 references a target balance equal to 15% of the prior year's tax commitment = \$2,173,829 (\$14,492,190.51 x 15%) leaving a deficit of (\$328,485) in accordance with the UFB policy.

My recommendation is that the Board of Selectmen revisit this policy as the 15% threshold is extremely low and the recommended best practices I've encountered with various auditing firms, is to have between 25% - 30% (3-4 months of expenses) in the UFB.

Respectfully,

Charisse Keach
Finance Director

UNDESIGNATED FUND BALANCE (SURPLUS)

Adopted 10/2/2007

The purpose of maintaining surplus is to ensure adequate undesignated reserves to respond to unforeseen emergencies and provide overall financial stability. In view of the unpredictability of non-tax revenues, the Town of Raymond shall set as a target sufficient fund balance to both protect the creditworthiness of the Town and ensure adequate liquid funds for emergency needs. The goal of the Town is to have a level of undesignated surplus equal to 15% of the prior year's tax commitment. This level of surplus is to be exclusive of any amount already designated to be paid from surplus. The appropriate use of any funds over that level shall be determined upon receipt of audited figures, and used, with Town Meeting approval, for equipment reserves, capital improvements, debt reduction, or tax reduction.

TOWN OF RAYMOND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 12 – GOVERNMENTAL FUND BALANCES (CONTINUED)

Beautification committee	2,527
Panther pond projects	1,268
Conservation commissions	1,640
Economic development	1,240
Forestry grant	500
Revaluation	100,000
Age Friendly Raymond	1,107
Community celebration	<u>264</u>
Total	<u>\$ 146,894</u>
 General Fund	
Health Insurance reserve	\$ 10,380
Merit pool	13,322
RSU withdrawal committee	23,959
Selectmen's contingent	<u>75,000</u>
Total	<u>\$ 122,661</u>
 Assigned	
General Fund - to reduce 2020/2021 tax commitment	<u>\$ 200,000</u>
 Unassigned	
General fund	<u>\$ 1,845,344</u>

Planning Board Appointment



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 **Mark Childs** to be a member of the **Planning Board** for a term ending June 30, 2022.

Given under our hands on the 14th day of September 2021.

Teresa Sadak

Rolf Olsen

Lawrence Taylor

Samuel Gifford

Joe Bruno

CEO Permits Update



CODE ENFORCEMENT OFFICE

401 WEBBS MILLS ROAD
RAYMOND, MAINE 04071

REPORT OF THE CODE ENFORCEMENT OFFICER, APRIL 2021-JUNE 2021

During the months of April through June 2021, this office continually answered phone calls pertaining to permit information, realtor requests, zoning information, and other various issues. All building, plumbing, shoreland zoning, and complaint inspections were performed by Alexander L. Sirois (CEO).

During this time period I issued the following number of permits (permit information included below):

Building Permits: 36 (2020: 38)

Shoreland Zoning Permits: 21 (2020: 16)

Demolition Permits: 2 (2020: 0)

Subsurface Waste Water Permits: 19 (2020: 12)

Internal Plumbing Permits: 19 (2020: 16)

Home Occupation: 1 (2020: 4)

Permits Denied: 0 (2020: 0)

Sign Permit: 3 (2020: 1)

Driveway Entrance Permit: 8 (2020: 6)

Electrical Permits: 44 (2020: 30)

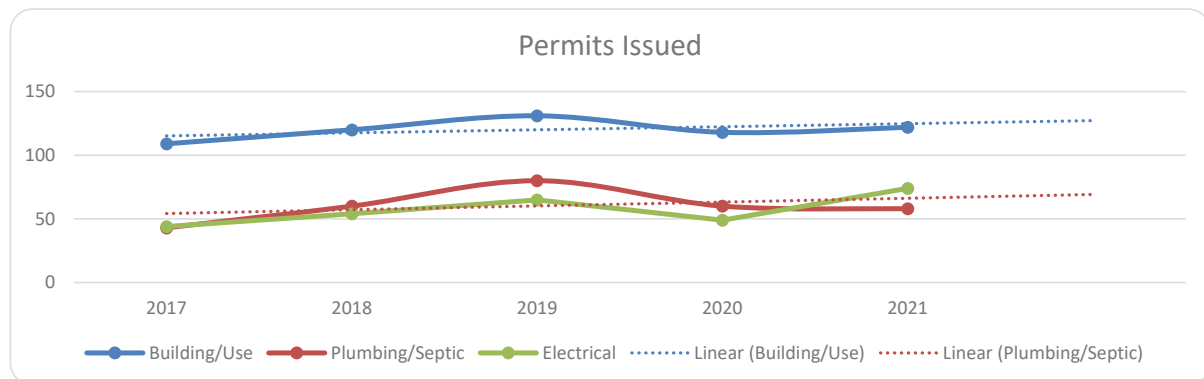
Permits (excluding plumbing/septic/electrical) issued as of June 30, 2021: 122 (Above Average)

Permits (excluding plumbing/septic/electrical) issued as of June 30, 2020: 118

Permits (excluding plumbing/septic/electrical) issued as of June 30, 2019: 131

Permits (excluding plumbing/septic/electrical) issued as of June 30, 2018: 120

Permits (excluding plumbing/septic/electrical) issued as of June 30, 2017: 109



Approximate permit revenue this quarter: \$31,023.83 (2020: \$14,453.90)

ALEXANDER L. SIROIS | (207) 655-4742 EXT. 161 | CEO@RAYMONDMAINE.ORG

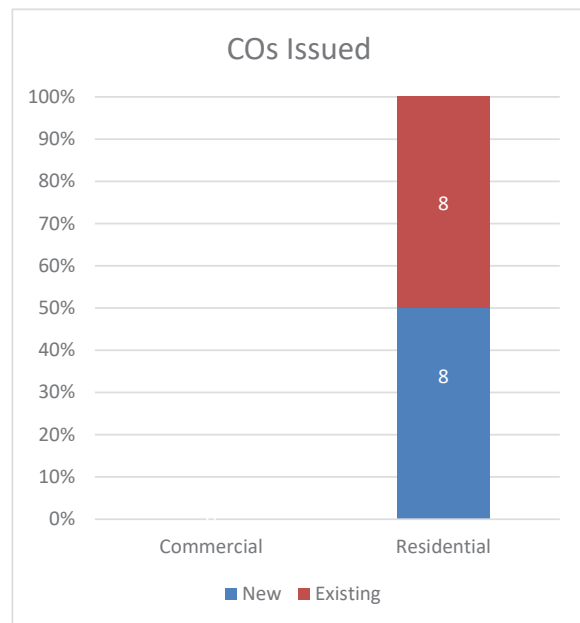


CODE ENFORCEMENT OFFICE

401 WEBBS MILLS ROAD
RAYMOND, MAINE 04071

Certificate of Occupancies Issued:

42 Plummer Drive, Single Family – Renovation
104 Valley Road, Single Family – New
213 Meadow Road, Single Family – Rebuild
565 Webbs Mills Road, Single Family – Addition
107 Swans Road, Single Family – Renovation
42 Windward Shore Road, Single Family – Rebuild
42 Windward Shore Road, Workshop – New
451 Raymond Cape Road, Single Family – New
83 Swans Road, Single Family – Renovation
22 Cornerstone Drive, Single Family – New
5 Short Sticks Road, Apartment – New
98 Thomas Pond Terrace, Single Family – New
9 Short Sticks Road, Single Family – New
52 Mystic Cove, Single Family – Rebuild
1 Cedar Lane, Single Family – New
58 Crockett Road, Single Family – Renovation



I attended two Planning Board meetings, one Board of Appeals meeting, three Selectboard meetings, and one Budget-Finance Committee meeting in the months of April through June. At their April 14th meeting the Planning Board reviewed a pre-application for a proposed twenty-six (26) unit apartment project off Webbs Mills Road. At their May 12th meeting the Planning Board reviewed an amended application for a nine (9) lot subdivision off Patricia Ave. At their May 25th meeting, the Zoning Board of Appeals approved a Home Occupation use application for Jessica Bates at a property located at 3 Cape Road. This approval allows a portion of the existing single-family dwelling to be used as a commercial kitchen. They would like to prepare food for takeout sale/catering only.

The Town's Planner James Seymour and I did not approve any staff review site plan applications this quarter.

The following Notice of Violation/Stop Work Orders were issued:

2020-0001 - October 7, 2020 – 402 Webbs Mills Road (ongoing)

The Starrett's were issued a NOV for removal of vegetation and an unpermitted contractor use taking place on the property. An abutter complaint triggered this enforcement action. Since the NOV was sent the Starrett's went before the ZBA and received Conditional Use approval for the contractor use. Next, they will need to obtain Site Plan approval on their path to legalizing all activity on site.

As of today, we still have not received an application for site plan approval, so a second NOV will be going out.



CODE ENFORCEMENT OFFICE

401 WEBBS MILLS ROAD
RAYMOND, MAINE 04071

2020-0002 - November 3, 2020 – 9 Shaker Woods Road (should be resolved soon)

The person who had been occupying the camper on the lot has moved off the property. A follow-up inspection of the site will take place in the first week of September. If the camper has been removed the violation will be resolved.

2020-0003 - November 18, 2020 – 9 Shaker Woods Road (ongoing)

Numerous inspections of the dwelling unit were performed during the months of April – June. A considerable amount of work had been completed inside of the dwelling, however, very little clean-up has taken place outside. An inspection is scheduled for the first week of September to check the status of the cleanup.

2020-0006 - December 16, 2020 – 7 Main Street (should be resolved soon)

A NOV/Stop Work Order was sent to the owner of 7 Main Street following a citizen complaint that the owner had removed a significant number of trees and disturbed large amounts of soil on this parcel without the required permits. The owner acted on conflicting information provided to them by a previous CEO and is willing to work with me to resolve the issue.

The owner has submitted an after-the-fact permit for tree removal and a revegetation plan.

2021-0001 - January 19, 2021 – 90 Tenny Hill (should be resolved soon)

A NOV was sent to the owner of 90 Tenny Hill following a citizen complaint that the owner had installed two new carports without the required building permits. I had originally spoken with the owner in December, and he agreed to submit and after the fact building permit, but we never received anything. After sending the NOV the owner submitted a building permit application, which has not yet been reviewed.

2021-0003 – April 28, 2021 – 43 Swans Road (should be resolved soon)

A complaint was received in 2018 and never investigated stating that a deck had been built a few feet from the shoreline at 43 Swans Road. I inspected and found a deck a few feet from the water as indicated on the anonymous complaint. A NOV was sent to the owner, who claims that he was told by a previous code officer that if the deck was free-standing it did not need to meet setbacks. That information is incorrect, and he was told the deck needs to be removed. He informed us that he would comply and remove the deck. A follow-up inspection is needed.

Below is a map showing the location of the current open violations in town in orange:



CODE ENFORCEMENT OFFICE

401 WEBBS MILLS ROAD
RAYMOND, MAINE 04071



Sincerely,

Alexander L. Sirois
Code Enforcement Officer
Town of Raymond, Maine

ALEXANDER L. SIROIS | (207) 655-4742 EXT. 161 | CEO@RAYMONDMAINE.ORG



CODE ENFORCEMENT OFFICE

401 WEBBS MILLS ROAD
RAYMOND, MAINE 04071

4/9/2021	Timanous Foundation	85 Plains RD	Tent platform
4/13/2021	Eliot Katz (Ernest Timmons)	109 Spring Valley Road	Addition
4/15/2021	Julie/Dean Chasse	32 Allens Way	Tree Removal
4/15/2021	John Dunham	46 Sebago RD	Tree
4/16/2021	Michael/Lynn Daniel (Kray Properties)	64 Notched Pond RD	Demolition
4/16/2021	15 Eisenhower LLC (Kray Properties)	66 Notched Pond RD	Demolition
4/20/2021	Derek Ray	15 Ball DR	Shoreland
4/21/2021	Eric S Heath (Rick's Pool)	225 Egypt RD	Pool
4/22/2021	Pam Pallas	233 Raymond Hill Road	Structural Support Work
4/22/2021	Linda Stearns (QTeam)	14 Fisherman's LN	Tree
4/22/2021	Stacey Dilorenzo	11 Canal RD	Deck
4/27/2021	15 Eisenhower LLC (Kray Properties)	66 Notched Pond RD	Tree
4/28/2021	Derek Roberts	12 Kelly Lane	Addition
4/29/2021	Michael Kaltsas (Knotty Pine)	24 Island Cove	Close in porch
4/30/2021	Krainin Real Estate	1539 Roosevelt TRL	Sign
4/30/2021	William/Nancy Jordan (Pearson Custom Homes)	43 Turtle Cove Road	Demo/rebuild SF
4/30/2021	William/Nancy Jordan (Pearson Custom Homes)	43 Turtle Cove RD	Shoreland/2020-357
5/4/2021	Elizabeth Twer	97 Spring Valley	New SF
5/4/2021	Joseph/Elizabeth Twer	97 Spring Valley	Shoreland
5/12/2021	C & K Bedford	20 Ball Drive	Pool
5/12/2021	Jamie Campbell (Turcote Construction)	1 Ball Drive	Remodel
5/12/2021	David Lind	46R Main ST	Building-Solar panel
5/12/2021	Brian Wallace (QTeam)	36 Crescent Shore RD	Tree
5/18/2021	Raymond/Vivian Stevens (Wright-Ryan/Greg Lanou)	27 Kossow LN 31 Kossow LN	Add/Interior Demo
5/18/2021	Raymond/Vivian Stevens (Wright-Ryan/Greg Lanou)	27 Kossow LN 31 Kossow LN	Shoreland
5/18/2021	Lawrence/Joleen Guidi	25 Allen's Way	Deck
5/18/2021	15 Eisenhower LLC (Kray Properties)	66 Notched Pond RD	Tree
5/20/2021	William/Nancy Jordan (Pearson Custom Homes)	43 Turtle Cove RD	Tree/2020-357
5/20/2021	Kevin Gagnon	126 Sloans Cove RD	SFD Addition
5/21/2021	Camp Wawenock	33 Wawenock Road	Pavilion
5/21/2021	Meredith/Matthew Reed	47 Legacy Road	Dock
5/21/2021	Raymond Marine/Scott Allen	1565 Roosevelt TRL	Sign
5/26/2021	Chase Custom Homes	43 Bracken Woods RD	NE/SF
5/26/2021	BSA/Scott Martin	146 Plains RD	Ring hall remodel
5/26/2021	Jordan Bay Properties/Michell Carver	51 Main ST	Conversion

ALEXANDER L. SIROIS | (207) 655-4742 EXT. 161 | CEO@RAYMONDMAINE.ORG



CODE ENFORCEMENT OFFICE

401 WEBBS MILLS ROAD
RAYMOND, MAINE 04071

5/27/2021	BSA/Scott Martin	146 Plains RD	Cupola on dining hall
5/28/2021	Richard/Lucie Tibbals (Elog Homes)	247 Raymond Hill RD	NESF
5/28/2021	Richard/Lucie Tibbals (Elog Homes)	247 Raymond Hill RD	Address
5/28/2021	Richard/Lucie Tibbals (Elog Homes)	247 Raymond Hill RD	Tree
5/28/2021	Ingrid Bischoff (Christopher Ballard)	36 Murch Landing RD	Demo/NESF
5/28/2021	Ingrid Bischoff (Christopher Ballard)	36 Murch Landing RD	Shoreland
6/1/2021	Robert Drew	17 Tower Road	Replace Mobile SF
6/1/2021	Jonathan/Laura Hamel	18 Boulder RD	Reframe bunkhouse
6/1/2021	Jonathan/Laura Hamel	18 Boulder RD	Tree
6/1/2021	Marko Registe/Angelica Thomas	91 Vogel RD	NESF
6/1/2021	Marko Registe/Angelica Thomas	0 Vogel RD	Address
6/3/2021	KP Gagnon Company	1233 Roosevelt Trail	Interior Renovation
6/3/2021	Brian Wallace/Pauline Smith (Steve Nicoli)	36 Crescent Shore RD	Driveway/Address
6/3/2021	Susan Henriksen	28 Plummer RD	3 season room
6/9/2021	Mark Gervais	25 Indian Point	Sunroom
6/9/2021	Brian Wallace/Pauline Smith (Steve Nicoli)	36 Crescent Shore RD	NESF
6/10/2021	Bill Dreyer	23 Birch Drive	Tree Removal
6/11/2021	Erik/Tina Richardson	40 Papoose Island RD	hardscaping
6/11/2021	GEP Investments/William Policano	2 Shore RD	Tree
6/11/2021	Robert Franco	35 Meadow RD	Tree
6/11/2021	John Ewalt	121 Wild Acres RD	Tree
6/11/2021	Kenneth Albertson	565 Webbs Mills RD	Garage
6/15/2021	David Shaw	38 Island Cove	Tree
6/17/2021	Krainin Real Estate	1539 Roosevelt TRL	Sign
6/18/2021	Stacey Moore	7 Samuel RD	Home Occupation
6/22/2021	Town Of Raymond	1443 Roosevelt Trail	Interior Remodel
6/22/2021	Heidi Haydock (Jeffrey Foley)	18 Bayview DR	Shoreland
6/22/2021	Robert Volpi	37 Quarry Cove RD	Deck
6/22/2021	Town of Raymond/Fire & Rescue	1443 Roosevelt TRL	Interior alteration
6/22/2021	Trinity Properties/Dog Wash	1233 Roosevelt TRL	Commercial interior
6/24/2021	Chase Custom Homes	43 Bracken Woods RD	Driveway
6/24/2021	Chase Custom Homes	64 Rolling Brook RD	Driveway
6/24/2021	Chase Custom Homes	52 Rolling Brook RD	Driveway
6/24/2021	Chase Custom Homes	46 Rolling Brook RD	Driveway
6/25/2021	Heidi Haydock	12 Bayview DR	Chicken coop
6/25/2021	James Plummer	156 Raymond Hill RD	SFD
6/30/2021	James Joyce (Owner)	58 Crockett RD	Interior remodel

ALEXANDER L. SIROIS | (207) 655-4742 EXT. 161 | CEO@RAYMONDMAINE.ORG

New Road Name - Meridian Lane

Board of Selectmen – Agenda Item Request Form

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

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

Category of Business (please check one):

☐ Information Only ☐ Public Hearing ☐ Report ☒ Action Item

☐ Other - Describe:

Agenda Item Subject:

Agenda Item Summary:

Action Requested/
Recommendation:

Attachments to
Support Request:

General Assistance Ordinance Annual Update



JENNIE SILVERBLADE
RAYMOND DEPUTY CLERK
GENERAL ASSISTANCE ADMINISTRATOR
401 Webbs Mills Road
Raymond, Maine 04071

207.655.4742 x129

September 1, 2021

Selectboard

To the Selectboard,

The General Assistance manual for the year 2021-2022 came out. A few changes were made. The food maximums increased. The housing maximums increased. The overall maximums decreased.

In the manual itself, sections on homelessness and recovery residences were added.

Sincerely,

A handwritten signature in cursive script that reads "Jennie Silverblade".

Jennie Silverblade

Deputy Clerk

General Assistance Administrator

Town of Raymond

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: August 19, 2021
Subject: New GA Maximums

Enclosed please find the following items:

- MMA's updated (August 2021) "**General Assistance Ordinance**"
- MMA's new (October 1, 2021–September 30, 2022) "**General Assistance Ordinance Appendices**" (A – H).
- "**GA Ordinance Adoption Form**" which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. (*see "Filing of GA Ordinance and/or Appendices" below for further information*).
- "**GA Maximums Adoption Form**" which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see "Filing of GA Ordinance and/or Appendices" below for further information*).

MMA GA Model Ordinance

The enclosed Maine Municipal Association (MMA) GA Model Ordinance has been updated for your municipality. This new ordinance, **once adopted by Municipal Officers**, will replace any existing GA Ordinance used by your municipality. Unlike the Appendices, you are not required to adopt the updated MMA Model Ordinance, though you are strongly encouraged to do so as it contains the most current information regarding General Assistance law.

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality's General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – H. Even if you are not updating your GA Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers conduct a ***notice and hearing*** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current GA maximums and/or ordinance.

(Revised 9/3/21)

2021

General Assistance Maximums Reference Sheet-Cumberland Cty. HMFA

2022

Oct 1, 2021 to Sept 30, 2022

OVERALL MAXIMUMS

Persons in Household

1	2	3	4	5
\$963	\$1,023	\$1,331	\$1,773	\$1,904

Household of 6 = \$1979

* Add \$75 for each additional person

FOOD MAXIMUMS

Persons	Weekly	Monthly
1	\$58.14	\$250
2	\$106.74	\$459
3	\$153.02	\$658
4	\$194.19	\$835
5	\$230.70	\$992
6	\$276.74	\$1,190
7	\$306.05	\$1,316
8	\$349.77	\$1,504

Add \$188 per month for each + person

HEATING FUEL

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

HOUSING MAXIMUMS

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$188	\$810	\$212	\$910
1	\$193	\$828	\$223	\$961
2	\$252	\$1,085	\$293	\$1,259
3	\$343	\$1,476	\$393	\$1,689
4	\$357	\$1,537	\$419	\$1,801

PERSONAL CARE & HOUSEHOLD SUPPLIES

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

***New - Appendix H Revisions

Burial Maximum: \$1,475
Cremation Maximum: \$1,025

ELECTRIC

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

1-800-442-6003

Revised 8-18-21GRB

*[For use when adopting a **new version of the GA ordinance or amending the body of the ordinance** – not solely adoption of updated appendices]*

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20____, by the municipal officers:

_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)

[Send a copy of the enactment page and ordinance to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

Rev. 8-2021