



Town of Raymond Board of Selectmen ePacket October 12, 2021 Table of Contents

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Agenda



BOARD OF SELECTMEN Agenda

October 12, 2021

6:30pm – Regular Meeting

At 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) September 14, 2021
- 3) **New Business**
 - a) Consideration of the RSU #14 Windham Middle School Option – Select Board
 - b) Executive Session to Discuss Publicly Held Property – pursuant to 1 MRSA §405 (6)(C)
 - c) Consideration of Memorandum of Understanding with Raymond Public Library – Select Board
 - d) Consideration of Appointing Suzanne Carr as Election Warden – Sue Look, Town Clerk
- 4) **Public Comment**
- 5) **Selectman Comment**
- 6) **Town Manager's Report and Communications**
 - a) **Confirm Dates for Upcoming Regular Meetings**
 - November 9, 2021
 - December 14, 2021
 - b) **Reminder of Upcoming Election Schedule**
 - Tuesday, November 2, 2021 – State Referendum Election at JSMS Gym from 7am to 8pm
- 7) **Adjournment**

Selectman's Meeting Agenda (Page 1 of 1) October 12, 2021

Previous Meeting Minutes



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.

Select Board members in attendance: Rolf Olsen, Joe Bruno, Teresa Sadak, Samuel Gifford

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager
Nathan White – Public Works Director
Bruce Tupper – Fire Chief
Charisse Keach – Finance Director
Alex Sirois – Code Enforcement Officer
Cathy Gosselin – Health Officer
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) August 10, 2021 – Regular Meeting

Motion to approve as presented by Selectman Olsen. Seconded by Selectman **runo**.

Unanimously approved

b) August 19, 2021 – Emergency Meeting – Liquor License

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

Unanimously approved

3) **New Business**

a) Presentation by RSU #14 Board of Directors Regarding Middle School Options – Mike McClellan, RSU #14 Board Member

All Raymond representatives were present – Kate Leveille, Vice Chair; Mike McClellan, and Char Jewell. Chris Howell, Superintendent was also in attendance.

* Taken out of order

Selectman's Meeting Agenda (Page 1 of 6) September 14, 2021

RSU #14 Rep Mike McClellan – Windham has gotten approval to build a new Middle School. The State has asked if Raymond would like to join Windham in the new Middle School. The deadline for the RSU 14 BOD is November 1st. We are not making a recommendation at this point. If we choose not to do this, it is unlikely that the State would approve a new Middle School for Raymond in the future.

Superintendent Chris Howell – This is not coming out of an agenda to close JSMS. It is coming from the State. The State is looking to combine smaller schools. Renovations will still be included in the RSU budget, but the State will be unlikely to approve funding for any new construction.

There was discussion of how best to get input from the citizens of Raymond and meet the State's timeline. The new Windham Middle School will be "state of the art" and it would be quite expensive to renovate JSMS to be comparable. Bussing students to Windham would mean very long bus rides and how could this be addressed? It is 100% State funded project, but there will be some overage which will be under the current cost sharing between Windham and Raymond. JSMS has 192 students now. Raymond is a minimal receiver of State Education funds. Not sure where the site will be as yet, the State will have part of this decision. The project should be between \$65 and \$70,000,000. They will need at least a 35-acre piece of land and there is very little available in the Northern end of Windham. Raymond does have a 131-acre parcel at 77 Patricia Avenue. Town Clerk Look will send a copy of the property map to Superintendent Howell. If Raymond decides to send the Middle School students to the new school, the JSMS will revert back to Raymond. The decision is the RSU #14 Board of Directors, but they want to go with the will of the Raymond citizens.

The decision was to hold public hearings and then the Select Board will vote on a recommendation to the RSU #14 Board of Directors at their October meeting. The public hearings will be:

Public Hearings Oct 4 and Oct 5 at 6:30pm at JSMS Gym.

It will be publicized by both the Town of Raymond and the RSU on all means available.

b) Consideration of Finance Director Appointment – Don Willard, Town Manager

Charisse Keach began on September 9th, she is a resident of Sebago. Her background is that she was the Finance Officer for Bridgton for almost 6 years. Prior to that she was the Treasurer for Buxton for 4 years and prior to that she worked for Franklin County (in Farmington – her home town) for 3 years. Thank you for choosing me, I am looking forward to digging in. Everyone has been helpful. We are happy to have you!

Motion to appoint Charisse Keach by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved

c) * Public Safety Recognition – Bruce Tupper, Fire Chief

Chief Tupper gave an overview of a recent mutual aid incident where there were 10 communities involved in fighting the fire. It was a very hot and humid day. Town Manager Willard brought up a 5 gallon jug of drinking water and Public Works Director

* Taken out of order

White brought his truck full of bottled water for the fire fighters who were quickly becoming dehydrated. The fire fighters were able to contain the fire to only the barn and garage, but not the house. Tonight I wanted to officially thank the other crews (who have been sent thanks) and to than Public Works Director White who tore down part of the building with the backhoe, towed 2 fire trucks out of mud, and rolled fire hose for the trucks. He then presented a certificate of achievement. The extra effort was above and beyond and very much appreciated. Nathan said that he does what he does because of the people in the Town of Raymond.

d) * Paving Update – Nathan White, Public Works Director

This item was deleted as it was only a ruse to get the Public Works Director to the meeting.

e) Consideration of Road Name Change – from Nancy’s Way to Treehouse Way – Nicole and Edward Keough

Nancy no longer lives there nor owns the land. It has been approved by the E911 Addressing Officer. Also, Nancy’s Way with the apostrophe does not meet USPS street naming conventions.

Motion to approve changing Nancy’s Way to Treehouse Way by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

f) Consideration of Setting Mill Rate for FY 2021-2022 – Curt Lebel, Contract Assessor

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.

TAX RATE	LAST YEAR (FY 2020-21)		PROPERTY TAX REVENUES											
	\$	13.95	THIS YEAR (FY 2021-22) TAX RATE OPTIONS											
TAXABLE VALUATION	\$	1,038,866,710.00	\$	1,051,179,880.00	\$	1,051,179,880.00	\$	1,051,179,880.00	\$	14.10	\$	14.20	\$	14.40
COUNTY	\$	784,426.00	\$	773,657.00	\$	773,657.00	\$	773,657.00	\$	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	\$	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	\$	247,707.29	\$	247,707.29	\$	247,707.29
MUNICIPAL	\$	2,686,906.61	\$	2,962,344.74	\$	3,060,335.50	\$	3,255,916.70	\$	3,255,916.70	\$	3,255,916.70	\$	3,255,916.70
OVERLAY	\$	43,883.75	\$	24,422.87	\$	29,849.91	\$	41,064.30	\$	41,064.30	\$	41,064.30	\$	41,064.30
TOTAL PROPERTY TAX	\$	14,492,190.51	\$	14,821,636.31	\$	14,926,754.30	\$	15,136,990.27	\$	15,136,990.27	\$	15,136,990.27	\$	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	\$	(236,090.40)	\$	(237,764.80)	\$	(241,113.60)	\$	(241,113.60)	\$	(241,113.60)	\$	(241,113.60)
HOMESTEAD REIMB	\$	(244,142.09)	\$	(47,212.44)	\$	(47,547.28)	\$	(48,617.28)	\$	(48,617.28)	\$	(48,617.28)	\$	(48,617.28)
BETE REIMB	\$	(51,113.50)	\$	(396,767.42)	\$	(396,767.42)	\$	(396,767.42)	\$	(396,767.42)	\$	(396,767.42)	\$	(396,767.42)
STATE REV SHARING	\$	(245,609.80)	\$	(1,713,160.00)	\$	(1,713,160.00)	\$	(1,713,160.00)	\$	(1,713,160.00)	\$	(1,713,160.00)	\$	(1,713,160.00)
OTHER REVENUES	\$	(1,607,960.00)	\$	(300,000.00)	\$	(200,000.00)	\$	-	\$	-	\$	-	\$	-
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	\$	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)	\$	(2,399,658.30)	\$	(2,399,658.30)	\$	(2,399,658.30)
TOTAL MUNICIPAL TAX REV	\$	2,686,906.61	\$	2,962,344.74	\$	3,060,335.50	\$	3,255,916.70	\$	3,255,916.70	\$	3,255,916.70	\$	3,255,916.70

* Taken out of order

Motion to approve a Mill Rate of \$14.10 per \$1,000 by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved

Contractor Assessor Lebel will be coming back before the Board in the early winter to begin discussing the revaluation.

g) Shaker Woods Progress Update – Alex Sirois, CEO; Cathy Gosselin, Health Officer

The last inspection was mostly on the outside. He has cleaned up the priority areas. There is no way that all cleanup will be complete by October 1st. He has shown that he is taking this seriously and in addition to the cleanup he has continued to make progress on his back taxes. We are suggesting that we continue to assess through the Winter and look at this again next Spring. He does still have some unsafe electrical in the house. He is having trouble getting someone to come and do the electrical work. The Select Board agrees that it is difficult to get any work done in the current climate. CEO Sirois will check with the Town Attorney to see if we can amend and/or extend the order so he would have until October next year to finish the junk yard and to have the electrical issues corrected very soon. We may need a new order. This will be added to the October 12th agenda.

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

Unanimously approved

h) Consideration of Appointing Mark Childs to Planning Board – Alex Sirois, CEO

Mr Childs works for a Architecture and Construction business as a Senior Project Manager. I want to be a part of keeping Raymond great. I have been a general contractor in the past and am familiar with codes and standards.

Motion to appoint Mark Childs to the Planning Board by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

i) CEO Permits Update – Alex Sirois, CEO

The car dealership on Route #302 is moving. After the last meeting there were about 50 cars. They have a hauler to remove cars and the hauler is broken down, that is why the cars are building up. After a couple of weeks there was no change so now we are on to the Notice of Violation, which will give them 30 days to get in compliance.

Permits April to June 2021:

- Pretty much on pace to be more than the previous year. We may come close to the number of permits issued in 2019 (record year).
- Revenues are up due to renovations to some very expensive homes.
- There have been a number of Certificates of Occupancy issued.
- There are 6 open violations.
- Chris started and has been focusing on enforcement and complaints. Some may escalate to the Select Board in the future.

* Taken out of order

- j) Consideration of New Road Name – Meridian Lane – Kaela Gonzalez, E-911 Addressing Officer

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

Unanimously approved

- k) Consideration of Annual Update to General Assistance Ordinance – Jennie Silverblade, GA Administrator

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

Unanimously approved

4) **Public Comment** – none

5) **Selectman Comment** – none

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

Cathy Gosselin has done a great job on COVID and is now setting up the portal for the AAPA grant. We should get half of the money soon and half next year.

We have filled the Finance Director, the Assistant Recreation/Public Works Foreman, and the Assistant CEO. Thanks to the efforts of Rita Theriault, HR Director, and the member of the hiring panels. We are still seeking a full time Paramedic/Fire Fighter and EMT/Fire Fighter. Also, Laurie Ann Wilson was of great help from New Gloucester with the Finance office.

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)

Motion to enter executive session at 8:15pm as listed above by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

Motion to leave executive session at 8:53pm by Selectman Olsen. Seconded by Selectman Bruno.

* Taken out of order

Unanimously approved

Town Manager Willard will look at the Community Assistance Fund and use them amount of money agreed to resolve some of the tax issue.

8) Adjournment

Motion to adjourn at 8:54pm by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

* Taken out of order

Library MOU

MEMORANDUM OF UNDERSTANDING (MOU)

By and Between

THE RAYMOND VILLAGE LIBRARY and THE TOWN OF RAYMOND

The Raymond Village Library ("Library") by and through its Board of Trustees ("Board") and the Town of Raymond ("Town"), a municipal corporation under the laws of the State of Maine, by and through its Board of Selectmen, hereby enter into this agreement to set forth the understanding of the Board and Town with respect to management and operation of the library.

OVERVIEW

The Library provides a vibrant and dynamic place where the community engages in personal enrichment. People of all ages are welcome and have free access to information that promotes and inspires their educational, recreational, and cultural interests.

The Board is a nonprofit 501(c)(3) corporation that currently owns the Library building and contents and intends to transfer such ownership to the Town at no cost for the purpose of the Town operating the Library as a town department.

The future mission of the Board will **a fundraising/support to the Library Director on Library matters on behalf of the Library.**

The Board has been responsible for serving the community's interests by setting and overseeing the Library's vision, strategic direction, governance, management, funding, programs, and policies that ensure the best possible library service. The Library Director ("Director") is the organization's chief executive, leading and managing the day-to-day operations under the oversight and at the direction of the Board.

The Town of Raymond gifted the library lot to the Raymond Women's Club, predecessor in title to the Raymond Village Library Board of Directors with a reverter provision for the lot and any buildings that may be erected should the library cease to operate or disband. The town provides an annual appropriation, subject to town meeting approval as well as certain in-kind services. These include, but are not limited to: Information technology assistance, including provision of both software and hardware support, Public Works groundskeeping work, including mowing, plowing and building snow removal, as well as assistance with excavation and small construction projects. [

The Town and the Library both acknowledge that the two organizations serve the same constituency and have the same goals and objectives.

PURPOSE & SCOPE

providing an understanding that will permit the parties to effectuate such a transfer, if mutually agreed upon and approved by the Town Meeting. Upon transfer, the Director and Library staff will be employed and supervised under conditions specified in the Town Personnel Policy Manual (TPPM). The Town and Board acknowledge and understand that the Director and Library staff will now be employees of the town.

The Town and Director will strive to fulfill the libraries' existing vision and mission, with guidance from the Board.

The Town and Board acknowledge that the Town has agreed to provide and fund all Library services and responsibilities.

It is the responsibility of the Town to ensure that the Library operates in compliance with all applicable Federal, State, and Municipal laws, rules, and regulations including the Freedom of Access Act (FOAA). Further, the Library and Town will abide by the American Library Association Bill of Rights and the Maine Library Commission unless doing so would conflict with existing law.

RESPONSIBILITIES UNDER THIS MOU

The Board shall:

1. Raise money and accept gifts on behalf of the Library. Work collaboratively with the Library Director to determine how money raised by the Board will be allocated.
2. Help promote the Library to the community, including beyond Raymond.
3. Maintain open communications and relationships with the Town via the Library Director, including providing input in areas where the Board has particular expertise, e.g.:
 - a. The execution of the Library's mission and vision.
 - b. Annual budget, particularly regarding fundraising.
 - c. Policy-program-strategic vision and planning, e.g. adult/children's programs and services.
4. The Board shall transfer all monetary assets previously raised, minus 15,000 for start-up costs, to the Town. The Board will work with the Library Director to allocate the money raised through future fundraising.
5. Transfer ownership of the Library building and all contents to the Town at no cost for the purpose of the Town operating the Library as a town department.

The Town shall:

1. Fund all Library operations and expenses, including but not limited to: compensation and benefits, staff development, media, programs, services, technology, utilities, insurances, supplies, professional services, activities (e.g., author talks, educational lectures, etc.), and buildings, grounds and maintenance, contingent on town meeting approval.
3. Establish the Director as a Town Department Head; maintain open communications and relationships with the Board via the Library Director.

4. The Town will set up a separate designated account for the purposes of supporting the Library.

EFFECTIVE DATE-TERMINATION-MODIFICATION-SIGNATURES

Finalization of this transition is contingent upon Raymond voter approval at the Annual Town Meeting. The parties expressly acknowledge and agree that even if this MOU is fully executed, neither party hereto has any obligation to the other to consummate the transactions contemplated unless binding agreement(s) are entered in to by the parties.

This MOU shall be effective upon the last date stated below and shall remain in full force until terminated in writing with 60 days advance notice by the Board or the Town. Any modifications to this MOU shall be in writing and approved by both the Board and the Town. This MOU shall be effective upon the last date stated below.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum and confirmed its purpose and the principles set forth above on behalf of their respective bodies.

THE TOWN OF RAYMOND

By its Select Board

RAYMOND VILLAGE LIBRARY

By its Board of Trustees

DRAFT

Chair

President

Election Warden Appointment



Board of Selectmen

*401 Webbs Mills Road
Raymond, Maine 04071*

Appointment by Municipal Officers of Warden/Moderator

Pursuant to M.R.S.A. 21-A §501 and 30-A §2524(2), the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm Suzanne M Carr as the Warden for the November 2, 2021 State Referendum Election.

Given under our hands on the 12th day of October 2021.

Teresa Sadak, Chairman

Rolf Olsen, Vice Chairman

Joseph Bruno, Parliamentarian

Samuel Gifford

Lawrence A Taylor