



Town of Raymond Board of Selectmen ePacket November 9, 2021 Table of Contents

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Agenda



BOARD OF SELECTMEN Agenda

November 9, 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) **Special Town Meeting** – Consider Land Donation to RSU #14 for new Middle School
- 2) **Call Select Board Meeting to order**
- 3) **Minutes of previous meetings**
 - a) October 12, 2021 (regular meeting)
 - b) October 18, 2021 (emergency meeting – Special Town Meeting Warrant)
 - c) October 26, 2021 (emergency meeting – Business License)
- 4) **New Business**
 - a) Consideration of County ARPA Grant – Cathy Gosselin, Health Officer
 - b) Consideration of Business License for Fur-Ever Friendz, LLC – Tracy Campbell, owner
 - c) Consideration of New Road Name – Summit Lane (in Tarkiln Hill Estates) – David C Fossett, President of Tarkiln Hill Estates Lot Owner Association and Chief Bruce Tupper, E-911 Addressing Officer
 - d) Consideration of Fee Schedule Update – Sue Look, Town Clerk
Due to a statute change that went into effect on October 18, 2021, the fees pertaining to Freedom of Information requests need to be changed.
- 5) **Public Comment**
- 6) **Selectman Comment**
- 7) **Town Manager's Report and Communications**
 - a) **Confirm Dates for Upcoming Regular Meetings**
 - December 14, 2021

Selectman's Meeting Agenda (Page 1 of 2) November 9, 2021

- January 11, 2022

b) Reminder of Upcoming Holiday Schedule

- Thursday, November 11, 2021 – Veterans' Day
- Thursday, November 25, 2021 – Thanksgiving Day
- Friday, November 26, 2021 – Day after Thanksgiving

8) Adjournment

Special Town Meeting Warrant

Town of Raymond
November 9, 2021
SPECIAL TOWN MEETING WARRANT

TO: Don McClellan, a resident of the Town of Raymond, in the County of Cumberland and State of Maine.

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Broadcast Studio at 423 Webbs Mills Road in said town on Tuesday, November 9, 2021, at 6:30 P.M., then and there to act on Articles 1 through 2 as set out below.

ARTICLE 1: To elect a moderator to preside at said meeting.

ARTICLE 2: To see if the Town will vote to donate a parcel of land up to 45 acres from the land owned by the Town of Raymond at 77 Patricia Avenue (Tax Map 5, Lot 19) for the building of the new RSU #14 Middle School with the following contingency:

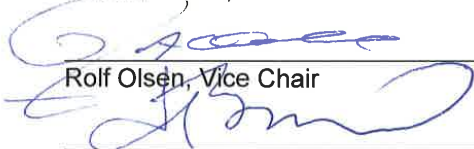
- The State of Maine and the RSU #14 Board of Directors must approve the use of the 77 Patricia Avenue site for the Middle School.

If the contingency is not met, the land will remain with the Town of Raymond.

The Select Board recommends Article 2

Given under our hands this 18th day of October AD 2021.

Teresa Sadak, Chairman



Rolf Olsen, Vice Chair

Joseph Bruno, Parliamentarian



Samuel Gifford

Lawrence Taylor

I attest that this is a true copy.

Susan L Look
Town Clerk

Previous Meeting Minutes - 10/12/2021



BOARD OF SELECTMEN Minutes

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.

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

Select Board members absent: none

Town Staff in attendance:

Don Willard – Town Manager
Alex Sirois – Code Enforcement Officer
Chris Hanson – Assistant Code Enforcement Officer
Sue Look – Town Clerk

NOTE: Due to technical issues the first 26 minutes of the meeting are not available on the recording.

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

- 2) **Minutes of previous meetings**
 - a) September 14, 2021

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

Unanimously approved

- 3) **New Business**
 - a) Consideration of the RSU #14 Windham Middle School Option – Select Board

The Select Board discussed that the Jordan Small Middle School is an emotional topic with all of its history. If emotion is taken out of the equation, putting the \$3.7 million operating budget into the new school makes more sense. We need to continue to move the Town forward and 66% of the Town has voted to go with the RSU and not withdraw. Keeping 2 different middle schools equal is difficult. Travel for students could be difficult. Comparing a new facility to a 30 year old facility, there is really no way to keep the learning in both the same. If the RSU #14 Board of Directors (who have the final vote on whether or not include Raymond students in the new Middle School) vote not to include Raymond students, how would the RSU make sure that

* Taken out of order

Selectman's Meeting Minutes (Page 1 of 5) October 12, 2021

Raymond students have the same opportunities as those at the new middle school. If the Raymond students are included, the school should be named to include both Raymond and Windham.

The RSU Board of Directors will not be voting on this at their next meeting, it will be the one after that. They are looking for land and have put an ad in the newspaper asking for 35-40 acres. The RSU Board has a deadline of before Thanksgiving to let the State know what the decision is. Site selection is the step that is being worked on now. This is a State funded process and therefore there are many things that need to be taken into account for a site to qualify. The RSU Board and Superintendent Howell thanked the Select Board for their timely response to this issue.

There were comments agreeing with the Select Board from those in the audience. A parent expressed the opinion that he would rather the school was between the 2 towns so the Raymond students would not have too long a drive. Another said that he worked in a school district where the ride was long and the busses were hot spots so the students could do homework on the way home. If the Raymond Middle School students are included, then the Jordan Small Middle School building and property will revert to the Town of Raymond.

Motion to recommend that the RSU #14 Board of Directors vote to include Raymond in the new Middle School by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

Motion that the Town of Raymond will donate 45 acres of land on Patricia Avenue for the building of the new Middle School, contingent upon the State and the RSU #14 Board of Directors approving the land, that it passes a Town Meeting vote, and that the property will remain the Town of Raymond's if it is not chosen for the building site of the new Middle School by Selectman Bruno. Seconded by Selectman Olsen.

There will be a Special Town Meeting on November 9th at the next Select Board meeting.

Superintendent Howell – I want to remind the Select Board that there is a process for site location. The RSU Board will gladly consider this piece of property in the matrix along with all other pieces of property. Ultimately that will go to a straw poll process next October. Also, thank you for putting out the consideration.

Unanimously approved

- b) * Executive Session to Discuss Publicly Held Property – pursuant to 1 MRSA §405 (6)(C)

Motion to go into executive session as noted above at 6:31pm by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

Motion to leave executive session at 6:48pm by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

* Taken out of order

- c) Consideration of Memorandum of Understanding with Raymond Village Library – Select Board

Deb Hutchinson, who is the President of the RVL, explained that the \$15,000 start up costs are to cover the change from a 501c3 to a Town department and to pay for the fund raising appeal this year. The Board of Trustees will continue as a group to support the Library as they have with fund raising.

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 be 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 grounds keeping 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

The purpose of this MOU is to enhance the effectiveness and financial strength of the Library by outlining the terms and conditions of the proposed transfer of the Library to the Town in order to operate as a Town department and each party's responsibility and obligation concerning same, and 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.

* Taken out of order

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.
2. Set policies that govern personnel and the day-to-day operations of the Library (e.g., declaration of snow days or emergency/disaster contingency plans).
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
Teresa Sadak, Chair

RAYMOND VILLAGE LIBRARY

By its Board of Trustees
Deborah Hutchinson, President

* Taken out of order

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

This is simply a vote to approve the MOU. Accepting the Raymond Village Library as a Town entity/department will require a Town Meeting vote next June. The Library's reserves will be put into a CIP account.

Unanimously approved

- d) Consideration of Appointing Suzanne Carr as Election Warden – Sue Look, Town Clerk

Motion to appoint Suzanne Carr as Election Warden for the November 2, 2021, State Referendum Election by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved

- 4) **Public Comment** – none

- 5) **Selectman Comment**

Chair Sadak thanked the Board members for listening to all of her ideas.

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

The Town has received the first half of the ARPA grant and we have until April 2022 to use, mostly for improvements to Tassel Top. We have found a bus which was donated from RSU #14 for the Raymond Recreation department to use for programs.

- 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**

Motion to adjourn at 7:39pm by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

* Taken out of order

Previous Meeting Minutes - 10/18/2021



BOARD OF SELECTMEN Minutes

October 18, 2021

8:30am – 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
Lawrence Taylor

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager

Sue Look – Town Clerk

- 1) **Called to order** at 8:30am by Chair Sadak.

- 2) **New Business**
 - a) Consideration of Warrant for Special Town Meeting

Town of Raymond
November 9, 2021
SPECIAL TOWN MEETING WARRANT

TO: Don McClellan, a resident of the Town of Raymond, in the County of Cumberland and State of Maine.

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Broadcast Studio at 423 Webbs Mills Road in said town on Tuesday, November 9, 2021, at 6:30 P.M., then and there to act on Articles 1 through 2 as set out below.

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ARTICLE 2: To see if the Town will vote to donate a parcel of land up to 45 acres from the land owned by the Town of Raymond at 77 Patricia Avenue (Tax Map 5, Lot 19) for the building of the new RSU #14 Middle School with the following contingency:

- The State of Maine and the RSU #14 Board of Directors must approve the use of the 77 Patricia Avenue site for the Middle School.

If the contingency is not met, the land will remain with the Town of Raymond.

Selectman's Meeting Minutes (Page 1 of 2) October 18, 2021

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

Unanimously approved

3) Adjournment

Motion to adjourn at 8:31am by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Previous Meeting Minutes - 10/26/2021



BOARD OF SELECTMEN Agenda

October 26, 2021
3:00pm – 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, Lawrence Taylor

Select Board members absent: none

Town Staff in attendance:

Don Willard – Town Manager
Wayne Jones – Fire Inspector
Sue Look – Town Clerk

1) **Called to order** at 3:00pm by Chair Sadak

2) **New Business**

a) Consideration of Business License for Southpaw Packing Company, Inc.

There are some minor items left to be completed (like E-911 numbers for the building by the building owner). The biggest issue was cleaning, and the business owner is correcting this and may replace some of the equipment. Fire Inspector Jones recommends approval conditionally with the requirement that the Plan of Correction be completed.

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

Unanimously approved

3) **Adjournment**

Motion to adjourn at 3:20pm by Selectman Taylor. Seconded by Selectman Olsen.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Selectman's Meeting Agenda (Page 1 of 1) October 26, 2021

County ARPA Grant

Town of Raymond Plans Cumberland County American Rescue Plan Act- ARPA

Cumberland County is awarding \$11,000,000 in ARPA funds with pre-applications due on Nov. 15, 2021. The pre-applications will be scored and reviewed by an advisory committee and then communities will be asked to submit a final application if selected for the final approval application. There is no matching grant required, but they strongly suggest we use some of our own monies to supplement the grants.

Each entity can submit a maximum of 3 applications with a minimum grant amount of \$100,000.

The priority focus of the applications are requested to be in:

1. Public Health including payroll cost for Public Health & Safety in staff responding to COVID-19.
2. Negative Economic Impacts – which includes Aid to Tourism, Travel or Hospitality
3. Service to Disproportionately Impacted Communities.

Other ARPA categories include:

Infrastructure in sewer, water, and broadband.

The Town's ARPA committee of Don Willard, Joe Crocker, Bruce Tupper, Nathan White, and Cathy Gosselin have reviewed options and have three projects to submit, focusing on Public Health and aid to tourism at Tassel Top (also using the infrastructure to water and sewer). The pre-application asks if the project has been approved by the Board and requests a copy of the letter of said approval.

Raymond is asking for the Select Board's approval in submitting three applications:

1. "Sebago Lake Cabin Rentals at Tassel Top" For this project we would like to build three cabins, ranging from 1-2 bedrooms with lofts to be used for affordable family vacations during the summer months as well as community/corporate retreats, and educational programs off-season. The cost estimate for each cabin is \$45,000 for materials, plus \$25,000 for septic, well and utilities. The Town of Raymond Public Works crew will assist by doing the driveways, earthwork and overseeing the construction of the cabins, estimated to be \$10,000 per cabin; and supply appliances and furnishings, including furniture, estimated to be \$10,000 per cabin. Total per cabin is projected to be \$90,000.

Total projected budget is \$270,000. Ask from Cumberland County \$180,000, Raymond \$60,000.

2. "Public Safety Staffing" We are requesting funds to hire and train two positions working in Public Safety. One position would be a supervisory Deputy Chief overseeing the Fire/EMS staff. The second position would be to fill an open FF/EMS position. Both would have responsibilities overseeing COVID-19. Grant cost to include 2 years of salary, payroll cost, benefits packages and associated uniforms and COVID-19 educational materials.

Total projected budget is \$322,000. Ask from Cumberland County \$294,000, Raymond \$28,000.

3. "Improvements in Facilities at Tassel Top" The 3rd application will be for the new bathroom facility and associated septic needs at Tassel Top. The facility will house female and male bathrooms and changing facilities along with an attached food concession stand with a staff bathroom. The septic field will go underneath the upper parking lot and require a septic pump, grease trap, a new well, and electrical upgrades. This would eliminate the need for porta potties.

Total projected budget is \$325,000. Ask from Cumberland County \$250,000, Raymond \$75,000.



Select Board
401 Webbs Mills Road
Raymond, Maine 04071

207.655.4742

November 9, 2021

Sandra Warren
County Compliance Manager
142 Federal St Ste 100
Portland ME 04101

Re: Town of Raymond's 2021 ARPA Pre-Application

Dear Sandra,

Please accept this letter from the Select Board for the Town of Raymond as our approval of the "Sebago Lake Cabin Rentals at Tassel Top Project" that we are submitting to request use of ARPA funds from Cumberland County.

Thank you for your efforts in assisting us with our pre-application.

Sincerely,

Teresa Sadak, Chair

Rolf Olsen, Vice-Chair

Joseph Bruno

Samuel Gifford

Lawrence Taylor



Select Board
401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742

November 9, 2021

Sandra Warren
County Compliance Manager
142 Federal St Ste 100
Portland ME 04101

Re: Town of Raymond's 2021 ARPA Pre-Application

Dear Sandra,

Please accept this letter from the Select Board for the Town of Raymond as our approval of the "Public Safety Staffing Project" that we are submitting to request use of ARPA funds from Cumberland County.

Thank you for your efforts in assisting us with our pre-application.

Sincerely,

Teresa Sadak, Chair

Rolf Olsen, Vice-Chair

Joseph Bruno

Samuel Gifford

Lawrence Taylor



Select Board
401 Webbs Mills Road
Raymond, Maine 04071

207.655.4742

November 9, 2021

Sandra Warren
County Compliance Manager
142 Federal St Ste 100
Portland ME 04101

Re: Town of Raymond's 2021 ARPA Pre-Application

Dear Sandra,

Please accept this letter from the Select Board for the Town of Raymond as our approval of the "Improvements to Facilities at Tassel Top Project" that we are submitting to request use of ARPA funds from Cumberland County.

Thank you for your efforts in assisting us with our pre-application.

Sincerely,

Teresa Sadak, Chair

Rolf Olsen, Vice-Chair

Joseph Bruno

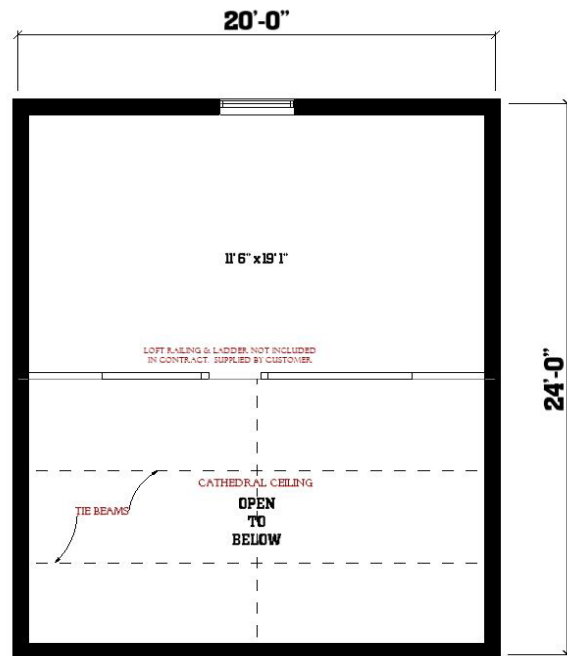
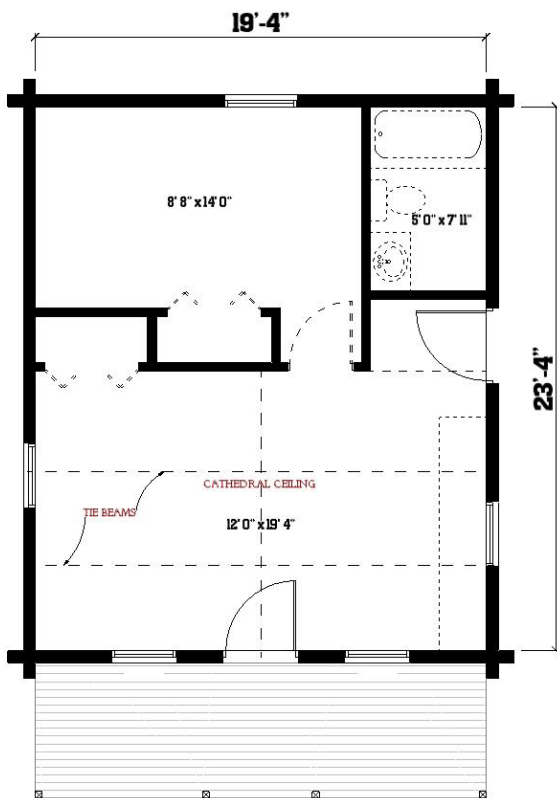
Samuel Gifford

Lawrence Taylor

Stow

If you are looking for solitude and comfort, you'll love the great Stow vacation cabin, with its 20'x24' living area, large 12'x20' sleeping loft and 6'x20' covered porch.

Maine Pine Log Homes by Hammond Lumber



Business License - Fur-Ever Friendz LLC



Business License Application

OFFICIAL USE	
Permit Fee: \$25.00	Pd ck #445
Application Date:	10/11/2021
Map-Lot:	_____
Zone:	_____

Business Name: Fur-Ever Friendz LLC

Business Location: 1311 Roosevelt Trail, Raymond

Applicant: Tracy Campbell

Mailing Address: 25 Dolloff Rd

City State Zip: Standish, me 04084

Home Telephone: 207 (415-9083) Work Telephone: (207) 302-000

Email Address: 4tcampbell@roadrunner.com

Description of Business: Doggy Daycare, Grooming, Training boarding center

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
N/A	SAME AS	above
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2
bindsey Campbell	(207) 671-0105	

I have secured or am in the process of securing all State and local licenses/permits required for my business to operate. Please list required licenses/permits:

LLC (filed)

Hurtzau Holdings, Inc. (landlord)

Have there been any public health, safety, or welfare problems occurring in the operation of the business or a similar business at the same location in the immediately preceding year, including but not limited to neighborhood complaints, disorderly customers, and excessively loud or unnecessary noise that initiated complaints to or required a response from the sheriff's department fire department or other municipal regulatory body or employee? Yes No

If Yes, please provide evidence of satisfactory resolution of any such complaint.

Applicant Signature: Tracy Campbell Oct 11, 2021

The business named Fur-Ever Friendz LLC is current with all Town fees, taxes and inspections, as well as compliant with all Town of Raymond Ordinances.

Code Enforcement Officer 

Fire Inspector _____

Tax Collector Susan A Cook (Deputy Tax Collector) \$0.- balance

Conditions of Approval by Select Board:

Application Approved

Application Denied. Denial Reason:

Determination Date: _____

Expiration Date: March 1, _____

Select Board Signatures:

Teresa Sadak, Chair

Rolf Olsen, Vice Chair

Joseph Bruno, Parliamentarian

Samuel Gifford

Lawrence Taylor



CHRIS HANSON
CODE ENFORCEMENT OFFICER
(207) 655-4742 x161
chris.hanson@raymondmaine.org

401 WEBBS MILLS ROAD
RAYMOND, MAINE 04071

MARY QUIRK
ADMINISTRATIVE ASSISTANT
(207) 655-4742 x161
mary.quirk@raymondmaine.org

MEMO

Re: FUR-EVR FRIENDS LLC

1311 Roosevelt Trail

TO: Board of Selectmen

Per the Business License Ordinance, the premises at 1311 have been inspected by the Code Office and the Fire Department. The Fur-Ever Friends LLC is an allowed use in the Commercial District and has complied with Codes and the Fire Department with needed upgrades. They will be installing a new Fire Alarm System and will be issued a Certificate of Occupancy for the building once the Selectmen approve the application.

Sincerely,

Chris Hanson

Code Enforcement Officer

CHRIS HANSON | (207) 655-4742 x161 | CHRIS.HANSON@RAYMONDMAINE.ORG



Raymond Fire & Rescue

Occupancy: **Fur Ever Friendz**
Occupancy ID: **Roosevelt 1311 #1**
Address: **1311 Roosevelt TRL Apt/Suite #Suite B**
Raymond ME 04071

Inspection Type: **New or Change of Occupancy**
Inspection Date: **10/28/2021** By: Jones, Wayne (JONESW)
Time In: **10:00** Time Out: **11:00**
Authorized Date: **10/28/2021** By: Jones, Wayne (JONESW)

Form: Annual 18-0331

Inspection Description:

Annual Inspection Form
New and Change of Use Inspection Form

Inspection Topics:

General

Address numbers 3 inches high visible from street.

Raymond Addressing Ordinance Article 6. Numbers must be a contrasting color to the background. Address numbers are critical to emergency personnel in finding people who may need assistance or aid in an emergency.

Status: Routine Maintenance

Notes: The Business Sign at the street is properly marked. The Unit numbers were not in place (for the entire complex - both buildings). Unit/Suite numbers need to be installed in a color that is contrasting to the background, and is visible for emergency response units entering the parking lot.



Posted Maximum Occupancy signs at room entrances where required.

Assembly uses shall have an Occupancy Permit issued by the Raymond Fire Department.

Status: Not Applicable

Notes:

Is a Knox Box installed. Are the keys current?

All properties protected by a Fire Alarm System and/or a Fire Suppression System shall have a Knox Box with current keys to the property. Raymond Fire Protection Ordinance Article 5 Section 1

Status: Violation

Notes: As a Plan of Correction (POC) the Property and Business Owners were advised of this requirement.

Other

Other General Comments

Status: Not Applicable

Notes:

Housekeeping

Boiler, mechanical, and electrical panel rooms shall not be used for storage.

Combustible materials in these equipment rooms often get put too close to sources of heat and a fire will likely result.

Status: PASS

Notes: Building Units (X3) are still being remodeled (cosmetically) at the time of inspection. Please note moving forward for future inspections.



Clean grease filters and hood/duct system over cooking equipment.

Regular cleaning of the hood, duct, and filters will eliminate flammable grease build-up and provide proper ventilation of head through the exhaust outlet.

Status: Not Applicable

Notes:

Locate all dumpsters at least 10 feet from the building or overhangs.

Dumpsters are a common fire target of vandals. Moving the dumpster away will reduce the risk of a fire spreading to the building.

Status: Not Applicable

Notes:

Are combustible wastes properly stored in containers.

Combustible waste like grease can be hazardous if not properly stored.

Status: PASS

Notes: Building Units (X3) are still being remodeled (cosmetically) at the time of inspection. Please note moving forward for future inspections.

Other

Other Housekeeping Comments

Status: Not Applicable

Notes:

Exits

Are all required exits marked?

[NFPA 101 7.10] Means of egress exits, other than the main entrance to a room or space that is obviously and clearly identifiable, must be marked as an exit to direct egress in an emergency.

Status: Violation

Notes: Property Owner and Business Owner advised of the requirements. Based on the Business Use and Occupant Load a Photoluminescent (Glow in the Dark) Exit Signs may be used on front and rear doors. The Owners were advised to submit photos of the new Exit Signs to the Raymond Fire Rescue Department (RFRD) when they are installed.



Are emergency egress light fixtures installed and operational?

Test battery and check for broken or missing light fixtures.

Status: Not Applicable

Notes: Based upon the Business Use and Occupant Load this building (Unit 4, 5, &6) does not require emergency lighting at this time. A change of use may trigger this requirement in the future.

Are exit doors clear of obstructions, snow and ice?

101:7.1.10 Doors in means of egress or escape shall be maintained free of obstructions, including snow and ice.

Status: PASS

Notes: Exits were clear at the time of inspection. Note: The Exit Photos above.

Are there dead ends longer than 20 feet?

Maximum dead end is 20 feet with the following exceptions: The following occupancies in buildings with fire sprinkler systems have increased dead end lengths. Business:

Status: Not Applicable

Notes: There were no dead ends that trigger this requirement at the time of inspection.

If the occupancy is more than 50 persons, are exit doors equipped with panic or fire exit hardware?

Include reference

Status: Not Applicable

Notes: Based upon the Business Use and Occupant Load at the time of inspection, panic hardware is not required.

Unlock all required and marked exit doors during business hours.

Locked exit doors make it impossible for occupants to escape in an emergency.

Status: Routine Maintenance

Notes: The Rear Exit doors (X3) shall be marked with signage that reads "This Door to Remain Unlocked during Business Hours".



Remove storage from exit stairs.

Items stored beneath or in exit stairs present a fire risk that can endanger persons using that escape route.

Status: Not Applicable

Notes:

Other

Other Exit Comments

Status: Not Applicable

Notes:

Hazardous Materials

Are flammable materials stored closer than 10 feet from the building.

Fuel oil, propane, and other flammable liquids, gases, or solids must be stored more than 10 feet from any building or structure. Raymond Fire Protection Ordinance Article 6.

Status: Not Applicable

Notes:

Are quantities of hazardous materials maintained below established limits?

The Fire Code establishes maximum quantities of hazardous materials that can be stored and used in an occupancy without classifying the occupancy as hazardous.

Status: Not Applicable

Notes:

Provide spill protection and proper storage for flammable liquids in containers larger than 10 gallons.

Flammable liquids can readily accelerate the spread of a fire. Confining flammable liquids in individual containers larger than 10 gallons must be in appropriately designed storage and provide a means of spill protection when in use to reduce the hazard.

Status: Not Applicable

Notes:

Store Class 1 liquids in approved containers.

Class 1 flammable liquids are highly flammable and should only be used in small quantities for approved purposes and stored in approved storage cabinets.

Status: Not Applicable

Notes:

Other
Other Hazardous Material Comments
Status: Not Applicable
Notes:

Construction

Are Means of Egress components compliant with construction requirements?
Elements of a Means of Egress must meet construction requirements and be kept clear of obstacles at all times.
Status: PASS
Notes:

Are Means of Egress Clear?
[NFPA 101 7.1.10] A means of egress shall be continuously maintained free of obstructions.
Status: PASS
Notes: All of the building Exits were free and clear at the time of inspection. (Please note the Exit photos above)

Are required occupancy separations constructed properly?
Required fire barriers for separation of occupancies must be full height and sealed at floor, walls and roof/ceiling assemblies. All penetrations shall be properly protected with either a joint or through penetration sealant system.
Status: Information
Notes: Based upon the single use of this building at the time of inspection, this building meets the requirement. If the building is utilized for separate and unit specific businesses, or is remodeled by moving or changing walls this requirement will need to be met at that time.

Seal unapproved openings with approved material.
Flame, smoke, and hot gases can easily travel through holes and pipe chases, thus creating more damage and a hazard to occupants.
Status: Information
Notes: Based upon the single use of this building at the time of inspection, this building meets the requirement. If the building is utilized for separate and unit specific businesses, or is remodeled by moving or changing walls this requirement will need to be met at that time.

Keep attic and scuttle covers closed, and ceiling tiles in place.
Ceilings are an integral part of the building feets fire protection. If kept in place, the ceiling will protect roof structures from premature collapse.
Status: PASS
Notes:

Other
Other Construction Comments
Status: Not Applicable
Notes:

Fire Extinguishers

Are portable fire extinguishers properly mounted, charged and inspected?

Portable fire extinguishers need to be routinely checked to maintain usefulness.

Status: PASS

Notes: Brand new extinguishers had been purchased and installed with signage. Building Owner will provide a copy of the purchase receipt to the RFRD for verification of meeting the annual Testing & Maintenance requirements



Mount extinguishers where readily available, not more than 4 feet above floor.

Extinguishers must be easily within reach of all occupants, but not where they will be subject to damage.

Status: PASS

Notes:

Other

Other Fire Extinguisher Comments

Status: Not Applicable

Notes:

Fire Alarm

Is a monitored fire detection and alarm system installed?

Raymond Fire Protection Ordinance Article 5 requires all commercial, assembly and public occupancies over 1000 sf to have a monitored fire alarm system.

Status: Violation

Notes: Discussed this requirement with the Property and Business Owner. The Property Owner will be submitting a written POC to the RFRD for review and approval to bring the properties in compliance with our ordinance.

Currently there is local only, 10 year battery, combination Smoke/Carbon Monoxide (CO) detectors installed in each unit. These detectors provide a level of Fire and Life Safety protection during the hours of operation.

Has a current fire alarm test report on file with the Raymond Fire Department.

Raymond Fire Protection Ordinance (Article 5 Section 1) requires an annual fire alarm test report be filed with the Office of the Fire Inspector before January 1 each year.

Status: Violation

Notes: See Note above.

Are carbon monoxide detectors installed?

Carbon monoxide is a colorless, odorless gas that can create a life threatening situation without warning. Carbon Monoxide detectors are recommended in all occupancies. Carbon Monoxide detectors are required in all occupancies with sleeping rooms or areas and Day Cares Occupancies.

Status: PASS

Notes: Currently the 10 year battery, local only, Combination detectors in each Unit, provide Carbon Monoxide detection.

Other
Other Fire Alarm Comments

Status: PASS
Notes:

Fire Sprinkler

Is a fire sprinkler system installed?

Installed fire sprinkler systems shall comply with NFPA101:9.7 for the type hazard being protected.

Status: Not Applicable
Notes:

Is the main valve open and secured with an operational tamper switch?

The main source of water supply must always be open unless maintenance is being performed. A trouble alarm must be activated in the fire alarm system if the valve is not in the full open position.

Status: Not Applicable
Notes:

Remove obstacles within 18 inches of sprinkler heads. (36 inches if sprinkler heads are installed more than 12 feet above the floor)

Obstacles stored or installed too close to sprinkler heads will not allow adequate coverage to properly protect the area from fire.

Status: Not Applicable
Notes:

Maintain access to and operation of standpipes, fire hose, sprinkler valves, fire hydrants, fire extinguishers, and other fire protection equipment

Fire protection equipment must have clear access and be operational at all times to be effective in an emergency.

Status: Not Applicable
Notes:

If the system includes a pump, is the power supply monitored.

If a pump is required to provide the hydraulic pressure to the sprinkler system, the pump's power supply must be monitored by the fire alarm system. A trouble alarm shall be activated if power to the pump is lost.

Status: Not Applicable
Notes:

Other
Other Fire Sprinkler Comments

Status: Not Applicable
Notes:

Electrical Systems

Are electrical systems properly installed?

Electrical systems shall be installed to comply with NFPA 70 National Electric Code. Improperly installed systems present a significant fire and life safety danger.

Status: Routine Maintenance
Notes: Proper GFCI outlets need to be installed as required.

Discontinue use of extension cords as permanent wiring.

Extension cords do not afford the durability, safety and protection from shock or fire. No more than (1) one 6-outlet surge protected power strip should be used on any circuit.

Status: PASS
Notes: None were found at the time of inspection. Please note this item as we move forward with future inspections.

Each outlet box shall have a cover faceplate or fixture canopy.

Covers protect people from being shocked by exposed wires, prevent spread of electrical current, and heat and flame during short circuits.

Status: Routine Maintenance

Notes: Cover needs to be installed in Unit #4 bathroom in the area of the Water Heater.



Label all circuit breakers and provide blank panels for spares.

Proper identification of the areas served by a circuit breaker is important during an emergency.

Status: PASS

Notes:



Maintain at least 30 inches clearance in front of electrical panel.

Access to electrical panels must be cleared to allow for general inspection and emergency shutdown.

Status: PASS

Notes: Please note this item moving forward with future inspections, etc. For a visual reference, yellow lines or yellow painted box on the floor indicating the 30" area in front of the Electrical panels is recommended as a reference for staff / occupants.



Heating System

Are any unvented fuel fired heated equipment in use?

Unvented fuel-fired heating equipment, other than gas space heaters in compliance with NFPA 54 National Fuel Gas Code, shall be prohibited.

Status: PASS

Notes:

Are all heating appliances protected from clients touching hot surfaces or open flame.

Any heating equipment in spaces occupied by clients shall...protect clients from hot surfaces and open flames...

Status: Information

Notes:



Other
Other Heating System Comments
Status: Not Applicable
Notes:

Other Comments

Additional Inspection Items
Enter additional inspection comments
Status: PASS
Notes:

Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time
Administrative	10/28/2021 11:30:00 AM	10/28/2021 1:30:00 PM

Notes: Add inspection report and photos into ER system.

Total Additional Time: 120 minutes
Inspection Time: 60 minutes
Total Time: 180 minutes

Summary:

Overall Result: Correction Notice Issued

The occupancy was found to be in compliance with the exception of the noted items in this report. The items listed require correction by the Owner or Occupant for the Occupancy to comply with the Raymond Fire Protection Ordinance and/or State Life Safety and Fire Code. A Plan of Correction (POC) to the Raymond Fire Inspector within ten (10) business days from date of this report is required. The Owner is required to notify the Raymond Fire Department when ALL items listed have been corrected.

Inspector Notes: The Deficiencies noted in this report will need to be corrected. A written Plan of Correction (POC) and/or submission of the corrections made sent by photo will need to be forwarded to the RFRD for review and approval.

Closing Notes:

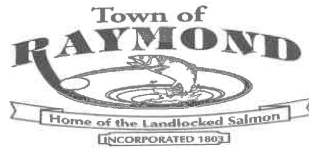
This fire prevention inspection has been made by the Raymond Fire Department for the purpose of promoting fire safety and to assist the Owner or Operator of the Occupancy in identifying conditions that require correction. Items listed in this inspection report must be corrected before the Occupancy will deemed in compliance with the Raymond Fire Protection Ordinance.

Inspector:

Name: Jones, Wayne
Rank: Fire Inspector

Summit Lane Road Name

Bruce Tupper
Chief



Cathy Gosselin
Deputy Chief

FIRE/RESCUE

1443 Roosevelt Trail
Raymond, Maine 04071

Emergency 9-1-1

Chief's Office 655-1187

Dispatch 655-7851

October 3, 2021

Sue Look,
401 Webbs Mills RD
Raymond Maine 04071

Sue,

Reference to the road name request from Mr. David Fossett to name a portion known as a turnaround off Tarkiln Hill Road as Summit Lane for to access lot 7A. There are no conflicts between the name and the town ordinance. Though it is not insurmountable the CCRCC E-911 dispatch has compared the name to the data base and there are 7 Summit Dr, Rd, Terr, or Way in the area serviced by Cumberland County Dispatch.

The name is compliant with town ordinance.

We will assign the home a number as soon as we know the distances.

Sincerely

A handwritten signature in black ink, appearing to read "Bruce D Tupper", written over a light blue horizontal line.

Bruce D Tupper

"Protecting With Pride The Heart Of The Lakes Region"

Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Rd
Raymond ME 04071
204-655-4742 fax 207-655-3024
sue.look@raymondmaine.org

Requested Meeting Date:

Requested By & Date:

CONTACT INFORMATION

Address:

Email Address:

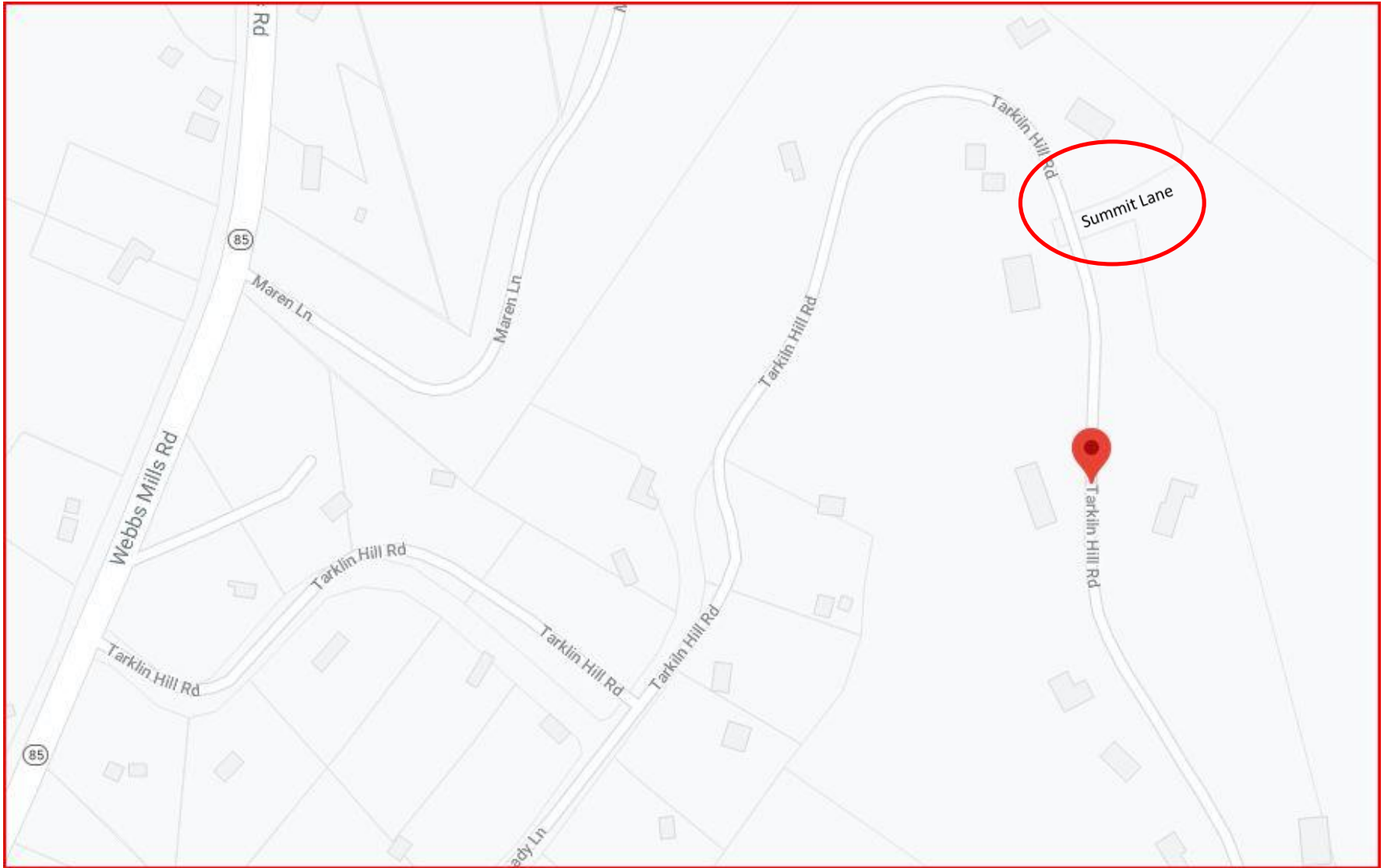
Phone #:

AGENDA ITEM REQUESTED

Agenda Item Subject:

Agenda Item Summary:

Summit Lane LOCUS



Fee Schedule Change

From: Angela Holmes <aholmes@WESTBROOK.ME.US>
To: MTCCA@LIST.MTCCA.ORG
Date: 09/17/2021 03:22 PM
Subject: FOAA Copying Fees - Capped at \$0.10/page

Dear all,

The Maine State Legislature adopted LD 1345 which amends the Freedom of Access Act by capping the fee for copying a public record at **\$0.10/page** and clarifies that a fee may not be assessed for records provided electronically. This law goes into effect 90 days after the legislature adjourned, on **October 18, 2021**.

Heads up to any municipalities that, like Westbrook, need to amend our Master Fee Schedule to reflect this new maximum price.

Angela Holmes
Asst. City Administrator/City Clerk
City of Westbrook
2 York Street
Westbrook, ME 04092
Phone: (207) 591-8115
Email: aholmes@westbrook.me.us

NOTICE: In accordance with 1 M.R.S.A. § 402(3) of Maine's Freedom of Access Act, any record (including this email) in the possession or custody of a public official which has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business may constitute a public record. There are very few exceptions. For more information, please visit www.maine.gov/foaa.

To unsubscribe from the MTCCA list, click the following link:
<https://LIST.MTCCA.ORG/scripts/wa-MTCCA.exe?SUBED1=MTCCA&A=1>

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

Animal Control Fees:

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

Cemetery Prices:

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

Zoning Board of Appeals Fees:

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

Code Enforcement:

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

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

Miscellaneous Code Enforcement Fees:

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

Waste Fees:

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

Planning Board Fees:

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

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

Fire Department:

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

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

Office Charges:

Description	Fee	
Credit Card Charge Fee	Up to \$40	\$1.00 to PayPort
	Over \$40	2.5% to PayPort
DVD Copy	\$5.00	
Freedom of Information Request Research	\$15/hr after first hour	
Freedom of Information Copies	\$.15 per side \$.10 per page	
Photo Copies of Property Cards	\$.50 per side	
Photo Copy of Reduced Town Map	\$1.50	
Photo Copy of Deed	1 st Page	\$1.50
	Subsequent Pages	\$.50 each
Photo Copies – General	\$.50 per side	
Photo Copies – Plans copied on Plotter – 36" X 24"	Colored	\$2.00
	Black & White	\$2.00
Fax	Per Page Sent	\$2.50
	Per Page Received	\$1.00
Labels	Research	\$10.00 per hour
	Preparation	\$.10 per label
Map – Colored	8.5" X 11"	\$1.00
	11" X 17"	\$1.50
	24" X 36" Full Set of Town Maps	\$150.00
Notary Public	Per Notary Signature – Non-resident	\$2.50
	Per Notary Signature - Resident	Free
	Per Notary Signature – Petition Efforts	\$1.00
	For Complex Court Documents or Real Estate Closing Documents	\$25.00
Tax Lien/Discharge Research	\$20.00/hour after the 1 st hour	

Printed List Fees:

Description	Fee	
Absentee Voter List	Paper	\$1 for 1 st page and \$.25 for each subsequent page
	CD	Free
Voter List	Paper	\$1 for 1 st page and \$.25 for each subsequent page
	Mailing Labels	\$1 for 1 st page and \$.75 for each subsequent page
	CD	\$22

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

Registry Recording Fees:

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

Town Clerk's Office Fees:

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

Liquor Licenses:

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

Tassel Top Park

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

Teresa Sadak, Chair

Lawrence Taylor

Rolf Olsen, Vice-Chair

Samuel Gifford

Joseph Bruno