



# Town of Raymond

## Board of Selectmen ePacket

### December 14, 2021

## Table of Contents

(Click on item to go to that page)

Agenda .....	2
Previous Meeting Minutes .....	4
Liquor License Renewal - A La Mexicana .....	9
Liquor License Renewal - Fire Inspection .....	20
2022 Annual Ice Derby & Polar Dip .....	32
Business License Application - Astoirin, LLC.....	33
2022 Cumberland County Hazard Mitigation Plan .....	50
Budget Goals.....	52
Budget Schedule .....	53
New Road Name - Honey Hill Lane.....	54
Quit Claim Deed .....	55

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# Agenda

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## **BOARD OF SELECTMEN Agenda**

December 14, 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) November 9, 2021

### **3) New Business**

- a) Consideration of Renewal of A La Mexicana Liquor License – Jose Chavez, owner
- b) Consideration of Approving the 2022 Ice Derby – Ingo Hartig, Sebago Lake Rotary Club
- c) Consideration of Business License Application – Astoirin, LLC – Betsy Jewell Spekke, owner
- d) Consideration of Adopting the 2022 Cumberland County Hazard Mitigation Plan – Don Willard, Town Manager, and Bruce Tupper, Fire Chief
- e) Consideration of Setting the FY 2022-2023 Budget Goals – Don Willard, Town Manager
- f) Consideration of Setting the FY 2022-2023 Budget Schedule – Charisse Keach, Finance Director
- g) Consideration of Honey Hill Lane as a Road Name – Sue Look, Town Clerk
- h) Consideration of Issuing a Quit Claim Deed – Sue Carr, Tax Collector

### **4) Public Comment**

### **5) Selectman Comment**

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

- a) **Confirm Dates for Upcoming Regular Meetings**
  - January 11, 2022
  - February 8, 2022

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

**b) Reminder of Upcoming Holiday Schedule**

- Friday, December 17, 2021 – closing at 12:00pm for Town Office Christmas Party
- Thursday, December 23, 2021 – closing at 12:00pm for Christmas Holiday
- Friday, December 24, 2021 – in observance of Christmas Day
- Friday, December 31, 2021 – in observance of New Year's Day

**7) Executive Session**

- a) Consideration of a COVID Vaccine Incentive and Employee COVID Hazard Pay – pursuant to 1 MRSA §405 (6) (A)

**8) Adjournment**

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## Previous Meeting Minutes

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### BOARD OF SELECTMEN Minutes

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.*

**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  
Chris Hanson – Assistant Code Enforcement Officer  
Nathan White – Public Works Director  
Bruce Tupper – Fire Chief  
Cathy Gosselin – Deputy Fire Chief – Health Officer  
Wayne Jones – Fire Inspector  
Joe Crocker – Parks & Rec Director  
Sue Look – Town Clerk

- 1) **Special Town Meeting** – Consider Land Donation to RSU #14 for new Middle School

**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.

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*Selectman's Meeting Minutes (Page 1 of 5) November 9, 2021*

**Nomination** to elect State Representative Jessica Fay for Moderator by Chair Sadak. Seconded by Selectman Bruno

**Motion** to end nominations by Selectman Bruno. Seconded by Chair Sadak.  
**Approved**

State Rep. Fay was duly voted as Moderator by a majority of the room.

**Motion** to allow non-voters to speak by Selectman Olsen. Seconded by Selectman Sadak.  
**Approved**

**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

**Motion** to approve as presented by Selectman Olsen. Seconded by Chair Sadak.  
**Unanimously Approved**

**Motion** to adjourn Town Meeting by Selectman Bruno. Seconded by Selectman Olsen.  
**Unanimously approved**

2) **Called Select Board Meeting to Order** at 6:46pm by Chair Sadak

3) **Minutes of previous meetings**

a) October 12, 2021 (regular meeting)

**Motion** to approve as presented by Selectman Gifford. Seconded by Selectman Taylor.

**Unanimously approved**

b) October 18, 2021 (emergency meeting – Special Town Meeting Warrant)

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

**Unanimously approved**

c) October 26, 2021 (emergency meeting – Business License)

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

**Unanimously approved**

#### 4) New Business

a) Consideration of County ARPA Grant – Cathy Gosselin, Health Officer

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 \$400,000.*

*Ask from Cumberland County \$300,000, Raymond \$100,000.*

There was some discussion that the County may or may not approve any or all of these applications. This grant is different than the Town ARPA grant. Cumberland County got \$57,000,000 in ARPA grants. They set aside \$11,000,000 for Towns and the projects could not be less than \$1,000,000. Raymond has \$470,000 from ARPA.

**Motion** to approve the 3 pre-applications as listed above by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved**

- b) Consideration of Business License for Fur-Ever Friendz, LLC – Tracy Campbell, owner

Fire Inspector Jones recommends approval conditioned upon completion of the plan of correction within the next year. They are planning to open in 2 weeks.

**Motion** to approve with the condition that the items in the written plan of correction are completed within a year from now by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved**

- 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

**Motion** to approve Summit Lane by Selectman Olsen. Seconded by Selectman Bruno.

**Unanimously approved**

- 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 photocopy requests need to be changed from \$0.15 per page to \$0.10 per page.

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

**Unanimously approved**

**5) Public Comment – none**

**6) Selectman Comment**

Chair Sadak reiterated that the Town of Raymond will be paying \$300,000 toward the new middle school each year whether our students attend it or not. The RSU Board will be taking a vote to decide whether or not to include Raymond students. If they are not included we will be paying for both schools.

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

We will be closed on Tuesday, November 30<sup>th</sup> for a TRIO upgrade.

**a) Confirm Dates for Upcoming Regular Meetings**

- December 14, 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

**Chair Sadak added an executive session:**

**Motion** to enter executive session at 7:12pm to discuss use of Town owned property pursuant to 1 MRSA §405 (6) (C) by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved**

**Motion** to leave executive session at 7:39pm by Selectman Olsen. Seconded by Selectman Bruno.

**Unanimously approved**

Motion to allow the Town of Raymond to spend up to \$5,500 to do site evaluation on town property by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

**8) Adjournment**

**Motion** to adjourn at 7:40pm by Selectman Olsen. Seconded by Selectman Taylor.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*



# Liquor License Renewal - A La Mexicana



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

## Application for an On-Premises License

*All Questions Must Be Answered Completely. Please print legibly.*

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

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

Legal Business Entity Applicant Name (corporation, LLC): <u>Jalisco LLC</u>	Business Name (D/B/A): <u>A La Mexicana</u>
Individual or Sole Proprietor Applicant Name(s):	Physical Location: <u>1227 Roosevelt Trl</u>
Individual or Sole Proprietor Applicant Name(s): <u>Jose M Chavez</u>	Mailing address, if different: <u>Raymond, ME 04071</u>
Mailing address, if different from DBA address:	Email Address: <u>Chavez-j8029@yahoo.com</u>
Telephone #      Fax #: <u>540-354-7990</u>	Business Telephone #      Fax #: <u>207-655-9290</u>
Federal Tax Identification Number: <u>81-3620243</u>	Maine Seller Certificate # or Sales Tax #: <u>1181031</u>
Retail Beverage Alcohol Dealers Permit:	Website address: <u>alamexicana4.com</u>

1. New license or renewal of existing license? ☐ New Expected Start date: \_\_\_\_\_

☒ Renewal Expiration Date: 10/10/21

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: \$ 500,000 Beer, Wine or Spirits: 300,000 Guest Rooms: \_\_\_\_\_

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

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

- ☒ Restaurant (Class I, II, III, IV) ☐ Class A Restaurant/Lounge (Class XI) ☐ Class A Lounge (Class X)
- ☐ Hotel (Class I, II, III, IV) ☐ Hotel – Food Optional (Class I-A) ☐ Bed & Breakfast (Class V)
- ☐ Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV) ☐ Auxiliary ☐ Mobile Cart
- ☐ Tavern (Class IV) ☐ Other: \_\_\_\_\_
- ☐ Qualified Caterer ☐ Self-Sponsored Events (Qualified Caterers Only)

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

5. Business records are located at the following address:

1227 Roosevelt Trl Raymond, ME 04107

6. Is the licensee/applicant(s) citizens of the United States?

☐ Yes ☒ No

7. Is the licensee/applicant(s) a resident of the State of Maine?

☒ Yes ☐ No

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

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

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

If yes, please provide details: \_\_\_\_\_

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

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

Name of Business	License Number	Complete Physical Address
Jalisco LLC		1227 Roosevelt Trl Raymond, ME 04071

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

Full Name	DOB	Place of Birth
Jose M Chavez	01-29-80	Guadalajara, Mexico

Residence address on all the above for previous 5 years

Name	Address:
Jose M Chavez	62 Aptine Rd Windham, ME
Name	Address:
	04062
Name	Address:
Name	Address:

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

☐ Yes ☒ No

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

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

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

Name: ~~Jose M Chavez~~ Date of Conviction: ~~2005~~  
Offense: ~~Driving without license~~ Location: ~~Atlanta, GA~~  
Disposition: ~~Guilty~~

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

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

Name: Jose M Chavez Date of Conviction: 2005  
Offense: Driving without license Location: Atlanta, GA  
Disposition: Guilty

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

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

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

Robert Mason Casa, Maine

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

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

Mexican Family restaurant

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

Name: Christian Academy

Distance: .5 miles

## Section II: Signature of Applicant(s)

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

*Please sign and date in blue ink.*

Dated: 10/30/21

Jose M Chavez  
Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

Jose M Chavez  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

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

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

Dated: \_\_\_\_\_

Who is approving this application? ☐ Municipal Officers of \_\_\_\_\_

☐ County Commissioners of \_\_\_\_\_ County

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

Signature of Officials	Printed Name and Title

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

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

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

**A.** The bureau shall prepare and supply application forms.



**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

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

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

**G.** After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

**A. Repealed**

**B.** If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

**4. Repealed**

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

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

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



## Section V: Fee Schedule

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

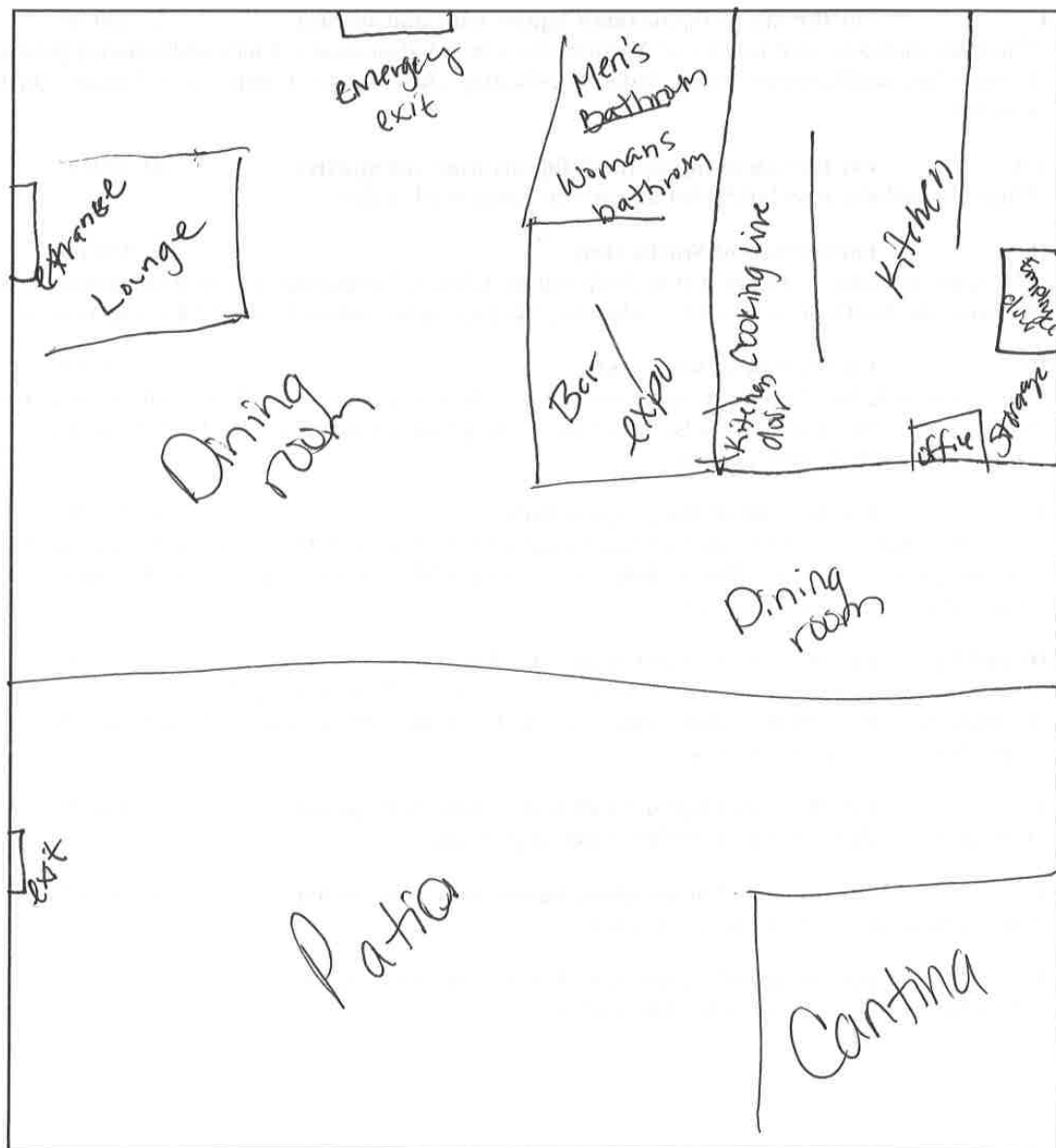
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together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

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

## Section VI Premises Floor Plan

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

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



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

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

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Jalisco LLC
2. Doing Business As, if any: A la Mexicana
3. Date of filing with Secretary of State: 10/20/16 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Jose M Chavez	102 Pipeline Rd Windham, ME 04092	9-29-80	Owner	100%

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

# Liquor License Renewal - Fire Inspection



Form: Annual 18-0331

## Raymond Fire & Rescue

Occupancy: A La Mexicana  
Occupancy ID: Roosevelt 1227  
Address: 1227 Roosevelt TRL  
Raymond ME 04071

Inspection Type: Annual Life Safety

Inspection Date: 12/7/2021

Time In: 09:30

Authorized Date: 12/07/2021

By: Jones, Wayne (JONESW)

Time Out: 10:30

By: Jones, Wayne (JONESW)

### 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: **PASS**

Notes:

Posted Maximum Occupancy signs at room entrances where required.

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

Status: **PASS**

Notes: **Posted on the wall with the State Licenses.**

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: **PASS**

Notes:

#### Other

Other General Comments

Status: **PASS**

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: **Routine Maintenance**

Notes:

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 heat through the exhaust outlet.

Status: **Unsafe Operation**

Notes: Grease Hood and Ventilation Stack & Fan needed additional cleaning. Cleaning Contractor is scheduled to return for this cleaning on 12-20-2021. The RFRD is scheduled to perform a re-inspection of this on 12-21-2021.

The Ceiling and Wall areas around the Deep Fat Fryer location were coated in grease residue. The Owner was advised and the RFRD is scheduled to perform a re-inspection of this on 12-21-2021.





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: **PASS**

Notes:



Are combustible wastes properly stored in containers.

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

Status: **PASS**

Notes:

Other

Other Housekeeping Comments

Status: **Violation**

Notes: **Cardboard boxes of supplies were found stored next to the Deep Fat Fryer**



## 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: **PASS**

Notes:



Are emergency egress light fixtures installed and operational?

Test battery and check for broken or missing light fixtures.

Status: **PASS**

Notes:

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:



Are there dead ends longer than 20 feet?

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

Status: **PASS**

Notes:

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

Include reference

Status: **PASS**

Notes:

Unlock all required and marked exit doors during business hours.

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

Status: **PASS**

Notes:

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: **PASS**

Notes:



Other

Other Exit Comments

Status: **PASS**

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?

IFPA 101 7.1.10] A means of egress shall be continuously maintained free of obstructions.

Status: **PASS**

Notes:

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 resistant system.

Status: **PASS**

Notes:

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: **PASS**

Notes:

Keep attic and scuttle covers closed, and ceiling tiles in place.

Ceilings are an integral part of the building's fire protection. If kept in place, the ceiling will protect roof structures from premature collapse.

Status: **PASS**

Notes:

Other

Other Construction Comments

Status: **PASS**

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:



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: **PASS**

Notes: **Grease Hood Fire Suppression System has been inspected, Serviced and Tested.**



## 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: **PASS**

Notes:



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: **PASS**

Notes: **Annual NFPA 72 Inspection, Testing & Maintenance was performed on April 1, 2021. The NFPA 72 Report was received by the RFRD in an email today.**

NOTICE RECORD OF INSPECTION AND TESTING

Property Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Address: \_\_\_\_\_

1. PROPERTY INFORMATION

2. TESTING INFORMATION

3. TESTING RESULTS

4. DESCRIPTION OF SYSTEM

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 Care Occupancies.

Status: **PASS**

Notes:

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: **PASS**

Notes:

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:

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: **PASS**

Notes:

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:

### Heating System

Are any unvented fuel fired heating 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: **Not Applicable**

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: **PASS**

Notes:

Other

Other Heating System Comments

Status:

Notes:

### Other Comments

Additional Inspection Items

Enter additional inspection comments

Status: **Information**

Notes: The Kitchen ceiling & walls and Grease Hood had grease accumulations that required cleaning and re-inspection. Combustible boxes of supplies were being stored next to the deep fat fryer location. Re-inspection of these outstanding items has been scheduled for the morning of 12-21-2021. All other inspection items were found to be in compliance at the time of inspection.

### Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time
Administrative	12/7/2021 3:00:00 PM	12/7/2021 4:55:00 PM
Notes: Add inspection and photos into ER program.		
Administrative	12/7/2021 3:30:00 PM	12/7/2021 4:50:00 PM
Notes: Add inspection report and photos into ER program.		

Total Additional Time: 195 minutes

Inspection Time: 60 minutes

Total Time: 255 minutes

### Summary:

Overall Result: Citation Issued

The occupancy has been found to be in violation of the local and state requirements. Items listed must be corrected by the Owner or Occupant. The Owner or Occupant is required to notify the Raymond Fire Department when ALL items listed have been corrected. A violation of Raymond Fire Protection Ordinance or State Fire Code will require a re-inspection of the occupancy by the Raymond Fire Department before the violation will be cleared.

Inspector Notes: Re-inspection of deficiencies found today will be conducted on 12-21-2021.

### 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

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## 2022 Annual Ice Derby & Polar Dip

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### Board of Selectmen – Agenda Item Request Form – Public

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

Requested Meeting Date:	<b>December 14, 2021</b>	Request Date:	<b>November 3, 2021</b>
Requested By:	<b>Ingo Hartig for Sebago Lake Rotary Club</b>		
Address:	<b>PO Box 450, Raymond, ME 04071</b>		
eMail:	<b>wolfingo@hartex.com</b>		
Phone #:	<b>207-655-5505 cell</b>		

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#### Category of Business (please check one):

<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Public Hearing	<input type="checkbox"/> Report	<input type="checkbox"/> Action Item
<input type="checkbox"/> Other - Describe			

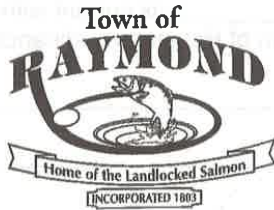
Agenda Item Subject:	<b>Sebago Lake Rotary Ice Fishing Derby</b>
Agenda Item Summary:	<b>We would like to have permission to hold our annual fishing Ice Fishing Derby and Polar Dip on February 19 &amp; 20, 2022.</b>

Action Requested:	<b>Receiving permission.</b>
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Attachments to Support Request:	<b>None</b>
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# Business License Application - Astoirin, LLC



## Business License Application

### OFFICIAL USE

Permit Fee: \$25.00

Application Date: 11/12/21

Map-Lot: \_\_\_\_\_

Zone: \_\_\_\_\_

Business Name: Astoirin, LLC

Business Location: 1288 Roosevelt Trail, Raymond, ME (-UNIT#4)

Applicant: Betsy Jewell Spekke

Mailing Address: 7 Abenaki Acres Rd.

City State Zip: Naples, ME 04055

Home Telephone: 207-975-5974 Work Telephone: Scott 04062@hotmail.com  
318-8754 inspection

Email Address: bkj74@protonmail.com

Description of Business: Retail sales of skin care, jewelry, notecards  
small gifts (i.e. decorative bowls, mugs, mirrors); art work such  
as photography, paintings, etc. Also hold small classes/workshops.

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
<u>Betsy Jewell Spekke</u>	<u>7 Abenaki Acres Rd.</u>	<u>207-975-5974</u>
	<u>Naples, ME 04055</u>	
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2
<u>Glen Paradis</u>	<u>207-650-4079</u>	<u>207-458-8043</u>

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:

EIN 86-226A085

still waiting for sales tax #

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: Betsy Spekke

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

Code Enforcement Officer [Signature]

Fire Inspector \_\_\_\_\_

Tax Collector \_\_\_\_\_

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



Form: Annual 18-0331

## Raymond Fire & Rescue

Occupancy: **Astoirin LLC**  
Occupancy ID: **Roosevelt Trl 1288 - 4**  
Address: **1288 Roosevelt Trail Apt/Suite #4**  
**Raymond ME 04071**

Inspection Type: **New or Change of Occupancy**  
Inspection Date: **12/11/2021** By: Jones, Wayne (JONESW)  
Time In: **12:00** Time Out: **14:30**  
Authorized Date: **12/11/2021** By: Jones, Wayne (JONESW)

### 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:** **PASS**

**Notes:** **The Address and Suite numbers for this building and business are in place and readily visible.**



Posted Maximum Occupancy signs at room entrances where required.

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

**Status:** **Information**

**Notes:** **The Maximum Occupant Load is 10 persons.**

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:** **PASS**

**Notes:** **The key for the new business for this unit was installed in the Knox Box.**

Other

Other General Comments

**Status:** Information

**Notes:** Side and Rear photos are include here.



### 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:** Information

**Notes:** Please note this item prior to occupancy, and at all times moving forward, including subsequent inspections and emergency responses.





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:** PASS

**Notes:** \* 11-23-2021: A wheeled trash Tote will be used instead of a dumpster. The Wheeled Trash Tote shall be located away from the rear Exit stairs. Please note this item prior to occupancy, and at all times moving forward, including subsequent inspections and emergency responses.

\*12-11-2021: The wheeled Trash Tote the rear of the building has been located away from the Exit Stairs (see photo).



Are combustible wastes properly stored in containers.

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

**Status:** PASS

**Notes:** Please note this item prior to occupancy, and at all times moving forward, including subsequent inspections and emergency responses.

Other

Other Housekeeping Comments

**Status:**

**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:** PASS

**Notes:** Illuminated Exit Signs at Front and Rear Exits.



Are emergency egress light fixtures installed and operational?

Test battery and check for broken or missing light fixtures.

**Status:** PASS

**Notes:** A combination Illuminated Exit Sign and Emergency Light were in operation within this occupancy.



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:** Please note this item prior to occupancy, and moving forward, at all times and during subsequent inspections and emergency responses.

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

Include reference

**Status:** Routine Maintenance

**Notes:** \* 11-23-2021: Based on the Occupant Load and type of occupancy, Panic Hardware is not required. A readily visible, durable sign in letters not less than 1 in. high, on a contrasting background, that reads as follows, is located on or adjacent to the door leaf: "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED" (see attached sign example).

\*12-7-2021: The owner has ordered the required sign from Amazon. They advise that once it arrives and is installed they will forward to the RFRD a photo of the installed sign. At this time, this photo has not been received by the RFRD.



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:** \*11-23-2021: A readily visible, durable sign in letters not less than 1 in. high on a contrasting background that reads as follows, is located on or adjacent to the door leaf: "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED" (see photos above).

\* 12-7-2021: \*12-7-2021: The owner has ordered the required sign from Amazon. They advise that once it arrives and is installed they will forward to the RFRD a photo of the installed sign. At this time, this photo has not been received by the RFRD.

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:** PASS

**Notes:** Please note this item prior to occupancy, and at all times moving forward, including subsequent inspections and emergency responses.

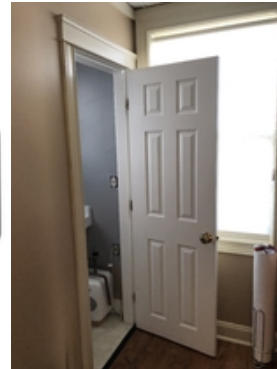
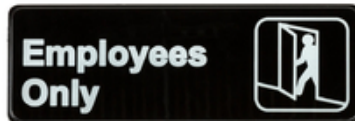
Other

Other Exit Comments

**Status:** PASS

**Notes:** \* 11/23/2021: The Bathroom shall be marked with a readily visible, durable sign in letters not less than 1 in. high, on a contrasting background, that reads as follows, and is located on or adjacent to the door leaf: "EMPLOYEES ONLY".

\* 12/7/2021: The Employees Only sign has been installed (see photo).



## Hazardous Materials

Other

Other Hazardous Material Comments

**Status:** Information

**Notes:** At the time of inspection by the RFRD there were no Hazardous or Flammable Materials present. Please note this item prior to occupancy and moving forward during subsequent inspections and emergency responses.



## Construction

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:** PASS

**Notes:** \* 11-23-2021: The Fire Alarm Panel / Hot Water Tank Room shall have the sheet rock re-installed where missing and filled with Rated Mineral Wool batt insulation.

\* 12-4-2021: The Mineral wool batts have been installed (see photo).



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:** PASS

**Notes:** \*11-23-2021: All thru penetrations shall be sealed with UL 1479 materials.

\*12-4-2021: The thru penetrations have been sealed (see photos).



Keep attic and scuttle covers closed, and ceiling tiles in place.

Ceilings are an integral part of the building's fire protection. If kept in place, the ceiling will protect roof structures from premature collapse.

**Status:** PASS

**Notes:** \* 11-23-2021: The ceiling tile(s) shall be replaced prior to Final Approval by the RFRD.

\* 12-7-2021: The ceiling tile(s) have been replaced (see photo).



## 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:** \* 11-23-2021: A copy (or photo) of the sales receipt for the fire extinguisher(s) recently purchased shall be provided to the RFRD for approval of the Business License application.

\* 12-7-2021: Extinguishers have been installed that have received the required Annual Inspection, Maintenance, & Testing as required by the Fire & Life Safety Code (see photos).



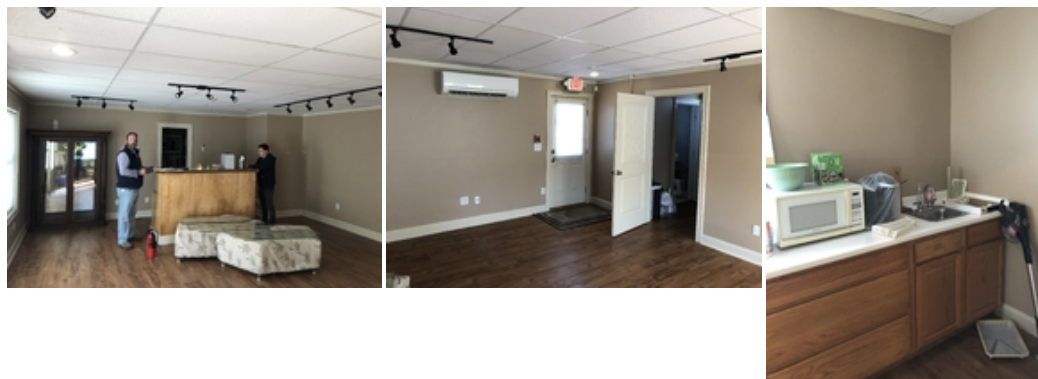
Mount extinguishers where readily available, not more than 4 feet above floor.

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

**Status:** PASS

**Notes:** \* 11-23-2021: Prior to final approval by the RFRD, the fire extinguisher shall be properly installed in accordance with the Code in the immediate area of the rear Exit Door. Also a minimum UL Rated 1A: 10 BC Fire Extinguisher shall be mounted in the Kitchen / Break Room area of this business in a readily visible and accessible location.

\* 12-7-2021: The fire extinguishers have been installed (see photos above).



Other

Other Fire Extinguisher Comments

**Status:**

**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:** PASS

**Notes:**



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:** PASS

**Notes:** \* 11-23-2021: A copy of the NFPA 72 Inspection, Testing & Maintenance Report shall be submitted to the RFRD, with a hard copy placed within the Fire Alarm Documents cabinet prior to Final Approval.

\* 12-2-2021: Copies of the Annual NFPA 72 Inspection, Maintenance, and Testing Reports have been received by the RFRD and installed in the Fire Alarm Documents Box.



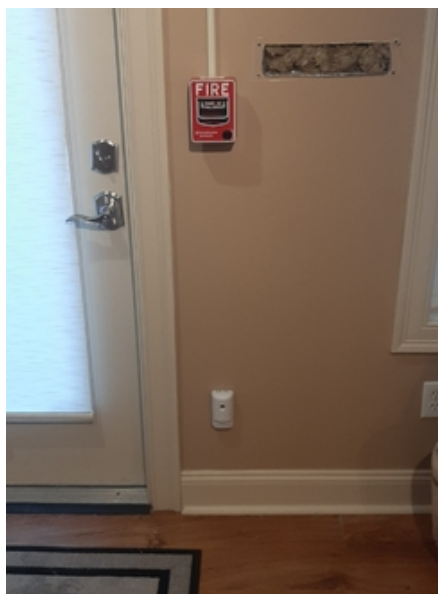
Are carbon monoxide detectors installed?

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:** \* 11-23-2021: A Carbon Monoxide (CO) detector shall be installed in this occupancy prior to Final Approval by the RFRD. A plug-in type would be acceptable for this purpose.

\* 12-7-2021: A CO Detector has been installed (see photo).





Other

Other Fire Alarm Comments

**Status:**

**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:**

**Notes:**

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:** There were no extension cords found at the time of inspection. Please note this item prior to occupancy and moving forward during subsequent inspections and emergency responses.

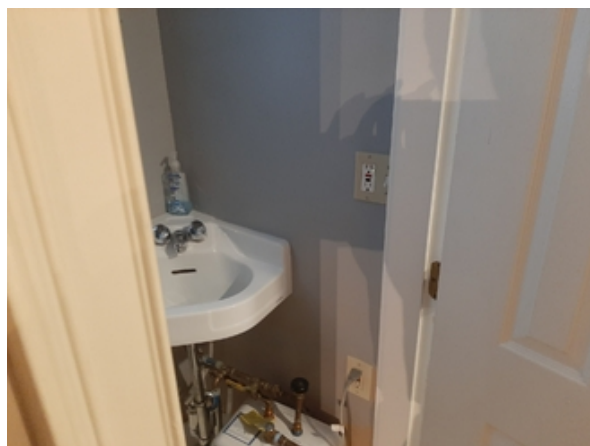
Each outlet box shall have a cover faceplate or fixture canopy.

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

**Status:** PASS

**Notes:** \*11-23-2021: Outlet covers in the designated "Employee Only" Bathroom had been removed for painting.

\* 12-7-2021: The Outlet covers have been re-installed (see photos).



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:** See photo.



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:** Located within the designated "Employee Only" Bathroom.

## 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:** None were found during this inspection. Please note this item prior to occupancy, and moving forward during subsequent inspections and emergency responses.

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:** The Hot Water Tank in the designated "Employee Only" Bathroom is not protected to prevent accidental contact (see photo).



Other

Other Heating System Comments

**Status:**

**Notes:**

#### Other Comments

Additional Inspection Items

Enter additional inspection comments

**Status:** Information

**Notes:** All deficiencies will need to be corrected prior to receiving Final Approval from the RFRD for the Business License. Photos of the corrections can be forwarded to the RFRD for approval and/or a Follow-up Inspection can be scheduled with the RFRD.

#### Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time
Administrative	12/11/2021 2:30:00 PM	12/11/2021 3:30:00 PM
<b>Notes:</b> Add Inspection Report and photos into ER Inspection Program.		
Administrative	12/11/2021 2:30:00 PM	12/11/2021 3:30:00 PM
<b>Notes:</b> Add inspection and photos to ER Inspection Program		

**Total Additional Time: 120 minutes**

**Inspection Time: 150 minutes**

**Total Time: 270 minutes**



## Summary:

**Overall Result:** Passed

The occupancy is in compliance with the Raymond Fire Protection Ordinance and State Fire Code.

**Inspector Notes:** Conditional Approval recommended for Business License pending receipt of photo (or follow-up inspection) of rear Exit door sign ("This Door to Remain Unlocked During Business Hours") installed on the door. All other Fire & Life Safety deficiencies have been corrected.

## 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 be deemed in compliance with the Raymond Fire Protection Ordinance.

## Inspector:

Name: Jones, Wayne  
Rank: Fire Inspector

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# 2022 Cumberland County Hazard Mitigation Plan

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**Cumberland County Emergency Management Agency**

22 High Street, Unit 1, Windham, Maine 04062

207-892-6785 • [cumberlandcounty.org/ema](http://cumberlandcounty.org/ema)

**Matthew Mahar, Director**

**Emily Kaster, Deputy Director**



November 30, 2021

Memo To: Municipal Emergency Managers, Town Administrators in Cumberland County

**Subject: County Hazard Mitigation Plan**

Dear Colleagues,

Cumberland County Emergency Management Agency (CCEMA) has completed the task of updating the FEMA required Hazard Mitigation Plan. This 2022 Hazard Mitigation Plan will replace the previous version, published and approved in 2017. This update was a long-term project with extensive research, analysis and outreach to communities, partners, stakeholders and the public. Preparing the plan with a multi-jurisdictional approach alleviated the heavy workload on the municipalities. It also created a more complete picture of Cumberland County's ability to mitigate hazard risks and recover more quickly from a disaster.

The Federal Emergency Management Agency (FEMA) has approved this 2022 plan, pending adoption by all of the County municipalities. CCEMA is now asking each jurisdiction to bring the plan to their city/town council or select board for this approval.

Here is the link to review the 2022 plan and supporting documents:

<https://www.cumberlandcounty.org/231/Hazard-Mitigation>

We have also attached the template approval document which your municipal council/board must complete. If your governing body should decide not to approve the document, the municipality will then be responsible for writing its own mitigation plan and forwarding it to (MEMA) for approval. During that time period, your municipality would be ineligible for some pre-disaster mitigation grants.

After all the communities approve the plan, we must present it to the County Commissioners for their approval, and then send it to the Maine Emergency Management Agency (MEMA), which will forward it to FEMA. **Therefore, we must receive the approval document from you by February 25, 2022.**

If you would like a staff member of CCEMA to present this or answer questions to your governing body, please contact our office to schedule the date and time and we will be happy to be of assistance.

Respectfully,

Matthew Mahar  
CCEMA Director

## SECTION II - PREREQUISITES

### ADOPTION BY THE JURISDICTION REQUESTING APPROVAL

Requirement §201.6(c)(5):	[The local hazard mitigation plan shall include] documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County Commissioner, Tribal Council).
Requirement §201.6(c)(5):	For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.

### RESOLUTION OF ADOPTION

Whereas, the cities and towns of Cumberland County, in the State of Maine, recognize that natural hazards create a risk of harm to persons and damage to property; and

Whereas, the cities and towns of Cumberland County recognize that implementing certain measures may reduce the risk of harm to persons and damage to property resulting from these natural hazards;

Therefore, the City Councils and Select Boards hereby adopt the 2022 Cumberland County Hazard Mitigation Plan.

### AUTHORIZING SIGNATURES for the **Town of Raymond:**

Print name	Signature	Title	Date
Teresa Sadak		Chair	12/14/2021
_____	_____	_____	_____
Rolf Olsen		Vice Chair	12/14/2021
_____	_____	_____	_____
Joseph Bruno		Parliamentarian	12/14/2021
_____	_____	_____	_____
Samuel Gifford		Select Board	12/14/2021
_____	_____	_____	_____
Lawrence Taylor		Select Board	12/14/2021
_____	_____	_____	_____

Town Offices – 401 Webbs Mills Rd, Raymond, Maine 04071 – 1-207-655-4742

Contact person – Don Willard, Town Manager – 1-207-655-4742 x131 – don.willard@raymondmaine.org

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## Budget Goals

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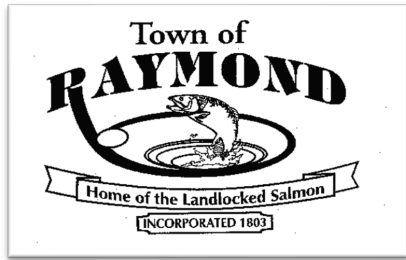
### **Budget Goals FY 2021-2022**

1. Maintaining or lowering the tax rate.
2. Continuing commitment to improvement and maintenance of the Town roads.
3. Undesignated fund balance can be utilized within existing policy to accomplish priority number one.
4. All budget areas are on the table for discussion and review.
5. Core services driven budget.

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# Budget Schedule

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## PROPOSED SCHEDULE FOR FY2023 BUDGET DEVELOPMENT JULY 1, 2022 – JUNE 30, 2023

Tues., December 14, 2021	Board of Selectmen – Set budget goals and approve schedule	
Fri., January 14, 2022	Deadline for Agency Requests to be submitted to Don Willard, Town Manager or Charisse Keach, Finance Director	
Wed., February 23, 2022	Town Manager submits proposed budget to Board of Selectmen and Budget-Finance Committee	
Tues., March 1, 2022	Joint Meeting – Department Head Review #1 (CIP Requests will be reviewed & discussed at the time of the coinciding department review)	
	Administration	<u>Public Services</u>
	Assessing	Cemeteries
	Code Enforcement	Parks & Recreation/Tassel Top
	Town Buildings	Provider Agencies
	Town Insurances	Raymond Village Library
	Employee Benefits	
	TIF	Revenues
Tues., March 15, 2022	Joint Meeting – Department Head Review #2	
	<u>Public Works</u>	<u>Public Safety</u>
	Solid Waste	Animal Control
	General Assistance	Fire Department
	Technology	Emergency Management
Tues., March 29, 2022	Joint Meeting – Budget Workshop	
Tues., April 5, 2022	Select Board – warrant article review and recommendations	
Tues., April 12, 2022	Budget-Finance Committee – Vote on recommendations for each budget warrant article	
Tues., April 19, 2022	Board of Selectmen – Warrant Approval (proposing to move regular Select Board meeting to April 19)	
Tues., June 7, 2022	Annual Town Meeting at 6:00pm (In Person, Zoom, or Secret Ballot?)	

*NOTE: Unless a time is specified, all meetings are at 6:30pm at the Broadcast Studio*

## New Road Name - Honey Hill 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: 10/12/2021 \* Request Date: 09/15/2021 \*  
Requested By: Kaela Gonzalez-911 Addressing Officer  
Address:   
eMail:   
Phone #:

#### Category of Business (please check one):

☐ Information Only    ☐ Public Hearing    ☐ Report    ☒ Action Item  
☐ Other - Describe:

Agenda Item Subject: Consideration of new road name

Agenda Item Summary: New subdivision that has received preliminary approval by the Planning Board asking to name road Honey Hill Lane. This name conforms to the Town of Raymond addressing ordinances, recommend approval.

Action Requested/  
Recommendation:

Attachments to  
Support Request:

\* This request was intended to be added to the October Agenda, but was overlooked by the Town Clerk during Election time.

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# Quit Claim Deed

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## 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](mailto:sue.look@raymondmaine.org)

Requested Meeting Date:

12/14/2021

Requested By & Date:

Sue Carr 11/24/2021

### **CONTACT INFORMATION**

Address:

Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Email Address:

Sue.carr@raymondmaine.org

Phone #:

655-4742 ext. 122

### **AGENDA ITEM REQUESTED**

Agenda Item Subject:

Quit claim deed

Agenda Item Summary:

Sign quit claim deed

Action Requested/Recommendation:

☐ Approval ☐ Public Hearing ☐ Information Only

List of Attachments Included:

Quit claim deed



**Maine Short Form Quit Claim Deed Without Covenant**

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to FURLONG WILLIAM H, FURLONG IRENE L in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland in the State of Maine, being all and the same premises described at Map 18, Lot 18F

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by a lien filed for nonpayment of taxes on said parcel of land with reference being made to a lien filed against Map 018, Lot 018F, in the name of FURLONG WILLIAM H, FURLONG IRENE L and recorded in said Registry of Deeds.

BK 30940	PG 143	BK 31729	PG 64	BK 32517	PG 101
BK 33358	PG 287	BK 35064	PG 331	BK 35913	PG 191
BK 37080	PG 33	BK 38553	PG 65		

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by TERESA SADAK, ROLF OLSEN, LAWRENCE TAYLOR, JOSEPH BRUNO, and SAMUEL GIFFORD, thereto duly authorized, this 14th day of December 2021.

THE INHABITANTS OF THE TOWN OF RAYMOND

_____	By: _____
Witness to All	TERESA SADAK, Selectman
	_____
	ROLF OLSEN, Selectman
	_____
	JOSEPH BRUNO, Selectman
	_____
	SAMUEL GIFFORD, Selectman
	_____
	LAWRENCE TAYLOR, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, TERESA SADAK, ROLF OLSEN, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR appeared the aforesaid Selectmen known to me, this 14 day of December 2021 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

\_\_\_\_\_  
Notary Public