



Town of Raymond Board of Selectmen ePacket January 11, 2022 Table of Contents

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Agenda



BOARD OF SELECTMEN Agenda

January 11, 2022

6:30pm – Regular Meeting

Via Zoom & on YouTube

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) December 14, 2021

3) New Business

- a) Consideration of Adding a Special Revenue Account for Raymond Parks and Recreation – Charisse Keach, Finance Director
- b) Consideration of Adopting Maine State Retirement to Promote Employee Recruitment and Retention – Bruce Tupper, Fire Chief
- c) Report from Planning Board Pertaining to a Recreational Marijuana Ordinance – Alex Sirois, CEO
- d) Consideration of Adding the "Juneteenth" Federal Holiday to the List of Paid Holidays – Don Willard, Town Manager

This is a Federal Holiday that has been or is in the process of being added by most Cumberland County Municipalities.

Juneteenth (officially Juneteenth National Independence Day and also known as Jubilee Day, Emancipation Day, Freedom Day, and Black Independence Day) is a federal holiday in the United States commemorating the emancipation of African-American slaves. It has been celebrated annually on June 19 in various parts of the United States since 1865. The day was recognized as a federal holiday on June 17, 2021, when President Joe Biden signed the Juneteenth National Independence Day Act into law. Juneteenth's commemoration is on the anniversary date of the June 19, 1865, announcement of General Order No. 3 by Union Army general Gordon Granger, proclaiming freedom for slaves in Texas, which was the last state of the Confederacy with institutional slavery.

- e) Update on Appointing Members to a Comprehensive Plan Committee – Sue Look, Town Clerk
- f) Discussion of Select Board Meetings Format for the Foreseeable Future – Teresa Sadak, Chair

Selectman's Meeting Agenda (Page 1 of 2) January 11, 2022

4) Public Comment

5) Selectman Comment

6) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- February 8, 2022
- March 8, 2022

b) Reminder of Upcoming Budget Schedule

- February 23, 2022 – Town Manager submits budget to Select Board & Budget-Finance Committee
- March 1, 2022 – 1st Department Head Review – 6:30pm
- March 15, 2022 – 2nd Department Head Review – 6:30pm
- March 31, 2022 – Budget Workshop – 6:30pm
- April 5, 2022 – Select Board Warrant Review & Approval – 6:30pm
- April 12, 2022 – Budget-Finance Committee Budget Article Recommendations – 6:30pm
- April 19, 2022 – Select Board final Warrant approval – 6:30pm
- Town Meeting at the Jordan Small Middle School Gym
 - 1) June 7, 2022 – if we have Open Town Meeting – 6:00pm

OR

- 2) June 14, 2022 – if we vote the Town Warrant via secret ballot – 7:00am to 8:00pm

c) Reminder of Upcoming Holiday Schedule

- Monday, January 17th – Martin Luther King Jr Day

7) Adjournment

Previous Meeting Minutes



BOARD OF SELECTMEN Minutes

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.

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

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager
Charisse Keach – Finance Director
Rita Theriault – HR Administrator
Bruce Tupper – Fire Chief
Wayne Jones – Fire Inspector
Cathy Gosselin – Health Officer
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) November 9, 2021

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

Unanimously approved

3) **New Business**

a) Consideration of Renewal of A La Mexicana Liquor License – Jose Chavez, owner

There are no current issues, nor complaints. There are a couple of items that are scheduled to be taken care of that were noted on the Fire Inspection Report. Grease hood and grease on walls needs to be cleaned, this is scheduled for December 21st.

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

Unanimously approved

Selectman's Meeting Minutes (Page 1 of 5) December 14, 2021

- b) Consideration of Approving the 2022 Ice Derby – Ingo Hartig, Sebago Lake Rotary Club

Annual Ice Fishing Derby and Polar Dip to be held on February 19-20, 2022. There will be a pre-meeting pulled together by Public Safety which will include Public Works, Cumberland County Sheriff's Office, IF&W, and the Rotary Club.

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

Unanimously approved

- c) Consideration of Business License Application – Astoirin, LLC – Betsy Jewell Spekke, owner

(pronounced As-tor-in) It will be a retail gift shop/skin care with some workshops in the evening. The space will be shared with a retailer that sells jewelry. W-Sat 10am to 6pm.

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

Unanimously approved

- d) Consideration of Adopting the 2022 Cumberland County Hazard Mitigation Plan – Don Willard, Town Manager, and Bruce Tupper, Fire Chief

Every 5 years we must do this to qualify for County grants.

Motion to adopt the 2022 Cumberland County Hazard Mitigation Plan as presented by Selectman Gifford. Seconded by Selectman Olsen.

Unanimously approved

- e) Consideration of Setting the FY 2022-2023 Budget Goals – Don Willard, Town Manager

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.*

Consensus to continue with last year's goals.

f) Consideration of Setting the FY 2022-2023 Budget Schedule – Charisse Keach, Finance Director

- 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 with be reviewed & discussed at the time of the coinciding department review)*
- | | |
|---|---|
| <i>Administration</i>
<i>Assessing</i>
<i>Code Enforcement</i>
<i>Town Buildings</i>
<i>Town Insurances</i>
<i>Employee Benefits</i>
<i>TIF</i> | <u><i>Public Services</i></u>
<i>Cemeteries</i>
<i>Parks & Recreation/Tassel Top</i>
<i>Provider Agencies</i>
<i>Raymond Village Library</i>

<i>Revenues</i> |
|---|---|
- Tues., March 15, 2022 *Joint Meeting – Department Head Review #2*
- | | |
|--|---|
| <u><i>Public Works</i></u>
<i>Solid Waste</i>
<i>General Assistance</i>
<i>Technology</i> | <u><i>Public Safety</i></u>
<i>Animal Control</i>
<i>Fire Department</i>
<i>Emergency Management</i> |
|--|---|
- 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

Switch Public Services with Public Safety. Change March 29 to March 31.

Consensus to make the above changes and send it to the Budget-Finance Committee for feedback.

g) Consideration of Honey Hill Lane as a Road Name – Sue Look, Town Clerk

This is in a new subdivision that has received preliminary approval by the Planning Board.

NOTE: This request was received by the Town Clerk on September 15, 2021, and was inadvertently overlooked until after the Election.

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

Unanimously approved

h) Consideration of Issuing a Quit Claim Deed – Sue Carr, Tax Collector

William & Irene Furlong – 31 Furlong Rd – Map 18 Lot 18-F – paid all back taxes (\$6,206.24), they are in the process of selling the property

Motion to issue a Quit Claim Deed for the above property by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

4) **Public Comment** – none

5) **Selectman Comment**

Rolf Olsen is on the committee to look at the new middle school.

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

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

- January 11, 2022
- February 8, 2022

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

37 Students signed up for Ski Program. The bus given by RSU #14 is working out well. We are looking for a driver. Registration still open. There will be a skating rink at Mill Street. Basketball is going.

Thank you to the Select Board and Staff for all their hard work during such difficult times.

7) Executive Session

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

Motion to enter executive at 6:56pm as cited above by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved

Motion to leave at 7:51pm by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

Motion to approve the Vaccine Incentive and Hazard Pay as discussed by Selectman Olsen. Seconded by Selectman Gifford.

Unanimously approved

8) Adjournment

Motion to adjourn at 7:51pm by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Special Revenue Account for Parks & Rec



Consideration of Adding a Special Revenue Account for Raymond Parks and Recreation

I am asking the Board of Selectmen to consider moving the "Programs and Events" revenue account out of the General Fund and into a Special Revenue account. Finance Director, Charisse Keach, has gathered best practices from other municipalities and the Special Revenue account checks off all objectives I set for budgeting programs and events. This will allow me to allocate expenses to the revenues I bring in from program registrations, donations, grants, and sponsorships. This makes individual program and events budgeting much easier to manage. Also, the Special Revenue account will keep a fund balance of the profits to be used for future projects, equipment, and services.

This is an important step that will help prepare us for the future growth that we are guaranteed to see for the Parks and Recreation Department.

A handwritten signature in black ink, appearing to read 'Joseph A. Crocker', is written over a horizontal line.

Joseph Crocker
Director
Raymond Parks and Recreation Department

401 Webbs Mills Road • Raymond, Maine 04071 • 207.655.4742

Juneteenth and Our Neighbors

From: "Sue Look" <Sue.Look@raymondmaine.org>
To: "Don Willard" <don.willard@raymondmaine.org>
Date: 01/07/2022 11:00 AM
Subject: Have our neighbors adopted Juneteenth?

Hi Don,

I called our neighboring towns this morning and found the following:

- Windham will vote to adopt it next Tuesday.
- Casco, Bridgton, and New Gloucester have adopted it already.
- Standish and Gray are closed and I can find nothing on their websites about it.
- Sebago and Poland have not considered it as yet.

Should I put this in the epacket?

Thank you!

Sue Look
Town Clerk of Raymond Maine
207-655-4742 x121

Comp Plan Commission Applicants

12/14/2021

Why are you interested in Comprehensive plan committee?

Interested in maintaining people's property rights.

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

As a practicing forester I have extensive experience with land use issues and the people who own land in Raymond and many other town. My experience includes on site work for landowners, typically in managing their forests or removing trees in a shoreland zone, or removal of trees to accommodate development.

What do you feel is the responsibility of the Comprehensive plan committee?

Establish reasonable goals for modifying ordinances that are compatible with the Town of Raymond, yet maintain property owner's rights.

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

Raymond Planning Board
Raymond Comprehensive Plan Committee
Raymond Conservation Commission
Raymond Ballot Clerk

Gregory E. Foster
29 Ledge Hill Road
Raymond, Maine 04071
207-272-4270

timbergf@aol.com

VOLUNTEER APPLICATION

Town of Raymond
401 Webbs Mills Rd
Raymond, ME 04071
www.raymondmaine.org



Town Clerk Sue Look
Phone: 207-655-4742 Ext 121
Fax: 207-655-3924
sue.look@raymondmaine.org

Name:
Mailing Address:
Telephone Number:
Occupation:
E-mail Address:

Peter J. Leavitt
2 Leavitt Rd, Raymond, ME 04071
207-655-3943
Retired Healthcare Administrator
motorsport1971@gmail.com

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

1. Comprehensive Plan
- 2.
- 3.

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

I have an interest in activities and actions which positively impact the health and wellbeing of the Raymond community.

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

As a healthcare provider and administrator for 40 years I have skills in policy development and implementation.

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

I believe that the vision statement from the 2004 Comprehensive Plan sums up the responsibilities and goals of today. Policy aimed at environmental protections and equal treatment of all people are my particular interests.

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

1986-2013 member Zoning Board of Appeals.
1995-1996 Assistant Coach Raymond Girls Basketball
1996-1997 coach Raymond Girls Basketball

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

Yes No Yes.

Bradley C. McCurtain

33 Mains Farm RD

Raymond, ME 04071

207.775.0800

Securities brokerage and registered investment advisor

brad@mainesec.com

Interesting in serving on Raymond's Comprehensive Planning Committee

1. Why are you interested in the committee chosen above?

35-year resident of Raymond vested in the community. I have built a successful career in the securities brokerage and advisory business. In those years, I also founded Maine's first, exclusively fair trade coffee and tea café and coffee roasting company. That's more than 35-years of successfully operating two small businesses in Maine. A significant amount of this career has involved studying the economy. That involves looking at why some parts of our country have healthier economies than others and how and why intangibles such as 'quality of life' influences local economies.

Raymond is blessed to have 6 bodies of water and some small rivers flow through our community. Our natural resources are precious. They are also the source of our biggest industries in terms of tax dollars: summer camps and non-resident property owners. Close to Maine's largest city, and yet far enough away to be home to some of the finest outdoor life in America. Protecting these natural resources is critical to our future, if we wish to avoid having growth overtake and control our beautiful community.

For 40 years, I worked in Downtown Portland and commuted from Raymond. Now, I work from home here in Raymond. I believe in this new COVID/post COVID economy opportunities abound to recruit good paying—Work from Anywhere—jobs to our community which would result in more of those salaries being spent here in this and surrounding communities along with bringing more talented people to the community who will become engaged in greater community service. I also believe that recruiting and including younger Raymond citizens—perhaps even high school and/or college student representation-- to this Comprehensive Planning Community can help us to understand how to retain more of our younger citizens. So many of Maine's best, young citizens, leave Maine after high school or college, choosing to build successful careers out-of-state, only to later wish that they had remained in Maine to enjoy our better quality of life. Once established anywhere, between employment and children, it is difficult to make changes.

2. 40-plus years of board service and leadership on multiple non-profit and other community organizations here in Maine—and nationally. Excellent organizational, planning, and team-building skills, developed through decades of business and community service.
3. First would be to build consensus around what the final plan should look like -- in terms of structure, stakeholder input, and community buy-in --when it eventually is to go before the community seeking voter approval. To identify stakeholders, assure that they are reached, and that their voices and ideas are heard. To develop the plan in conjunction with Raymond's administrative and elected leaders to help assure that the final plan is implemented, integrated into future thinking and decision-making for the community, and that—going forward-- the plan serves as an active document and reference point for the town's priorities.
4. Community Service:
 - A. **The Salvation Army (TSA)**—Greater Portland Advisory Board. 1979- present. Chaired the board several times and have chaired most of the committees, including our [long range and strategic plans](#). Have also traveled and continue to travel to Central America and Africa with TSA since 2008 to work on coffee projects with local growers. Developed this 150-year-old, internationally known charity's first-ever Salvation Army grown coffee.
 - B. **Woodfords Club**, Portland. (Third generation and Life member) 1979-present. Board of Directors. Youngest president in club's 110-year history. Chaired multiple committees over 40 years.

- C. **Maine Charitable Mechanic Association**. 2011-2015. (Third generation and Life member). Former board member and board chair of this 200+ year old organization. Led the organization's first strategic planning committee, recruiting some of the community's top leaders. That plan led to a significant revitalization of an organization that was in a long-term decline.
 - D. **Portland Downtown**. Elected to multiple terms by fellow Downtown business and building owners to serve on board (2009-2016). Also elected board president of this first and largest Maine downtown improvement district. During my service, we initiated the organization's first member census, hired an interim and then a permanent Executive Director, conducted our first ever review of everything that we did from concerts, events, intown worker appreciation days, merchant support, support of property owners, and The Old Port Festival—one of the State's largest and oldest outdoor festivals, while introducing innovative ideas to help keep the State's largest downtown vibrant, clean and safe. I led the annual reviews of our contract with the state's largest public works programs. I also served on and chaired various committees including the organization's strategic planning committee. I would add that, when serving as board president, I participated in the International Downtown Association and attended the international conferences. There is a wealth of useful information to share with our community from those experiences.
 - E. **Raymond Comprehensive Planning Committee**: 2002-2004. Co-chaired my community's comprehensive planning committee. Directly involved with selection and hiring of the committee's plan facilitator and in keeping a diverse committee of 17 community citizens moving forward toward our mission.
 - F. **Cancer Community Center (now Dempsey Center)**: 1996-2001, Founding board member along with other well-known civic leaders to create and fully fund Maine's first-ever resource center for people living with cancer and their families. Chaired finance committee.
 - G. **Cumberland Club, Portland**. Life member. Led Search Committee for selecting club's manager. Worked diligently for years to get club open for breakfast, which subsequently became one of the Club's most popular and profitable activities.
 - H. **Securities Industry Association (Now known as Securities Industry and Financial Markets Association)**. 1989-2004. Trade association for America's financial services industry. Served on small firm committee and the organization's national membership committee along side of senior executives of the country's largest financial services firms.
 - I. **Woodfords Congregational Church**. 2000- 2005. Served on church's governing board, led church's planning committee that reorganized governance of one of Maine's oldest and largest congregational churches. Also served as clerk.
 - J. **North Windham Union Church**. 2001_ Chaired the church's first-ever auction, which was the church's largest ever fundraiser.
 - K. **Portland Museum of Art**. Served on Capital Campaign committee that raised the funding for the IM Pei addition, which has become the modern-day PMA.
 - L. **Raymond Village Library**. Served on and helped organize the 1995-96 Capital Campaign, which became the largest-ever fundraiser for the library to that point in the library's history.
 - M. **RAM Island Dance Company**. 1984-89. Board and committee member of a modern dance company started by one of Maine's wealthiest families to benefit the arts in Maine.
 - N. **Portland Kiwanis Club**. Board member 1979-81
5. **Availability**. Absolutely. I live and work in Raymond and have great interest in being a part of a comprehensive plan that will shape our community's future.

9/29/2021



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

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

- Beautification Committee
- Board of Assessment Review
- Cemetery Committee
- Conservation Commission
- Planning Board
- Raymond Recreation Association
- Recycling Committee
- Tassel Top Park Board of Directors
- Technology Committee
- Veteran's Memorial Committee
- Zoning Board of Appeals

There are many other opportunities to serve your town as an elected official, a member of a community resource organization, an election worker on Election Day, etc. Contact the Town Clerk for more information.

Please complete this form and submit to:

Town Clerk, 401 Webbs Mills Road, Raymond ME 04071
or via fax to (207) 655-3024
or via email to sue.look@raymondmaine.org

Name:	Francis McDermott
Mailing Address:	2 McDermott Rd
Telephone Number:	207-655-4646
Occupation:	Retired
E-mail Address:	fratty@mac.com

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

1.	Comprehensive Planning Committee
2.	
3.	

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

As a 50 year + resident of Raymond
I have a keen interest in its future.

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

I have abilities and skills in the areas
of conflict management and resolution
as well as consensus building.

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

It would be to serve the needs and
interests of the community and not
my own.

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

21 years as a Teacher/principal, Superintendent/principal
here. School Bd. member. Budget Comm. member. Co-founder
of the Souther Day Committee. President of
Raymond Rec. Committee and many others.

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

Yes No

Thank you for your interest in the Town of Raymond!