



# Town of Raymond

## Board of Selectmen ePacket

### June 21, 2022

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# Agenda

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## BOARD OF SELECTMEN Agenda

June 21, 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) May 10, 2022 – regular meeting
- b) May 20, 2022 – emergency meeting – executive session – decision appeal

### 3) Election of Officers

- a) Chair
- b) Vice Chair
- c) Parliamentarian

### 4) New Business

- a) Consideration of Public Property Use Request for July 16-17, 2022 – Joe Crocker, Parks & Recreation Director and Cliff White, Strong Machine Adventure Racing
- b) Consideration of Funding for Raymond-Casco Historical Society – David Allen, RCHS
- c) Consideration of Planning Board Appointment – Sue Look, Town Clerk
  - *Mike Richmond* – 15 Cedar Lane – owner of an architecture firm
- d) Consideration of Zoning Board of Appeals Resignation – Sue Look, Town Clerk
  - *Patricia Beaton* – 234 Raymond Hill Road
- e) Consideration of Zoning Board of Appeals Appointment – Sue Look, Town Clerk
  - *Pete Lockwood* -139 Mountain Road – retired from BIW & carpenter
- f) Recycling Committee Update – Grace Leavitt, Recycling Committee Chair
- g) Consideration of Updating the Trash & Recycling Collection Policy – Nathan White, Public Works Director
- h) Consideration of Updating the Private Road Standards for Recycling & Waste Service – Nathan White, Public Works Director

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*Selectman's Meeting Agenda (Page 1 of 3) June 21, 2022*

- i) Consideration of Appointing a new Comprehensive Plan Commission – Select Board
- *Bradley McCurtain* – 33 Mains Farm Road – 35-year resident; has served on multiple boards in Cumberland County including boards in Raymond – Comprehensive Plan Commission and Raymond Village Library
  - *Frank McDermott* – 2 McDermott Road – 50-year resident, retired Principal, has served on the School Board, Budget Committee, Raymond Rec Committee, etc.
  - *Greg Foster* – 29 Ledge Hill Road – practicing forester; currently a member of the Planning Board, Conservation Commission, Election Clerk; and has served on the Comprehensive Plan Commission
  - *Peter Leavitt* – 2 Leavitt Road – retired Healthcare Administrator; has served on the Zoning Board of Appeals, as assistant and coach for Raymond Girls Basketball
  - *John Clark* – 70 Plummer Drive – Chartered Financial Analyst
  - *Kaela Gonzalez* – 518 Webbs Mills Road – former Raymond Assistant Assessor, etc.; current member of Raymond Parent Teach Organization; has served on the RSU #14 Withdrawal Committee and Raymond
  - *John Rand* – 20 Dryad Woods Road – Hydrogeologist, Chair & Co-chair of Conservation Commission 1990s to 2017, active with Raymond Waterways Protective Association
  - *Danelle Milone* – 7 Westview Drive – Attorney, assisted marketing committee for Pine Tree Counsel, assigning with family law issues, served with student youth group at local church
  - *Jacqueline Sawyer* – 5 Ball Drive – Real Estate Agent, Raymond Rec soccer coach, elementary school Running Club
  - *William Fraser* – 1 Justin Lynn Drive – Small business owner, has served on the Comprehensive Plan Commission and Raymond Conservation Commission, contributor to the Raymond Community Forest, former videographer for Raymond
  - *Shawn McKillop* – 84 Main Street – A Realtor, has served on a board at New Life Community Church and on the Church & Community Abolition Network (anti human trafficking organization)
- j) Consideration of Quit Claim Deed – Sue Carr, Tax Collector
- k) Consideration of Annual Payroll Warrant Policy – Charisse Keach, Finance Director
- l) Consideration of Staff Annual Appointments – Sue Look, Town Clerk
- m) Consideration of Boards/Committees Annual Appointments – Sue Look, Town Clerk
- n) Consideration of Select Board Representation on Boards/Committees – Select Board
- o) Consideration of Annual Fee Schedule – Sue Look, Town Clerk
- p) Consideration of Select Board Meeting Format – Select Board
- Continue with ZOOM only
  - Change to a hybrid of ZOOM and in-person
  - Change to all in-person with ZOOM if necessary

**5) Public Comment**

**6) Selectman Comment**

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

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

- July 12, 2022
- August 9, 2022

**b) Reminder of Upcoming Holiday Schedule**

- Monday, July 4<sup>th</sup> – Independence Day

**8) Executive Sessions**

- a) Discussion of Labor Contracts and Proposals – pursuant to 1 MRSA §405 (6) (D)
- b) Code Enforcement Violations Updates – pursuant to 1 MRSA §405 (6) (H)

**9) Adjournment**

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# Previous Meeting Minutes - May 10, 2022

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## BOARD OF SELECTMEN Minutes

May 10, 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.*

**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  
Wayne Jones – Fire Inspector  
Charisse Keach – Finance Director  
Joe Crocker – Parks & Recreation Director  
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) April 19, 2022

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

**Unanimously approved**

3) **Public Hearing**

a) Annual Town Meeting Warrant Articles

**Motion** to open at 6:31pm the Public Hearing by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

Finance Director Keach gave an overview of the Select Board's goals for the budget process and highlights of the budget.

There was some discussion pertaining to the merge with the Raymond Village Library.

**Motion** to close at 6:43pm the Public Hearing by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

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*Selectman's Meeting Minutes (Page 1 of 4) May 10, 2022*

#### 4) New Business

a) Consideration of Awarding Audit Contract – Charisse Keach, Finance Director

There was only 1 bidder. Our current auditor will not be doing municipal audits after this year. There are not many firms that offer municipal auditing services.

RHR Smith is in Buxton and is used by many municipalities. Finance Director Keach has worked with the owner and a number of the staff in previous positions.

**Motion** to award the Audit Contract to RHR Smith & Company by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved**

b) Consideration of a Liquor License Renewal – Rob & Pam Wing, The Beacon

Due to an extension that The Beacon was granted a year or so ago, their liquor license now expires in September. The renewal will be rescheduled for later this summer.

c) Consideration of Setting the 2023-24 Tassel Top Cabin Rental Weekly Fees – Joe Crocker, Parks & Recreation Director

Parks & Recreation Director Crocker – I would like to increase the Cabin Rental weekly fee from \$1,050 to \$1,500 in effect for next season's cabin rentals.

The reason for this increase is the following:

- cabin rental improvements to the bathroom, kitchen area and appliances, and updated furniture
- increased amenities. We now provide all bedding, hand towels, and other day to day supplies.
- laundry service. We now have our own washer and dryer to launder linens and towels between cabin renters.

With increased services and comparing with rentals that sleeps twelve, I believe, this is still a fair market price for this rental.

**Motion** to increase the weekly fee to \$1,500 for the Tassel Top Cabin by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved**

d) Consideration of New Road Names – Bruce Tupper, Fire Chief & E-911 Addressing Officer

- Settlers Ridge Road – Cape Road new subdivision – numbering must begin at 100 due to similar road names in Windham and Casco
- Jenny Lane – previously a driveway off Tarkiln Hill Road
- Prouteys Island Road – off Meridian Lane on Raymond Pond – *NOTE: This road name is actually spelled PROUTYS ISLAND ROAD*
- Hillside Drive – off Patricia Avenue – new subdivision

- Honey Hill Road – off Webbs Mills Road – new subdivision

**Motion** to approve Settlers Ridge Road, Jenny Lane, Proutys Island Road, Hillside Drive, and Honey Hill Road by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved**

**5) Public Comment – none**

**6) Selectman Comment**

Selectman Bruno said that Raymond will be paying \$20,750 per student to go to RSU #14. This will have a huge impact on the taxes in the Town of Raymond. We are paying \$550,000 more this year with 7 fewer students. We need to talk to our School Board members and ask if they are looking at the budget or simply accepting what is presented to them.

Chair Sadak encouraged the public to vote to merge with the Library.

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

Public Works Director Nathan White will be meeting with the engineer on the Main Street Sidewalk Project to set a start date. Mountain Road and Swans Road will be overlayed this Fall.

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

- June 21, 2022
- July 12, 2022

**b) Reminder of Upcoming Election Schedule**

- May 18, 2022 – Budget Vote at Windham High School Auditorium – 6:30pm
- May 27, 2022 – Deadline to change parties to vote in the Primary on June 14<sup>th</sup>
- June 9, 2022 – Deadline to request absentee ballots
- June 14, 2022 – State Primary, Municipal Officers & RSU #14 Budget Elections at Jordan Small Middle School Gym – 7:00am to 8:00pm

**c) Reminder of Upcoming Holiday Schedule**

- Monday, May 30<sup>th</sup> – Memorial Day

**8) Executive session**

**a) \* Consideration and Award of Scholarship Applications and Student Recognition (Pursuant to MRSA 1 §405 (6)(F))**

**Motion** to enter executive session at 7:29pm as noted above by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved**

**Motion** to leave executive session at 7:34pm by Selectman Olsen. Seconded by Selectman Bruno.

**Unanimously approved**

**Motion** to instruct the Town Clerk to proceed as directed by Selectman Olsen. Seconded by Selectman Bruno.

**Unanimously approved**

- b) Discussion of Labor Contracts and Proposals – pursuant to 1 MRSA §405 (6) (D)

**Motion** to enter executive session at 7:17pm as noted above by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved**

**Motion** to leave executive session at 7:29pm by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved**

- c) *Added by Chair Sadak* - Discussion of How to Proceed with a Pending Legal Issue – pursuant to 1 MRSA §405 (6) (E)

**Motion** to enter executive session at 7:00pm as noted above by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved**

**Motion** to leave executive session at 7:17pm by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved**

**Motion** to direct the Town Manager to proceed as discussed by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved**

**9) Adjournment**

**Motion** to adjourn at 7:35pm by Selectman Olsen. Seconded by Selectman Bruno.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*



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## Previous Meeting Minutes - May 20, 2022

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### BOARD OF SELECTMEN Minutes

May 20, 2022

8:00am – Emergency 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.*

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

**Select Board members absent:** Lawrence Taylor, Samuel Gifford

**Town Staff in attendance:**

Don Willard – Town Manager

Sue Look – Town Clerk

1) **Called to order** at 8:02am by Chair Sadak

2) **Executive session**

a) Discussion of Upcoming Appeal – pursuant to 1 MRSA §405 (6) (E)

**Motion** to enter executive session as noted above at 8:02am by Selectman Bruno.  
Seconded by Selectman Olsen.

**Unanimously approved**

**Motion** to leave executive session at 8:46am by Selectman Bruno. Seconded by  
Selectman Olsen.

**Unanimously approved**

3) **Adjournment**

**Motion** to adjourn at 8:46am by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*

# Public Property Use Request - Strong Machine Adventure



NOTE: DO NOT DISCLOSE RACE ROUTE PUBLICLY

SAD

Complete and Return to:  
Town of Raymond  
Attn: Town Clerk  
401 Webbs Mills Road  
Raymond, Maine 04071

Include copies of the following:  
Proof of Insurance  
Public Safety - Parking & Traffic Approval  
Liquor Permit (if applicable)

## PUBLIC PROPERTY USE AGREEMENT

Date of Application 3/28/2022  
Name of Organization/Applicant Strong Machine Adventure Racing  
Contact Person Cliff White  
Phone No. (w) 2076508698 (h) \_\_\_\_\_  
Address 3 Orange St.  
Date(s) Desired 7/16-17/2022 Hour(s) 8 am to 10 am  
Event Name Maine Summer Adventure Race  
Event Location Morgan Meadow/Crescent Lake and Panther Pond Estimated # parking spaces needed 1  
No. of people attending Youth 40 Adults 200 = 240  
Will there be an admission charge? Yes \$ varies (\$130-\$250)

TERMS AND CONDITIONS: The undersigned hereby makes application to the Town of Raymond for use of public property and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the property itself, the surrounding property, and to hold the Town, its officers, employees, and agents, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The applicant agrees to adhere to all rules and regulations on this form.

A new application must be filed each calendar year for recurring annual events.

Applicants must provide adequate chaperones, for any function that is attended by any person under the age of 18 years, as well as private security, public safety and/or police coverage as determined by the Town. See Parking and Traffic Control below.

Size of the gathering determines conditions of approval as follows:

- If the event is expected to draw 150 people, or fewer, then application must be received in its entirety at least one month prior to event date and will be reviewed and approved by the Town Manager.
- If the event is expected to draw more than 150 people, the application must be received in its entirety at least two months prior to the event date and will require additional approval by the Select Board, at a regularly scheduled Select Board Meeting.

All events will also require the approval of any responsible town committee charged with care of public lands, which will be arranged by the Town Manager. Representatives of the applicant group may be required to attend public meetings and make presentations to involved town committees and/or the Select Board as determined by the Town Manager.

- **PARKING AND TRAFFIC CONTROL:** All local and state traffic controls and parking regulations/signs must be observed. Right of way for emergency vehicles must be kept open at all times and event approval must be obtained from the Public Safety Department, including the possibility of providing ambulance coverage on site. The Town of Raymond reserves the right to tow or remove any vehicle from a public event when that vehicle is found to be in violation of local and state traffic rules or parking signs.

Public Property Use Agreement

1

Revised 7/2021

**INSURANCE:** During the full term of this agreement, the applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury, and property damage. The Town will be named as an additional insured party. Nothing in this Agreement does, nor is intended to waive, any defense, immunity or limitation of liability which may be available to the Town under the Maine Tort Claims Act pursuant to the provisions of 14 M.R.S.A. § 8101 et seq. or any other privileges or immunities as may be provided by law.

If the applicant does not have Commercial General Liability Insurance, they must obtain Special Events Insurance Coverage through their insurance carrier in the amounts outlined above. In any case, the applicant must provide a Certificate of Insurance evidencing the required insurance before using Town property prior to approval of this agreement.

**ALCOHOL:** Use of alcohol on public property is strongly discouraged and is allowed only at the sole discretion of the Select Board. If alcohol is served or consumed, the applicant shall procure and maintain for the duration of the event Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The Town is to be named as an additional insured on the Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the Town. The applicant will also procure all required liquor permits or licenses from the State of Maine, as well as to obtain prior approval by the Select Board.

**RELEASE AND INDEMNIFICATION:** To the fullest extent permitted by law, and in recognition of the risks and hazards, inherent and otherwise, of injury or death, and damage to property by engaging in same, which risks applicant fully acknowledge and freely and solely assume, the applicant for themselves, heirs, successors, assigns, and legal representatives, forever release, waive, discharge, covenant not to sue, and agree to hold harmless the Town, its officers, agents, volunteers and employees, from any claims, demands, suits, or actions whatsoever in law or equity for liability, damages or costs of any kind, including but not limited to claims for negligence, property damage, injury to person and/or death, or otherwise, without limitation, arising out of or resulting from, in whole or in part, applicant's use of the property. This release and waiver of claims shall not constitute or be construed as a waiver of any defense, immunity or limitation of liability which may be available to the Town under the Maine Tort Claims Act pursuant to the provisions of 14 M.R.S.A. § 8101 et seq. or any other privileges or immunities as may be provided by law.

**CLEANING PROCEDURES:** The applicant is responsible for cleaning after the event and leaving the premises in clean and satisfactory condition. All cleaning must be done immediately after the event. Any applicant damaging or destroying Town property will be held responsible for all repairs and/or replacement. In the event of damages, or additional cleaning being required, applicant will accept the Town's estimate of the amount incurred.

  
Applicant Signature

3/27/2022

Date

**APPROVALS:**

\_\_\_\_\_  
Town Manager (if less than 150 attendees)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of Select Board (If more than 150 attendees)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman (If more than 150 attendees)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman (If more than 150 attendees)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman (If more than 150 attendees)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman (If more than 150 attendees)

\_\_\_\_\_  
Date

# Planning Board Appointment - Mike Richmond

## VOLUNTEER APPLICATION

Town of Raymond  
401 Webbs Mills Rd  
Raymond, ME 04071  
[www.raymondmaine.org](http://www.raymondmaine.org)



Town Clerk Sue Look  
Phone: 207-655-4742 Ext 121  
Fax: 207-655-3024  
[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

If you are a Raymond resident and interested in serving on any of the following committees or boards, please fill in the information below. Submit it to the Town Clerk for distribution to the appropriate board or committee chair(s) for consideration and response concerning open positions.

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

|                   |                                     |
|-------------------|-------------------------------------|
| Name:             | MICHAEL RICHMAN                     |
| Mailing Address:  | 15 CEDAR LANE                       |
| Telephone Number: | 207-636-6068                        |
| Occupation:       | BUSINESS OWNER OF ARCHITECTURE FIRM |
| E-mail Address:   | mike@customconceptsinc.com          |

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

|    |                |
|----|----------------|
| 1. | PLANNING BOARD |
| 2. |                |
| 3. |                |

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

I BELIEVE THAT GOOD PLANNING AND ZONING REGULATIONS HELP BUILD NICE COMMUNITIES. WE NEED TO PRESERVE THE BEAUTY OF THIS AREA WHILE ENCOURAGING PROPER DEVELOPMENT.

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

IN MY DAY JOB I WORK WITH MANY MUNICIPALITIES ON DEVELOPMENT. I OFTEN PRESENT TO PLANNING, ZONING AND H.P COMMITTEES FOR RESIDENTIAL AND COMMERCIAL PROJECTS.

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

TO ENSURE THAT NEW DEVELOPMENT FULFILLS THE LONG-RANGE GOALS OF THE TOWN.

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

GORHAM PLANNING BOARD - 3 YRS.  
CAMP CELIAL - 17 YRS.  
GORHAM SPORTS CENTER - 18 YRS.

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

Yes ☒ No ☐

Thank you.



***Board of Selectmen***

*401 Webb's Mills Road  
Raymond, Maine 04071*

**Appointment by Municipal Officers**

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm **Michael Richmond** to be a member of the **Planning Board** for a term ending June 30, 2024.

Given under our hands on the 21<sup>st</sup> day of June 2022.

\_\_\_\_\_  
Teresa Sadak

\_\_\_\_\_  
Rolf Olsen

\_\_\_\_\_  
Lawrence Taylor

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Joseph Bruno

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## ZBA Resignation - Patricia Beaton

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**From:** "Sandy Fredricks" <sandy.fredricks@raymondmaine.org>  
**To:** "Sue Look" <Sue.Look@raymondmaine.org>  
**Date:** 05/18/2022 11:12 AM  
**Subject:** Fwd: Re: Resignation from the ZBA

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Sue,

Not sure if the Select Board does anything with resignations. If so, please let me know and put Patricia's on the next available agenda.

Sandy

From: "David Murch" <david.murch@raymondmaine.org>  
To: "Sandy Fredricks" <sandy.fredricks@raymondmaine.org>  
Cc: "Alex Sirois" <alex.sirois@raymondmaine.org>  
Date: Wed, 18 May 2022 10:50:13 -0400  
Subject: Re: Resignation from the ZBA

Sandy,

Was this resignation ever presented to the Select Board so that Patricia can officially be resigned from the ZBA? If not, can we get this added to their agenda at the same time as Pete Lockwood's appointment?

- Dave

From: The Beaton Path <beatonwp@yahoo.com>  
To: David Murch <david.murch@raymondmaine.org>, Sandy Fredricks <sandy.fredricks@raymondmaine.org>  
Date: Tue, 29 Mar 2022 18:33:05 +0000 (UTC)  
Subject: Resignation from the ZBA

Hello David and Sandy,

Please accept this note as my resignation from the ZBA. I do not have the ability to commit to the needs of the ZBA at this time in my life.

Thank you for your patience these last many months. I wish you all well.

Please let me know if anything more is required of me.

Regards,  
Patricia Beaton

# ZBA Appointment - Pete Lockwood

## VOLUNTEER APPLICATION

**Town of Raymond**  
401 Webbs Mills Rd  
Raymond, ME 04071  
[www.raymondmaine.org](http://www.raymondmaine.org)



**Town Clerk Sue Look**  
Phone: 207-655-4742 Ext 121  
Fax: 207-655-3024  
[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

If you are a Raymond resident and interested in serving on any of the following committees or boards, please fill in the information below. Submit it to the Town Clerk for distribution to the appropriate board or committee chair(s) for consideration and response concerning open positions.

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

|                   |   |
|-------------------|---|
| Name:             | PETE LOCKWOOD                           |
| Mailing Address:  | 139 MOUNTAIN ROAD, RAYMOND, MAINE 04071 |
| Telephone Number: | (207) 655-4847 (207) 653-9535           |
| Occupation:       | RETIRED                                 |
| E-mail Address:   | plockwoo@maine.rr.com                   |

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

|    |                         |
|----|-------------------------|
| 1. | ZONING BOARD OF APPEALS |
| 2. |                         |
| 3. |                         |



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

I MOVED TO RAYMOND IN 1987. WE BOUGHT AN OLD FARM HOUSE WHICH WAS BEYOND REPAIR. MY WIFE AND I REPURPOSED THE LAND BY BUILDING A NEW HOUSE. I AM INTERESTED IN GOOD STEWARDSHIP OF THE LAND IN RAYMOND ONE OF THE MOST BEAUTIFUL TOWNS IN MAINE.

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

I AM RETIRED FROM BATH IRON WORKS AFTER 31+ YEARS. PRIOR TO BIW I WAS A SELF EMPLOYED CARPENTER. I KNOW GOOD BUILDING TECHNIQUES & GOOD LAND USAGE. MY WIFE AND I MAINTAIN A 30+ ACRE WOOD LOT IN RAYMOND. I AM CERTIFIED IN SECCHI DISK & DISSOLVED OXYGEN FOR WATER TRANSPARENCY AND A HEALTHY LAKE MONITORING.

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

TO OVERSEE LAND USE AND SHORELINE ORDINANCES IN COOPERATIVE SPIRIT WITH THE CODE ENFORCEMENT OFFICER, TOWN OFFICIALS AND THE RESIDENTS OF RAYMOND. I LIKE WALKING THE LAND AND EXERCISING GOOD STEWARDSHIP FOR LAND, LAKES, STREAMS ETC.

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

I WAS A MEMBER OF THE BOY SCOUTS TROOP 800 FOR MANY YEARS WHEN MY SON PATRICK WAS A SCOUT. I SERVED AS TROOP SECRETARY AND ASSISTANT SCOUT MASTER.

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

Yes ☒ No ☐

Thank you.



***Board of Selectmen***

*401 Webbs Mills Road  
Raymond, Maine 04071*

**Appointment by Municipal Officers**

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm **Pete Lockwood** to be a member of the **Zoning Board of Appeals** for a term ending June 30, 2023.

Given under our hands on the 21<sup>st</sup> day of June 2022.

\_\_\_\_\_  
Teresa Sadak

\_\_\_\_\_  
Rolf Olsen

\_\_\_\_\_  
Lawrence Taylor

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Joseph Bruno

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# Trash & Recycling Collection Policy

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## **Town of Raymond – Trash/Recycling Collection Policy**

Adopted July 1, 2010

Amended June 21, 2022

### **1. Pick up**

- a. Monday through Thursday, each day collects one area of town.
- b. Have all trash/recycling curbside by 7:00am.
- c. Collection map posted at Town Office and on [www.raymondmaine.org](http://www.raymondmaine.org).
- d. Holidays
  - i. Thanksgiving, New Years and July 4<sup>th</sup> – No pick up, hold for following week.
  - ii. Christmas pick up will be posted 30 days prior on [www.raymondmaine.org](http://www.raymondmaine.org).
  - iii. All other holidays will follow normal schedule.
- e. Trash and recycling will be picked up at different times on your day for collection.

### **2. Trash**

- a. Limited to the equivalent of two 32-gallon containers per household.
- b. No individual container to exceed 50 lbs.
- c. Trash must be in bags inside the container(s).
- d. Trash containers must have covers that close.
- e. Have street address on outside of the container(s).
- f. No yard waste, scrap metal, building debris, or bulky waste items.

### **3. Recycling**

- a. Recycling containers must be marked on all sides as such, and with the owner's street address. If not marked, it will be considered trash.
- b. Large piles of loose recycling (except bundles of corrugated cardboard) will not be picked up. Recycling must be in a container(s) or box, preferably with a cover.

### **4. Private Roads**

- a. All trash/recycling from private roads must be left curbside at the next town road or designated location.
- b. Private roads will only be serviced if road condition is maintained to Town of Raymond's *Private Road Standards for Recycling & Waste Service Policy* (available on [www.raymondmaine.org](http://www.raymondmaine.org)). Service will end until issues are corrected.

Approved this 21<sup>st</sup> day of June, 2022, by the Raymond Select Board:

\_\_\_\_\_  
Teresa Sadak, Chair

\_\_\_\_\_  
Rolf Olsen, Vice Chair

\_\_\_\_\_  
Joe Bruno, Parliamentarian

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Lawrence Taylor

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# Private Road Standards for Recycling & Waste Service

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## **Town of Raymond Policy PRIVATE ROAD STANDARDS FOR RECYCLING AND WASTE SERVICE**

### 1. General

- a. The purpose of this policy is to be able to safely and efficiently deliver services to residents on qualifying Private Roads.
- b. Private Roads seeking to qualify for services must meet or exceed the standards listed to the satisfaction of the Town of Raymond's Public Works Director **and Raymond's MSW vendor**.

### 2. Definitions

- a. Year-round Resident – must qualify to vote and to register motor vehicle(s) in the Town of Raymond

### 3. Layout of roads

- a. All private roads must have four (4) or more houses with year-round residents
- b. Have a year-round road association representative and/or contract person name and phone number on file at the Town Office
- c. Have a signed release of Liability Waiver on file at the Town Office

### 4. Design and construction standards

- a. Minimum drive surface width of ten (10) feet
- b. Minimum overhead clearance of fourteen (14) feet
- c. Minimum overall cleared width of twelve (12) feet, including, but not limited to: trees, rocks utility poles and any other objects that may narrow roadway for safe passage
- d. Dead end roads will not be permitted without a suitable turn-around of a width of twenty (20) feet and depth of thirty (30) feet
- e. Gravel roads must be able to support heavy vehicles year-round

### 5. Road maintenance

- a. Gravel roads must be graded as needed
- b. Roads must be plowed and sanded
- c. Snow banks must be kept back to meet the minimum road width criteria [see Section 4 above].
- d. Turnaround must be kept cleared and vacant year round
- e. Access points of roads must be twenty (20) feet in width with visual clearance of one hundred (100) feet on both sides

Approved this 21<sup>st</sup> day of June, 2022, by the Raymond Board of Selectmen:

\_\_\_\_\_  
Teresa Sadak, Chairman

\_\_\_\_\_  
Rolf Olsen, Vice-Chairman

\_\_\_\_\_  
Joseph Bruno, Parliamentarian

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Lawrence Taylor

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# Comp Plan Commission - Bradley McCurtain

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Raymond Volunteer application for Committee and boards

**Bradley C. McCurtain**

33 Mains Farm RD

Raymond, ME 04071

207.775.0800

Securities brokerage and registered investment advisor

[brad@mainesec.com](mailto: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.

# Comp Plan Commission - Frank McDermott

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](mailto: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, Supervising 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 X No \_\_\_\_\_

*Thank you for your interest in the Town of Raymond!*

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## Comp Plan Commission - Greg Foster

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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

# Comp Plan Commission - Peter Leavitt

## VOLUNTEER APPLICATION

Town of Raymond  
401 Webb's Mills Rd  
Raymond, ME 04071  
www.raymondmaine.org



Town Clerk Sue Look  
Phone: 207-655-4742 Ext 121  
Fax: 207-655-3024  
sue.look@raymondmaine.org

|                   |                                  |
|-------------------|----------------------------------|
| Name:             | Peter J. Leavitt                 |
| Mailing Address:  | 2 Leavitt Rd. Raymond, ME 04071  |
| Telephone Number: | 207-655-3943                     |
| Occupation:       | Retired Healthcare Administrator |
| E-mail Address:   | 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.

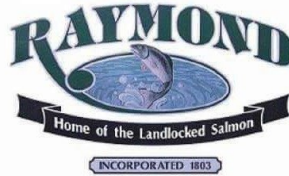
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# Comp Plan Commission - John Clark

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## VOLUNTEER APPLICATION

**Town of Raymond**  
401 Webbs Mills Rd  
Raymond, ME 04071  
[www.raymondmaine.org](http://www.raymondmaine.org)



**Town Clerk Sue Look**  
Phone: 207-655-4742 Ext 121  
Fax: 207-655-3024  
[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

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- Recycling Committee
- Tassel Top Park Board of Directors
- Technology Committee
- Veteran's Memorial Committee
- Zoning Board of Appeals

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or via fax to (207) 655-3024  
or via email to [sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

|                   |   |
|-------------------|---|
| Name:             | <b>John Clark</b>                       |
| Mailing Address:  | <b>70 Plummer Dr, Raymond, ME 04071</b> |
| Telephone Number: | <b>(315)481-4244</b>                    |
| Occupation:       | <b>Real Estate Development Manager</b>  |
| E-mail Address:   | <b>johnj.clarkiv@gmail.com</b>          |

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

|    |                                     |
|----|-------------------------------------|
| 1. | <b>Comprehensive Plan Committee</b> |
| 2. |                                     |
| 3. |                                     |

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

**As a resident of Raymond I want to have a voice in how the community develops in the coming years. I currently work at the public/private intersection of real estate development, but from the private side's mindset, and I want to view these same issues from the public/resident's view.**

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

**I have experience in the human scale of the built environment along with a strong financial background as a Chartered Financial Analyst.**

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

**To maximize long term value to the residents of Raymond by balancing community needs, design standards, and costs.**

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

**N/A**

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

Yes ☒ No ☐

Thank you.



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## Comp Plan Commission - Kaela Gonzalez

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

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or via fax to (207) 655-3024

or via email to [sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

|                   |                         |
|-------------------|-------------------------|
| Name:             | Kaela Gonzalez          |
| Mailing Address:  | 518 Webbs Mills Road    |
| Telephone Number: | 207-691-4118            |
| Occupation:       | Program Coordinator     |
| E-mail Address:   | kaelagonzalez@yahoo.com |

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

- |                                 |
|---------------------------------|
| 1. Comprehensive Plan Committee |
| 2.                              |
| 3.                              |

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

I am interested in being part of the discussion on how Raymond continues to grow, attract families and businesses while preserving the environment and natural resources.

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

I have a working knowledge of municipalities, how they function, and challenges they face.

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

The Comprehensive Plan Committee has input on the future design and shape of a town/city. Addressing issues such as land use, recreation, community, and housing for example.

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

RSU #14 Withdrawal Board (2015), Raymond Parent Teacher Organization (2019-present)

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

Yes yes No           

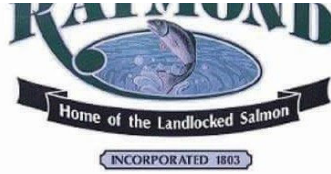
*Thank you for your interest in the Town of Raymond!*

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## Comp Plan Commission - John Rand

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**Town of Raymond**  
401 Webbs Mills  
Rd Raymond, ME  
04071  
[www.raymondmaine.org](http://www.raymondmaine.org)



**Town Clerk Sue Look**  
Phone: 207-655-4742 Ext 121  
Fax: 207-655-3024  
[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

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|   |
|---|
| Name: <b>John Rand</b>  |
| Mailing Address: <b>20 Dryad Woods Road, Raymond ME 04071</b> |
| Telephone Number: <b>232-1698</b>                             |
| E-mail Address: <b>jbr@fairpoint.net</b>                      |
| Occupation: <b>Hydrogeologist</b>                             |

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

|  |
|--|
| 1. <b>Comprehensive Plan Committee</b> |
| 2.                                     |
| 3.                                     |



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

With family history dating to the early 1900s and having lived here since 1986, Raymond has always been important to me. The future of our town depends largely on the vision of the folks that call it home and their participation. Good planning with an engaged citizenry will provide for a sense of ownership and strong ordinances that will help manage its growth.

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

I can bring a depth of knowelge relative to the last several decades of Raymond's growth, the numerous improvements that have been made to the town, and the processes which are required to ensure public input. I work professionally in the environemntal consulting and renewable energy sectors, and can help Raymond leverage state and federal resources to manage climate change. I can hear and respond to both conservative and progressive viewpoints and help map a path forward that captures differant interests.

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

Per Maine statute, town codes/ordinanaces are required to be consistent with their Comprehensive Plans. The Comp Plan Committee must go the extra mile to engage the Raymond citizenry to ensure a diverse range of residents, land uses and visions for the Town are captured in the final Comp Plan.

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

Conservation Commission member, Co-Chair, and Chair from the late 1990s through 2017 (RCC is currently in-active). Also active with Raymond Waterways Protective Association through the 2000s when we mobilized Invasive Plant Management and helped increase the mission and scope of RWPA.

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

Yes ☒ No ☐

Thank you.

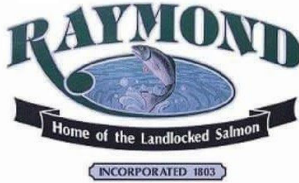
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# Comp Plan Commission - Danelle Milone

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## VOLUNTEER APPLICATION

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Rd Raymond, ME  
04071  
[www.raymondmaine.org](http://www.raymondmaine.org)



**Town Clerk Sue Look**  
Phone: 207-655-4742 Ext 121  
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- Zoning Board of Appeals
- Planning Board

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or via email to [sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

|   |
|---|
| Name: <b>Danelle Milone</b>                                 |
| Mailing Address: <b>7 Westview Drive, Raymond, ME 04071</b> |
| Telephone Number: <b>207-650-1386</b>                       |
| E-mail Address: <b>dmilone@ddlaw.com</b>                    |
| Occupation: <b>Attorney</b>                                 |

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

|  |
|--|
| 1. <b>Comprehensive Plan Committee</b> |
| 2.                                     |
| 3.                                     |

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

I would love the opportunity to serve my town by participating in assessing the needs and desires of our community's future. My three children will grow up in this town over the next 18 years. My commitments and work will help to build their town. The work we do now will be their future childhood memories.

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

I am a general practice attorney that works out of Portland. I am well versed in reading and drafting contracts, documents and negotiating, while always remaining friendly. I am a mom who would love to be involved in growing our community. I also like meeting new people and solving problems.

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

We have a duty and opportunity to put Raymond in the best possible position for the next few decades. Things are changing quickly, and we will have many decision to make to determine what we want our town to be, particularly due to the significant growth in southern Maine. We have a responsibility to define who we want to be as a community and put that into action.

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

Assisted with the marketing committee for Pine Tree Counsel of southern Maine through my firm - two years. Participated in the Volunteer Lawyers Project assisting with family law issues - 2 years. Served with the student youth group at my local church - six years.

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

Yes ☒ No ☐

Thank you.

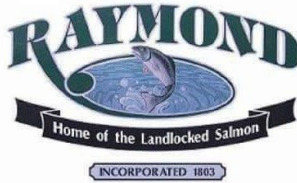
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# Comp Plan Commission - Jacqueline Sawyer

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## VOLUNTEER APPLICATION

**Town of Raymond**  
401 Webbs Mills  
Rd Raymond, ME  
04071  
[www.raymondmaine.org](http://www.raymondmaine.org)



**Town Clerk Sue Look**  
Phone: 207-655-4742 Ext 121  
Fax: 207-655-3024  
[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

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 submit to the Town Clerk for distribution to the appropriate board or committee chair(s) for consideration and response concerning open positions.

- Beautification Committee
- Board of Assessment Review
- Conservation Commission
- Comprehensive Plan Committee
- Recycling Committee
- Zoning Board of Appeals
- Planning Board

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

|   |
|---|
| Name: <b>Jackie Sawyer</b>                        |
| Mailing Address: <b>5 Ball Dr., Raymond, ME</b>   |
| Telephone Number: <b>207-749-6849</b>             |
| E-mail Address: <b>jacquelinesawyer@gmail.com</b> |
| Occupation: <b>Real Estate Agent</b>              |

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

|  |
|--|
| 1. <b>Comprehensive Plan Committee</b> |
| 2.                                     |
| 3.                                     |

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

I'd love to see the process of how comprehensive plans are put together. Working in Real Estate, this will give me better prospective into zoning ordinesces and I'd love to be part of shaping the future development of our community!

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

Knowledge of real estate laws and values for different types of properties and land.

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

To develop a plan that will bring growth and development opportunities to Raymond as well as maintain the quiet, enjoyable lifestyle that so many residents enjoy.

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

I've volunteered with Raymond Rec in the last year to coach soccer and now Running Club for the elementary school. In college I founded a women's club lacrosse team at American University. I was also part of the events committee when I worked at CIEE and we organized outings, events within the company and community events.

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

Yes ☒ No ☐

Thank you.

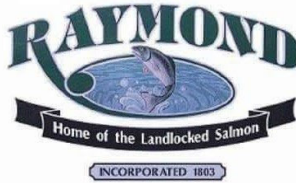
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# Comp Plan Commission - William Fraser

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## VOLUNTEER APPLICATION

**Town of Raymond**  
401 Webbs Mills  
Rd Raymond, ME  
04071  
[www.raymondmaine.org](http://www.raymondmaine.org)



**Town Clerk Sue Look**  
Phone: 207-655-4742 Ext 121  
Fax: 207-655-3024  
[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

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- Beautification Committee
- Board of Assessment Review
- Conservation Commission
- Comprehensive Plan Committee
- Recycling Committee
- Zoning Board of Appeals
- Planning Board

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

|  |
|--|
| Name: <b>William J Fraser</b>  |
| Mailing Address: <b>1 Justin Lynn Drive</b>  |
| Telephone Number: <b>207 655 6686</b>  |
| E-mail Address: <b>fjwj1895@live.com</b>   |
| Occupation: <b>Sm. Business Owner/Abbott Labs Team Lead/ADT Security Systems Installer/Lowe's Outdoor Garden Associate</b> |

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

|   |
|---|
| 1. <b>Zoning Board of Appeals</b>                                   |
| 2. <b>Town of Raymond, Maine (NEW) Comprehensive Plan Committee</b> |
| 3.  |

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

I was previously on the Town Conservation Commission. Being a Raymond resident for nearly 20 years, I have a vested interest in the advancement of town development. Insofar as keeping-up with progress into the future, while maintaining the charm and beauty of 'Rural Maine'.

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

I was, and am currently, a contributor to the Raymond Community Forest; and will continue to support and promote this special piece of the town. I am resourceful and educated, and have 35+ years working as a computer programmer, telecommunications & data communications engineer, LAN/WAN network engineer, and an IT specialist solving complex data network & computer problems. I am also a small business owner, which provides me with a vast array of problem-solving skills. I believe all this experience would serve me well as a steward of the Town of Raymond.

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

To serve the Town of Raymond, keeping the best interests of everyone in mind.

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

I worked as the Town videographer from 2014 - 2017. I also served on the Raymond Conservation Commission.

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

Yes ☒ No ☐

Thank you.

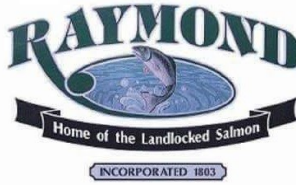
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# Comp Plan Commission - Shawn McKillop

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## VOLUNTEER APPLICATION

**Town of Raymond**  
401 Webbs Mills Rd  
Raymond, ME 04071  
[www.raymondmaine.org](http://www.raymondmaine.org)



**Town Clerk Sue Look**  
Phone: 207-655-4742 Ext 121  
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[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

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

|                   |                          |
|-------------------|--------------------------|
| Name:             | Shawn McKillop           |
| Mailing Address:  | 84 Main St, Raymond      |
| Telephone Number: | 207 200 7068             |
| Occupation:       | Realtor                  |
| E-mail Address:   | shawnDmckillop@gmail.com |

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

|    |                              |
|----|------------------------------|
| 1. | Comprehensive Plan Committee |
| 2. |                              |
| 3. |                              |



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

Want to serve my community and be a resource to it

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

Real Estate knowledge on current market conditions

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

Allow the town to grow, but to the benefit of those living in it

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

New Life Community Church- Board Member, 2017-Present

Church&Community Abolition Network (Anti Human Trafficking Organization) 2018-Present

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

Yes ☒ No ☐

Thank you.

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## Quit Claim Deed

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*401 Webb's Mills Road  
Raymond, Maine 04071  
207.655.4742  
655-3024 (Fax)*

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### Tax Acquired Property

Name: Myers

Map: 12

Lot: 20

Location: 688 Webb's Mills rd

Should have been a Quit claim deed done back in 2015 but was only discharged.

**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 MYERS ROBERTS A, KNIGHT-MYERS MARY M in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland, and State of Maine, being all and the same premises described at Map 012, Lot 20

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 012, Lot 20, in the name of MYERS ROBERTS A, KNIGHT-MYERS MARY M and recorded in said Registry of Deeds

BK 30940 PG 78

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, JOSEPH BRUNO, SAMUEL GIFFORD, AND LAWRENCE TAYLOR thereto duly authorized, this 21th day of JUNE, 2022.

THE INHABITANTS OF THE TOWN OF RAYMOND

\_\_\_\_\_  
Witness to All

By: \_\_\_\_\_  
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 21 day of JUNE 2022 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

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

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# Payroll Warrant Policy

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## Maine Revised Statutes

### Title 30-A: MUNICIPALITIES AND COUNTIES HEADING:

#### PL 1987, c. 737, Pt. A, §2 (new)

#### Chapter 221: MUNICIPAL TREASURER HEADING:

#### PL 1987, c. 737, Pt. A, §2 (new)

### §5603. POWERS AND DUTIES

The treasurer has the following powers and duties. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

#### 1. Powers. The treasurer may:

A. Make deductions from the salary of a municipal employee and pay the money deducted to the proper payee, when the employee gives the written authority to do so. The treasurer's authority to make a deduction continues until:

(1) The employee revokes the authorization in writing; or

(2) The treasurer knows that the reason for the deduction no longer exists. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

#### 2. Duties. The treasurer shall:

A. Except as provided in subparagraphs (1) to (3), and except as otherwise provided by charter or ordinance, disburse money only on the authority of a warrant drawn for the purpose, affirmatively voted and signed by a majority of the municipal officers.

(1) The municipal officers may adopt a written policy to permit the disbursement of employees' wages and benefits when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(2) The municipal officers may adopt a written policy to permit the disbursement of payments for municipal education costs when a disbursement warrant has been signed by the school superintendent and approved by a majority of the school board or by a finance committee appointed or duly elected by the school board. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(3) The municipal officers may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers; [2009, c. 6, §1 (AMD) .]

B. Upon request, provide an account of the finances of the municipality and exhibit the official records to the municipal officers or to any committee appointed by them to examine the accounts. The municipal officers shall examine the treasurer's accounts at least once every 3 months; and [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Maintain a bank account in the municipality's name for the deposit of cash receipts. The treasurer shall deposit all cash receipts in the bank within 10 days. The treasurer may not commingle funds of the municipality with any personal funds or in any personal account of the treasurer. [2009, c. 193, §2 (AMD) .]

[ 2009, c. 6, §1 (AMD); 2009, c. 193, §2 (AMD) .]

SECTION HISTORY



**POLICY ON TREASURER'S  
PAYROLL WARRANTS  
AND  
ACCOUNTS PAYABLE WARRANTS**

**Purpose** To allow at least one (1) of the municipal officers to review, approve, and sign the treasurer's payroll warrants, and to allow a majority of the municipal officers to review, approve, and sign the treasurer's accounts payable warrants.

**Delegation of Authority** This policy allows at least one (1) of the municipal officers (selectmen), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for employee wages and benefits (pursuant to 30-A MRSA § 5603 (2)(A)(1)).

This policy further allows at least a majority of the municipal officers (selectmen), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's accounts payable warrants (pursuant to 30-A MRSA § 5603 (2)(A)).

**Majority Power** This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for payroll and for accounts payable.

**Original & Copy** The original document will be filed annually with the Town Clerk and a copy will be filed with the Treasurer.

**Lapse** This policy lapses annually on June 30<sup>th</sup>, if not sooner amended or canceled.

**Renewal** This policy may be renewed at any time before its lapse. Thereafter it may be readopted at any time. Any renewal is valid until June 30<sup>th</sup> of the next fiscal year.

**Effective Date:** July 1, 2022 **End Date:** June 30, 2023

**Municipal Officers:** Rolf Olsen

Teresa Sadak

Joseph Bruno

Samuel Gifford

Lawrence Taylor

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# Annual Staff Appointments

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## *Board of Selectmen*

401 Webbs Mills Road  
Raymond, Maine 04071

### **Appointment by Municipal Officers**

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm the following for the below noted terms:

| Position                                       | Expiration | First Name | Last Name   |
|--|------------|------------|-------------|
| ANIMAL CONTROL OFFICER                         | 6/30/2023  | Jessica    | Jackson     |
| CONTRACT ASSESSOR                              | 6/30/2023  | Curt       | Lebel       |
| CODE ENFORCEMENT OFFICER                       | 6/30/2023  | Alex       | Sirois      |
| CONSTABLE                                      | 6/30/2023  | Nathan     | White       |
| EMERGENCY MANAGEMENT DIRECTOR                  | 6/30/2023  | Bruce      | Tupper      |
| FIRE CHIEF                                     | 6/30/2023  | Bruce      | Tupper      |
| FOREST WARDEN                                  | 6/30/2023  | Bruce      | Tupper      |
| FREEDOM OF INFORMATION OFFICER                 | 6/30/2023  | Sue        | Look        |
| HEALTH OFFICER                                 | 6/30/2023  | Cathy      | Gosselin    |
| Maine Waste to Energy                          | 6/30/2023  | Don        | Willard     |
| ROAD COMMISSIONER                              | 6/30/2023  | Nathan     | White       |
| TOWN OFFICE - General Assistance Administrator | 6/30/2023  | Jennie     | Silverblade |
| TOWN OFFICE – Harbor Master                    | 6/30/2023  | Don        | Willard     |
| TOWN OFFICE – Registrar                        | 6/30/2023  | Sue        | Look        |
| TOWN OFFICE – Tax Collector                    | 6/30/2023  | Suzanne    | Carr        |
| TOWN OFFICE – Town Clerk                       | 6/30/2023  | Sue        | Look        |
| TOWN OFFICE – Treasurer                        | 6/30/2023  | Charisse   | Keach       |

Given under our hands on the 21<sup>st</sup> day of June 2022.

\_\_\_\_\_  
Rolf Olsen

\_\_\_\_\_  
Teresa Sadak

\_\_\_\_\_  
Lawrence Taylor

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Joe Bruno

# Annual Committee Appointments



## **Board of Selectmen**

401 Webbs Mills Road  
Raymond, Maine 04071

### **Appointment by Municipal Officers**

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm the following committee members for the below noted terms:

| Committee                        | Term | Expiration | First Name | Last Name   | Street                |
|----------------------------------|------|------------|------------|-------------|-----------------------|
| BEAUTIFICATION COMMITTEE         | 1    | 6/30/2023  | Mitzi      | Burby       | 64 Spiller Hill Rd    |
| BEAUTIFICATION COMMITTEE         | 1    | 6/30/2023  | Sharon     | Dodson      | PO Box 577            |
| BEAUTIFICATION COMMITTEE         | 1    | 6/30/2023  | Fran       | Gagne       | 68 Whittemore Cove Rd |
| BEAUTIFICATION COMMITTEE         | 1    | 6/30/2023  | Elissa     | Gifford     | PO Box 357            |
| BEAUTIFICATION COMMITTEE         | 1    | 6/30/2023  | Christine  | McClellan   | PO Box 406            |
| BEAUTIFICATION COMMITTEE         | 1    | 6/30/2023  | Mary       | McIntire    | 31 Egypt Road         |
| BEAUTIFICATION COMMITTEE         | 1    | 6/30/2023  | Jan        | Miller      | 59 Hancock Rd         |
| BOARD OF ASSESSMENT REVIEW       | 3    | 6/30/2025  | Michael    | D'Arcangelo | 82 Daggett Dr         |
| CONSERVATION COMMISSION          | 1    | 6/30/2023  | John       | Rand        | 20 Dryad Woods Rd     |
| CONSERVATION COMMISSION          | 1    | 6/30/2023  | Bill       | Fraser      | 1 Justin Lynn Drive   |
| CONSERVATION COMMISSION          | 1    | 6/30/2023  | Russ       | Hutchinson  | 363 N. Raymond Rd     |
| CONSERVATION COMMISSION          | 1    | 6/30/2023  | Kimberly   | Post        | 112 Mountain Rd       |
| CONSERVATION COMMISSION          | 1    | 6/30/2023  | Ben        | Severn      | 4 Emery Lane          |
| PLANNING BOARD                   | 3    | 6/30/2025  | Kevin      | Woodbrey    | 20 Egypt Rd           |
| PLANNING BOARD                   | 3    | 6/30/2025  | Edward     | Kranich     | 26 Shaw RD            |
| PLANNING BOARD                   | 3    | 6/30/2025  | Mark       | Childs      | 60 Tenny Hill Rd      |
| VETERANS MEMORIAL PARK COMMITTEE | 1    | 6/30/2023  | David      | McIntire    | 31 Egypt Rd           |
| ZONING BOARD OF APPEALS          | 3    | 6/30/2025  | Greg       | Dean        | 8 Beach Rd            |

Given under our hands on the 21<sup>st</sup> day of June 2022.

\_\_\_\_\_  
Rolf Olsen

\_\_\_\_\_  
Teresa Sadak

\_\_\_\_\_  
Lawrence Taylor

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Joe Bruno

---

## Select Board Representation on Boards/Committees

---

### Current Select Board Committee Representation

| Committee                        | Position      | First Name | Last Name |
|----------------------------------|---------------|------------|-----------|
| BEAUTIFICATION COMMITTEE         | Selectman Rep | Teresa     | Sadak     |
| RECYCLING COMMITTEE              | Selectman Rep | Rolf       | Olsen     |
| VETERANS MEMORIAL PARK COMMITTEE | Selectman Rep | Samuel     | Gifford   |
| MMWAC                            | Alternate     | Don        | Willard   |
| MMWAC                            |               | Mark       | Gendron   |



# Fee Schedule

## TOWN OF RAYMOND 2022-2023 FEE SCHEDULE Effective July 1, 2022

### Animal Control Fees:

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

### Zoning Board of Appeals Fees:

| Description                        |             | Fee  |
|------------------------------------|-------------|--|
| ZBA Application                    | Residential | <del>\$75</del> 100  |
|                                    | Commercial  | \$235  |
| ZBA Escrow Fees                    |             | \$4,500 plus additional fees for completion of professional reviews, if necessary, based on consultant hourly rate.<br><u>Additional billing may be required if an escrow account has a negative balance. A 1.5% finance charge will be included each month if payment is not received thirty (30) days after invoicing.</u> |
| <u>ZBA Newspaper Legal Notices</u> |             | <u>\$200 per add (two minimum)</u>   |
| <u>ZBA Abutters Notices</u>        |             | <u>\$8 per notice</u>  |

## Code Enforcement:

| Description            |  |   | Fee   |
|------------------------|--|---|---|
| Building Permits       | New Construction or additions                                | Finished Area                               | <del>\$-3040</del> per square foot  |
|                        |  | Unfinished Area                             | <del>\$-2530</del> per square foot  |
|                        | Commercial/Industrial  |   | <del>\$-3050</del> per square foot  |
|                        | Minimum Permit Fee   |   | <del>\$2550</del>   |
|                        | <u>Residential and Commercial</u> Alterations or Renovations | <del>Up to \$500</del>                      | <del>\$25</del>   |
|                        |  | <del>\$501</del> Up to to \$1,000           | <del>\$3050</del>   |
|                        |  | \$1,001 to \$5,000                          | <del>\$5075</del>   |
|                        |  | \$5,001 to \$10,000                         | <del>\$75100</del>  |
|                        |  | \$10,001 and up                             | <del>\$75100</del> plus <del>\$810</del> per thousand or fraction thereof |
| Separate Permit Fees   | Chimneys/Antennas  |   | <del>\$2550</del>   |
|                        | Demolitions  |   | <del>\$2550</del>   |
|                        | Signs – Business or Commercial                               | Up to 6 square feet                         | <del>\$2550</del>   |
|                        |  | Over 6 square feet                          | <del>\$2550</del> plus \$.15 per square foot over 6 square feet           |
|                        | Swimming Pools   | In-Ground                                   | <del>\$30100</del>  |
|                        |  | Above Ground                                | <del>\$2550</del>   |
|                        | Docks – Permanent or Seasonal                                |   | \$.10 per square foot <u>or \$50 whichever is greater.</u>                |
| Plumbing Fees          | Pre-inspection Fee   |   | Included with the State Fee   |
|                        | Re-inspection Fee  |   | <del>\$25100</del> per visit  |
|                        | Subsurface Complete Systems – Non-engineered                 | Initial Fee                                 | \$250   |
|                        |  | - Plus Town Fee                             | \$25  |
|                        |  | - Plus State Water Quality Surcharge        | \$15  |
|                        |  | - Plus State Variance                       | \$20  |
|                        | Primitive Disposal System (includes alternative toilet)      |   | \$100   |
|                        | Engineered Systems   |   | \$200 plus \$25 Town Fee  |
|                        | System Components (installed separately)                     | Treatment Tank                              | \$150 plus \$25 Town Fee  |
|                        |  | Alternative Toilet                          | \$50 plus \$25 Town Fee   |
|                        |  | Disposal Area                               | \$150 plus \$25 Town Fee plus \$15 State Water Quality Surcharge          |
|                        |  | Engineered Disposal Area                    | \$150 plus \$25 Town Fee  |
|                        |  | Separated Laundry Disposal System           | \$35 plus \$25 Town Fee   |
|                        |  | Seasonal Conversion                         | \$50 plus \$25 Town Fee   |
| Internal Plumbing Fees | Per State schedule   | Plumbing fixtures include back-flow devices | \$10 per fixture (\$40 minimum) plus \$25 Town Fee                        |

| Description        |   | Fee  |
|--------------------|---|--|
| Penalties          | Failure to obtain permit prior to starting work on any construction/after-the-fact-permit | Double the Standard Fee  |
|                    | Re-inspections  | <del>\$25</del> 100 per visit  |
| Electrical Permits | <del>Temporary Service</del> Application Fee  | Residential<br><del>\$25</del> 50  |
|                    |   | Commercial<br><del>\$40</del>  |
|                    | Permanent Overhead Service  | Residential<br><del>\$27</del> 30  |
|                    |   | Commercial<br><del>\$45</del>  |
|                    | Permanent Underground Service   | Residential<br>\$40  |
|                    |   | Commercial<br><del>\$65</del>  |
|                    | New Construction, Renovations, Additions (cost per square foot)                           | Residential<br>\$0.05  |
|                    |   | Commercial<br><del>\$0.10</del>  |
| HVAC Permit        | Based on Construction & Equipment Costs   | \$20 for 1 <sup>st</sup> \$1,000 of cost, plus \$5 for each additional \$1,000 of cost |

### **Miscellaneous Code Enforcement Fees:**

| Description  |                     | Fee  |
|--|---------------------|--|
| <del>Business License</del> Home Occupation  |                     | <del>\$50 (5-year)</del> 100                                     |
| Campsite (personal)  |                     | \$25 annually  |
| Campgrounds  |                     | \$75 annually  |
| Change of Use  | With Renovations    | <del>\$25</del> 50   |
|  | Without Renovations | <del>\$30</del> 50 per square foot or <del>\$25</del> 50 minimum |
| Driveway/Entrance/ <del>Address</del> Permit   |                     | \$25   |
| <del>Tree Removal</del> Shoreland <del>Project</del> Zone Permit <del>Application (trees, docks, soil disturbance within the Shoreland Zone)</del> |                     | <del>\$25</del> 50   |
| Road Opening   |                     | \$75 plus \$1.50 per square foot                                 |
| Road Name Change   |                     | \$75   |
| Recording, Indexing, and Preserving Plans  |                     | \$15   |
| Re-inspection Fee  |                     | <del>\$25</del> 100 each visit                                   |
| Additional Inspections per MUBEC   |                     | <del>\$25</del> 100 per visit                                    |

### **Waste Fees:**

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

## **Planning Board Fees:**

| Description   |       |  | Fees  |
|---|-------|--|---|
| Planning Board Pre-application Conference                 |       |  | \$75  |
| Site Plan Review Application                              | Staff | Projects up to 10,000 square feet      | \$75  |
|   | Minor | Projects less than 10,000 square feet  | \$100   |
|   | Major | Projects 10,000 square feet or greater | \$250   |
| <del>Staff</del> Site Plan Review Escrow*                 | Staff | Projects up to 10,000 square feet      | <del>\$625</del> <u>1,000</u>   |
|   | Minor | Projects less than 20,000 square feet  | <del>\$725</del> <u>1,500</u>   |
|   | Major | Projects 20,000 square feet or greater | <del>\$1,000</del> <u>2,000</u>   |
| Preliminary Subdivision Review                            |       |  | \$625 plus \$200 per lot/unit greater than 4  |
| Final Subdivision Review                                  |       |  | \$475 plus \$100 per lot/unit greater than 4  |
| Minor Subdivision Review                                  |       |  | \$475   |
| Planning Board Escrow Fees for Subdivision Review*        |       |  | <del>\$42,000</del> , plus additional fees for completion of professional reviews, if necessary, based on consultant hourly rate  |
| Planning Board <del>/ZBA</del> Abutters Notices           |       |  | \$8 per notice  |
| Planning Board <del>/ZBA</del> Newspaper Legal Notices    |       |  | <del>\$150</del> <u>200</u> per Ad (two minimum)  |
| <u>*Finance Charge for Planning Board Escrow Accounts</u> |       |  | <u>Additional billing may be required if an escrow account has a negative balance. A 1.5% finance charge will be included each month if payment is not received thirty (30) days after invoicing.</u> |

## **Fire Department:**

| Description                            |  | Fee   |
|--|--|---|
| Fire Report Request                    |  | \$25  |
| Patient's Treatment Record             |  | \$5 for 1 <sup>st</sup> page & \$.45 for each additional, not to exceed \$250 |
| Wood Stove Permit & Chimney Inspection |  | \$25  |
| Fire Permit                            |  | Free at Fire Department   |
| Inspection of New Construction         | Less than 10,000 square feet or 100,000 cubic feet | \$70  |
|  | More than 10,000 square feet or 100,000 cubic feet | \$90  |
| Inspection of Existing Construction    | Less than 10,000 square feet or 100,000 cubic feet | \$40  |

| Description   |  | Fee  |
|---|--|--|
|   | More than 10,000 square feet or 100,000 cubic feet         | \$60   |
| Inspection of Additions/Alterations   | Less than 10,000 square feet (regardless of existing size) | \$20   |
|   | More than 10,000 square feet or 100,000 cubic feet         | Required to use the fee schedule for new construction more than 10,000 square feet |
| Review of Subdivisions  |  | \$60   |
| Review of Each House in Subdivision after Completion                                |  | \$15   |
| Inspection of Public Shows/Events   |  | \$10   |
| Annual/bi-annual Inspections of Campgrounds, Schools, Summer Camps, Liquor Licenses |  | Free   |
| Bi-annual Inspection of Businesses, Churches, Town Buildings                        |  | Free   |
| Re-inspection for Violations  |  | \$10 per inspection  |

### **Cemetery Prices:**

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

### **Office Charges:**

| Description  |                      | Fee                      |
|--|----------------------|--------------------------|
| Credit Card Charge Fee                             | Up to \$40           | \$1.00 to PayPort        |
|  | Over \$40            | 2.5% to PayPort          |
| DVD Copy   |                      | \$5.00                   |
| Freedom of Information Request Research            |                      | \$15/hr after first hour |
| Freedom of Information Copies                      |                      | \$.10 per page           |
| Photo Copies of Property Cards                     |                      | \$.50 per side           |
| Photo Copy of Reduced Town Map                     |                      | \$1.50                   |
| Photo Copy of Deed                                 | 1 <sup>st</sup> Page | \$1.50                   |
|  | Subsequent Pages     | \$.50 each               |
| Photo Copies – General                             |                      | \$.50 per side           |
| Photo Copies – Plans copied on Plotter – 36" X 24" | Colored              | \$2.00                   |
|  | Black & White        | \$2.00                   |
| Fax  | Per Page Sent        | \$2.50                   |
|  | Per Page Received    | \$1.00                   |
| Labels   | Research             | \$10.00 per hour         |
|  | Preparation          | \$.10 per label          |
| W Map – Colored                                    | 8.5" X 11"           | \$1.00                   |

|                             |  |   |
|-----------------------------|--|---|
| Notary Public               | 11" X 17"  | \$1.50                                      |
|                             | 24" X 36" Full Set of Town Maps                              | \$150.00                                    |
|                             | Per Notary Signature – Non-resident                          | \$2.50                                      |
|                             | Per Notary Signature - Resident                              | Free  |
|                             | Per Notary Signature – Petition Efforts                      | \$1.00                                      |
|                             | For Complex Court Documents or Real Estate Closing Documents | \$25.00                                     |
| Tax Lien/Discharge Research |  | \$20.00/hour after the 1 <sup>st</sup> hour |

### **Printed List Fees:**

| Description         |                | Fee   |
|---------------------|----------------|---|
| Absentee Voter List | Paper          | \$1 for 1 <sup>st</sup> page and \$.25 for each subsequent page |
|                     | CD             | Free  |
| Voter List          | Paper          | \$1 for 1 <sup>st</sup> page and \$.25 for each subsequent page |
|                     | Mailing Labels | \$1 for 1 <sup>st</sup> page and \$.75 for each subsequent page |
|                     | CD             | \$22  |
| Dog Licensing List  | Paper          | \$30  |
|                     | Electronic     | \$20  |
| Taxpayer List       | Paper          | \$500   |
|                     | Electronic     | \$65  |
|                     | On Website     | Free  |

### **Registry Recording Fees:**

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

### **Liquor Licenses:**

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

## **Town Clerk's Office Fees:**

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

## Tassel Top Park

| Description       |   |                      | Fee            |
|-------------------|---|----------------------|----------------|
| Day Pass Rates    | Resident  | Children (age 2-11)  | \$2            |
|                   |   | Adults (age 12-61)   | \$5            |
|                   |   | Senior Citizen (62+) | \$2            |
|                   | Non-Resident                                      | Children (age 2-11)  | \$3            |
|                   |   | Adults (age 12-61)   | \$6            |
|                   |   | Senior Citizen (62+) | \$3            |
| Season Pass       | Resident  |                      | \$70           |
|                   | Non-Resident                                      |                      | \$95           |
| Cabin Rental      | Weekly  |                      | \$1,500        |
| Summer Camp Group | Groups over 20                                    |                      | \$3 per person |
| Wedding           | Includes cabins from Thurs – Sun, off season only |                      | \$4,000        |

\_\_\_\_\_  
Teresa Sadak

\_\_\_\_\_  
Lawrence Taylor

\_\_\_\_\_  
Rolf Olsen

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Joseph Bruno



