



# Town of Raymond Board of Selectmen ePacket October 11, 2022 Table of Contents

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# Agenda

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## **BOARD OF SELECTMEN Agenda**

October 11, 2022

6:30pm – Regular Meeting

At Broadcast Studio &  
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) September 20, 2022
  
- 3) **New Business**
  - a) Consideration of a Resolution to Invest Raymond Public Library Monetary Assets – Cathy Gosselin, HR Director & Finance Assistant
  - b) Consideration of Disposing of Foreclosed Property – Sue Carr, Tax Collector
  - c) Consideration of Issuing Quit Claim Deed(s) – Sue Carr, Tax Collector
  - d) Consideration of Appointing a Warden for the Gubernatorial Election – Sue Look – Town Clerk
  
- 4) **Public Comment**
  
- 5) **Selectman Comment**
  
- 6) **Town Manager's Report and Communications**
  - a) **Confirm Dates for Upcoming Regular Meetings**
    - November 15, 2022
    - December 13, 2022
  
  - b) **Reminder of Upcoming Holiday Schedule**
    - Friday, November 11, 2022 – Veterans Day
  
- 7) **Adjournment**

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*Selectman's Meeting Agenda (Page 1 of 1) October 11, 2022*

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# Previous Meeting Minutes

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## BOARD OF SELECTMEN Minutes

September 20, 2022

6:30pm – Regular Meeting

At Broadcast Studio & 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, Lawrence Taylor

**Select Board members absent:** none

**Town Staff in attendance:**

Don Willard – Town Manager  
Curt Lebel – Contract Assessor  
Charisse Keach – Finance Director  
Wayne Jones – Fire Inspector  
Alex Sirois – Code Enforcement Officer  
Chris Hanson – Assistant Code Enforcement Officer  
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) August 9, 2022

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

**Unanimously approved**

3) **Old Business**

a) Consideration of Café Sebago Liquor License & Special Amusement License Renewals – Kyle Bancroft, owner

The State Fire Marshall's Office needs to send the Dance License to Mr Bancroft and then the Town Clerk's Office must have a copy.

Selectman Sadak commented that it is noticeable that the grounds are now clean.

Mr Bancroft is looking for a different vendor for cleaning the grease hood and will be getting ready for the next year's inspection in advance.

Finance Director Keach said that there is still an outstanding balance for an escrow

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\* Taken out of order

Selectman's Meeting Minutes (Page 1 of 5) September 20, 2022

account. Mr Bancroft said that is for the possible parking lot expansion and is still working with Codes. All of the outstanding Personal Property Taxes were paid today.

**Motion** to approve contingent upon the State Fire Marshall's Dance License be forwarded to the Town Office by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

**4) New Business**

a) Consideration of Setting the 2022-2023 Mill Rate – Curt Lebel, Contract Assessor

TAX RATE	PROPERTY TAX REVENUES	
	LAST YEAR (FY 2021-22)	THIS YEAR (FY 2022-23) TAX RATE OPTIONS
TAX RATE	\$ 14.10	\$15.00      \$15.10      \$15.20
TAXABLE VALUATION	\$ 1,051,179,880.00	\$ 1,062,314,380.00    \$ 1,062,314,380.00    \$ 1,062,314,380.00
COUNTY	\$ 773,657.00	\$ 817,347.00    \$ 817,347.00    \$ 817,347.00
SCHOOL	\$ 10,818,644.98	\$ 11,370,566.74    \$ 11,370,566.74    \$ 11,370,566.74
TIF AMOUNT	\$ 242,556.72	\$ 266,042.93    \$ 267,816.54    \$ 269,590.15
MUNICIPAL	\$ 2,962,344.74	\$ 3,428,842.82    \$ 3,527,013.79    \$ 3,625,184.76
OVERLAY	\$ 24,442.87	\$ 36,916.21    \$ 43,103.07    \$ 49,289.92
TOTAL PROPERTY TAX	\$ 14,821,646.31	\$ 15,919,715.70    \$ 16,025,847.14    \$ 16,131,978.57
Each 1 cent increment on the tax rate will affect overlay by approx \$10,600		
NON PROPERTY TAX REVENUES USED TO REDUCE MUNICIPAL APPROPRIATION		
HOMESTEAD REIMB	\$ (236,090.40)	\$ (221,058.60)    \$ (222,532.32)    \$ (224,006.05)
BETE REIMB	\$ (47,212.44)	\$ (53,295.75)    \$ (53,651.06)    \$ (54,006.36)
STATE REV SHARING	\$ (396,767.42)	\$ (505,081.83)    \$ (505,081.83)    \$ (505,081.83)
OTHER REVENUES	\$ (1,713,160.00)	\$ (1,841,299.00)    \$ (1,841,299.00)    \$ (1,841,299.00)
SELECT BOARD USE OF FUND BALANCE	\$ (300,000.00)	\$ (200,000.00)    \$ (100,000.00)    \$ -
MUNICIPAL APPROPRIATION	\$ 5,655,575.00	\$ 6,249,578.00    \$ 6,249,578.00    \$ 6,249,578.00
TOTAL NON TAX REV	\$ (2,693,230.26)	\$ (2,820,735.18)    \$ (2,722,564.21)    \$ (2,624,393.24)
TOTAL MUNICIPAL TAX REV	\$ 2,962,344.74	\$ 3,428,842.82    \$ 3,527,013.79    \$ 3,625,184.76

The Board will be asked to select an amount of fund balance to apply towards the municipal budget and approve a tax rate at its September 20, 2022 meeting. Upon approval of the rate, the necessary warrants and certificates may be completed for signatures by the board members the next day. I will be available at the meeting to answer any follow up questions the board may have. --Curt Lebel

The school and town combine for most of the increase. Undesignated Fund Balance is below towns policy of 15% by \$100,000 and we should be adding a little over \$300,000. FY 2022 was a good year for revenues and a bit over for expenses, mostly due to legal fees (which may be recovered at some point). The Select Board by consensus are not pleased that the mill rate needs to be \$15, but there is no choice this year.

**Motion** to set \$15.00 per \$1,000 of valuation as the mill rate for the FY2022-2023 tax year by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

b) \* Consideration of Supplemental Assessment for Tree Growth Withdrawal Penalty – Curt Lebel, Contract Assessor

\* Taken out of order

In Tree Growth since 1977, 44 acres. There has been some recent development with Code violations. The Codes Office is already meeting with the owner to correct the Code violations and probably remediation. The current owner bought it after it was in Tree Growth and kept it in Tree Growth. The owner is aware of the parameters of Tree Growth.

**Motion** to assess a penalty of \$26,980 for Map 012 Lot 004 belonging to David and Sheila Baker as presented by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

c) Consideration of Business License Applications – Sue Look, Town Clerk

- **Mist Natural Spa** – Megan Munster, owner

Plans to open in the middle of October.

**Motion** to approve contingent upon completion of Fire Inspection by Selectman Sadak. Seconded by Selectman Gifford.

**Unanimously approved**

- **Sideshow Disc Golf** – Adam Nappi, owner

**Motion** to approve contingent upon completion of Fire Inspection by Selectman Sadak. Seconded by Selectman Gifford.

**Unanimously approved**

- **High Wire Hydroponics LLC** – Adam Nappi, owner

**Motion** to approve contingent upon completion of Fire Inspection by Selectman Sadak. Seconded by Selectman Gifford.

**Unanimously approved**

d) Consideration of Disposing of Foreclosed Property – Sue Carr, Tax Collector

Anthony Rinaldi has not provided a notarized signature on the payment agreement. He has made payments and is behind by about \$1,500 for 3.17 acres of land. Tax Collector Carr has gone out of her way to help all of those who are behind on their taxes. All others have returned their agreements. Town Clerk Look and Town Manager Willard have also attempted to work with him. Mr Rinaldi does not seem to understand the purpose of the agreement. Chair Bruno will attempt to contact Mr Rinaldi.

**Motion** to table until the November 2, 2022, regular meeting to see if Chair Bruno can get him to comply by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

e) Consideration of Special Town Meeting Warrant for November 8, 2022 – Portland Water District Board of Trustees 5-year Seat – Sue Look, Town Clerk

Louise Douglass will be running for the seat to represent Windham and Raymond.

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\* Taken out of order

**Motion** to approve the warrant by Selectman Sadak. Seconded by Selectman Olsen.

**Unanimously approved**

- f) Consideration of Annual Update to GA Ordinance – Sue Look, Town Clerk

**Motion** to approve by Selectman Sadak. Seconded by Selectman Taylor.

**Unanimously approved**

- g) Consideration of Resignation from Comprehensive Plan Committee – Sue Look, Town Clerk

William Fraser needed to resign for health reasons.

**Motion** to accept Mr Fraser's resignation by Selectman Sadak. Seconded by Selectman Gifford.

**Unanimously approved**

#### 5) Public Comment

Unanimous consent to allow non-residents to speak by the Select Board.

David Procovue (not sure of correct spelling) and Dr Brian Patterson spoke and multiple concerned citizens were present concerning Short-term Rental (STR) properties. They presented a sample ordinance to govern STRs for the Select Board to consider.

Grace Leavitt brought up that there should be more signage that there are upcoming school bus stops, especially on the hill coming down from Raymond Hill Road. Also, the sound on TV often goes in and out, as does the recordings, for meetings.

Gracie Leavitt brought up a situation she witnessed in a parking lot at a business in Raymond where people berated a same-sex couple for showing affection. She would like to have the town make a statement pertaining to this. The Select Board does not make comments during this segment of the meeting but does acknowledge that unfortunately there are some ignorant people out there.

#### 6) Selectman Comment

Selectman Sadak commented that the STRs have been brought up before suggested that possibly the Select Board could have a workshop to discuss. Also, thank you to Rita and Shep who both retired, and welcome to Cathy Gosselin.

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

The Main Street Sidewalk project is complete and is getting mostly positive comments. We are looking at extending it in the future.

There is a region wide committee looking at Broadband and they now have an RFP.

The Library is now a Town Department. There is a Friends of the Library group that is looking for volunteers.

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\* Taken out of order

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

- October 11, 2022
- November 15, 2022

b) **Reminder of Upcoming Holiday Schedule**

- Monday, October 10<sup>th</sup> – Columbus Day

8) **Executive Session**

a) Code Enforcement Violation with Attorney – pursuant to 1 MRSA §405 (6) (E)

**Motion** to enter executive session at 7:45pm as cited above by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

**Motion** to leave executive session at 8:29pm by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

9) **Adjournment**

**Motion** to adjourn at 8:29pm by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*

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\* Taken out of order



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# Resolution for Reinvesting RVL Funds

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## MEMO

October 4, 2022

To: Board of Selectmen

Cc: Don Willard, Town Manager

Cc: Cathy Gosselin, HR Director & Finance Assistant

As you may recall, the Raymond Public Library, as part of the MOU and Referendum Question, was to turn over its monetary assets held in their bank account(s) minus \$15,000 for start-up costs. These transactions have occurred. I am seeking approval to invest the balance the library previously had in an account held by Key Bank Mutual Funds (\$129,633.75) and invest these funds with MBS Multi-Bank Securities, Inc. I solicited recommendations from other municipalities, and this was the firm that was recommended from those that responded. I had also contacted Norway Savings Bank Asset Group Management however they have a minimum balance requirement and charge a management fee. MBS Multi-Bank Securities does not have a minimum balance requirement, nor do they charge any fees. They also provide third party safekeeping, statements, confirms, and portfolio analysis. Other municipalities in Maine that use MBS are Waterville, Ellsworth, and Falmouth.

There is a Non-Corporation Form that typically is signed by the Town Clerk to certify the meeting date and the action taken.

*I, Sue Look, Town Clerk of the Town of Raymond hereby certify that said organization is duly and legally organized and existing and that a quorum of the Board of Selectmen of said Organization attended a meeting duly held on the 11<sup>th</sup> day of October, 2022, at which the following resolutions were duly adopted, and that such resolutions are in full force and effect on this and do not conflict with the statute governing Municipal Investments Title 30-A M.R.S.A. § 5706 for said organization. I further certify that I have the authority to execute this Non-Corporate Resolution on behalf of said Organization, and that the Board of Selectmen of the Organization which took the action called for by the resolutions annexed hereto has the power to take such action.*

I would have been here myself to present this recommendation and to answer any questions you may have, but I will be traveling back from vacation the day of this meeting.

Respectfully,



Charisse Keach  
Finance Director

Attachment





I. IDENTIFICATION OF QUALIFIED INTERMEDIARY / WITHHOLDING ENTITY

LEGAL NAME OF ORGANIZATION: Town of Raymond  
TYPE OF ORGANIZATION: Municipal government  
ACCOUNT NUMBER:

Be it resolved that each of the following has been duly elected or appointed and is now legally holding the title set opposite his/her name.

Don Willard (Name of Authorized Person) Town Manager (Title)  
Charisse Keach (Name of Authorized Person) Finance Director (Title)  
Catherine Gosselin (Name of Authorized Person) Finance Assistant / HR Director (Title)

II. CERTIFICATION

I, Sue Look, Town Clerk (Name and Title of Officer or Partner signing this Non-Corporate Resolution) of Town of Raymond (Name of Organization) hereby certify that said organization is duly and legally organized and existing and that a quorum of the Board of Selectmen (Name of Governing Body of Organization) of said Organization attended a meeting duly held on the 11th day of October, 2022 at which the following resolutions were duly adopted, and that such resolutions are in full force and effect on this date and do not conflict with the M.R.S.A. Title 30-A § 5706 (Name of Governing Rules) of said organization. I further certify that I have the authority to execute this Non-Corporate Resolution on behalf of said Organization, and that the Board of Selectmen (Name of Governing Body of Organization) of the Organization which took the action called for by the resolutions annexed hereto has the power to take such action.

\*SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
TITLE: Town Clerk

\*The signer should be someone other than one of the authorized person(s) named above. However, if signed by an authorized person named above, the Fed Wire Letter of Authorization and/or ACH Authorization Agreement must be signed by an authorized person other than the signer of this document.

### III. RESOLUTIONS

#### Certified Copy Of Certain Resolutions by the Governing Body of Said Organization Whereby the Establishment and Maintenance of Accounts Have Been Authorized.

RESOLVED –

**FIRST:** That the named Authorized Persons of this organization or \_\_\_\_\_ or \_\_\_\_\_ be and they hereby are, and each of them is, authorized and empowered, for and on behalf of this organization (herein called the “Organization”), to establish and maintain one or more accounts with Multi-Bank Securities, Inc. (herein called the “Brokers”) and Pershing LLC, its successors or assigns, and for the purpose of purchasing, investing in, or otherwise acquiring, selling, possessing, transferring, exchanging, pledging, or otherwise disposing of or realizing upon, and generally dealing in and with;

#### (a) THIS PARAGRAPH PERMITS CASH TRANSACTIONS IN SECURITIES

any and all forms of securities including, but not by way of limitation, shares, stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidence of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise;

#### (b) THIS PARAGRAPH PERMITS CASH AND MARGIN TRANSACTIONS IN SECURITIES

any and all forms of securities including, but not by way of limitation, shares, stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidence of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise; and margin transactions, including short sales;

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said Authorized Persons and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give written or oral instructions to the Brokers with respect to said transactions; to bind and obligate the Organization to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such Authorized Persons and/or drafts drawn upon the funds of the Organization such sums as may be necessary in connection with any of the said accounts to deposit funds with the Brokers; to deliver securities and/or contracts to the Brokers; to order the transfer or delivery thereof to any other person whatsoever, and/or to order the transfer record of any securities, or contracts, or titles, to any name selected by any of the said Authorized Persons or agents; to affix the Organization’s seal to any documents or agreements, or otherwise; to endorse any securities and/or contracts in order to pass title thereto; to direct the sale or exercise of any rights with respect to any securities; to sign for the Organization all releases, powers of attorney and/or other documents in connection with any such account, and to agree to any terms or conditions to control any such account; to direct the Brokers to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities, to borrow money and securities, if applicable, and to secure repayment thereof with the property of the Organization; to appoint any other person or persons to do any and all things which any and all things which any of the said Authorized Persons and/or agents is hereby empowered to do, and generally to do and take all action necessary in connection with the account, or considered desirable by such Authorized Persons and/or agents with respect thereto.

**SECOND:** That the Brokers may deal with any and all of the persons directly or indirectly by the foregoing resolution empowered, as though they were dealing with the Organization directly.

**THIRD:** That the person signing this Non-corporate Resolution on behalf of the Organization be and hereby is authorized, empowered and directed to certify to the Brokers:

- (a) a true copy of these resolutions;
- (b) specimen signatures of each and every person by these resolutions empowered;
- (c) a certificate (which, if required by brokers, shall be supported by an opinion of the general counsel of the Organization, or other counsel satisfactory to the Brokers) that the Organization is duly organized and existing, that its governing rules empower it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the governing rules of the Organization or otherwise.

**FOURTH:** That the Brokers may rely upon the certified copy of the resolutions, specimen signatures, and certificate, as continuing fully effective unless and until the Brokers shall receive due written notice of change or rescission, and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision. nor shall the fact that any person hereby empowered ceases to be an Authorized Person of the Organization or becomes an Authorized Person under some title, in any way affect the powers hereby conferred, but the failure to supply any specimen signature shall not invalidate any transaction where the party authorizing the same has been actually empowered thereto by or in conformity with these resolutions.

**FIFTH:** That in the event of any change in the office of powers of persons hereby empowered, an Authorized Person shall certify such changes to the Brokers in writing in the manner herein above provided, which notification, when received, shall be adequate both to terminate the powers of the persons therefore authorized, and to empower the persons thereby substituted.

**SIXTH:** That the Authorized Persons of the Organization be, and hereby is, authorized and empowered to countersign items as aforesaid.

**SEVENTH:** That the foregoing resolutions and the certificates actually furnished to the Brokers by the Authorized Person of pursuant thereto, be and they hereby are made irrevocable until written notice of the revocation thereof shall have been received by the Brokers.



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# Quit Claim Deed

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## 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 ESTATE OF KRAUTER MARTIN 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 010, Lot 017

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 010, Lot 017, in the name of ESTATE OF KRAUTER MARTIN and recorded in said Registry of Deeds

BK 37079 PG 267 BK 38553 PG 21

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 JOSEPH BRUNO, ROLF OLSEN, SAMUEL GIFFORD, TERESA SADAK, AND LAWRENCE TAYLOR thereto duly authorized, this 20th day of September 2022.

THE INHABITANTS OF THE TOWN OF RAYMOND

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

By: \_\_\_\_\_  
JOSEPH BRUNO, Selectman

\_\_\_\_\_  
ROLF OLSEN, Selectman

\_\_\_\_\_  
SAMUEL GIFFORD, Selectman

\_\_\_\_\_  
TERESA SADAK, Selectman

\_\_\_\_\_  
LAWRENCE TAYLOR, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, JOSEPH BRUNO, ROLF OLSEN, SAMUEL GIFFORD, TERESA SADAK, AND LAWRENCE TAYLOR appeared the aforesaid Selectmen known to me, this 20 day of September 2022 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

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

## Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Rd  
Raymond ME 04071  
204-655-4742 fax 207-655-3024  
[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

Requested Meeting Date:

Requested By & Date:

### **CONTACT INFORMATION**

Address:

Email Address:

Phone #:

### **AGENDA ITEM REQUESTED**

Agenda Item Subject:

Agenda Item Summary:

Action Requested/Recommendation:  Approval  Public Hearing  Information Only

List of Attachments Included:

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# Appointment of Warden for 11/8/2022 Gubernatorial Election

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## ***Board of Selectmen***

*401 Webbs Mills Road  
Raymond, Maine 04071*

### **Appointment by Municipal Officers of Warden/Moderator**

Pursuant to M.R.S.A. 21-A §501 and 30-A §2524(2), the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm Suzanne M Carr as the Warden for the November 8, 2022 State General Election.

Given under our hands on the 11<sup>th</sup> day of October 2022.

\_\_\_\_\_  
Joseph Bruno, Chairman

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

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

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

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