



# Town of Raymond

## Board of Selectmen ePacket

### November 15, 2022

## Table of Contents

(Click on item to go to that page)

Agenda .....	2
Previous Meeting Minutes .....	4
Raymond Village Library Funds Investment.....	7
Business License Application - Cosmetika Inc LLC.....	12
Memo from Contract Assessor Curt Lebel.....	14
Corrective Commitment Warrants .....	16
Tax Abatement(s) & Supplemental Tax Bill(s).....	20
Quit Claim Deed .....	42
Ordinance Codification .....	44
Special Town Meeting Warrant.....	45
Short Term Rental Information from the Impact Community Team.....	46

---

# Agenda

---



## **BOARD OF SELECTMEN Agenda**

November 15, 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) October 11, 2022

### **3) Public Hearing**

- a) Raymond Land Use Ordinance and Shore Land Zoning Ordinance Codification

- In 2021 we started a codification project with a company called General Code (a member of the International Code Council). The goal of the project was for this third party to review our existing Land Use and Shoreland Zoning Ordinances and make sure they are complete, up-to-date, and consistent in format, style, and content.

The current draft document presented for adoption has been updated through amendments accepted in June 2022 and slightly reorganized/renumbered. Errors and inconsistencies were found during the review process that will be substantially corrected at future town meetings. Only minor corrections have been made to correct typographical and spelling errors.

Once this new codified document has been accepted by the town it will be available on the town's website in a searchable easy-to-use system called eCode360.

### **4) Old Business**

- a) Consideration of a Resolution to Invest Raymond Public Library Monetary Assets – Charisse Keach, Finance Director

### **5) New Business**

- a) Consideration of Business License Application for Cosmetika Inc LLC – Chris & Oksana Nadeau, Owners
- b) Consideration of Executing a Corrective Tax Warrant and Certificate – Curt Lebel, Contract Assessor
  - Required to correct an error regarding the homestead reimbursement.

---

*Selectman's Meeting Agenda (Page 1 of 2) November 15, 2022*

- c) Consideration of Tax Abatement(s) and Supplemental Assessment(s) – Curt Lebel, Contract Assessor
- d) Consideration of Issuing Quit Claim Deed(s) – Sue Carr, Tax Collector
- e) Consideration of Raymond Land Use & Shore Land Zoning Ordinances Codification Warrant Article Recommendation and Special Town Meeting Warrant – Sue Look, Town Clerk
- f) Consideration of Special Town Meeting Warrant – Sue Look, Town Clerk
- g) Discussion of In-depth Study of Short Term Rentals – Select Board
- h) Consideration of Voting Town Meeting Warrant via Open Town Meeting or Secret Ballot – Sue Look, Town Clerk

**6) Public Comment**

**7) Selectman Comment**

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

- a) Confirm Dates for Upcoming Regular Meetings
  - December 13, 2022
  - January 10, 2023
- b) Reminder of Upcoming Holiday Schedule
  - Thursday & Friday, November 24 & 25, 2022 – Thanksgiving

**9) Executive Session**

- a) Discussion of Employee Benefits & HRA - pursuant to 1 MRSA §405 (6) (D)
- b) Discussion of Labor Contract & Proposal - pursuant to 1 MRSA §405 (6) (D)

**10) Adjournment**

---

# Previous Meeting Minutes

---



## BOARD OF SELECTMEN Minutes

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.*

**Select Board members in attendance:** Rolf Olsen, Joe Bruno, Teresa Sadak, Lawrence Taylor  
(for part of the meeting due to ZOOM issues)

**Select Board members absent:** Samuel Gifford

**Town Staff in attendance:**

Don Willard – Town Manager  
Cathy Gosselin – Finance Assistant  
Sue Carr – Tax Collector  
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) September 20, 2022

A correction is needed to section 4 D – the motion should be "to next meeting" not "to November 2, 2022".

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

**Unanimously approved**

3) **New Business**

a) Consideration of a Resolution to Invest Raymond Public Library Monetary Assets –  
Cathy Gosselin, HR Director & Finance Assistant

The Town received a check for \$129,633.75 in July as a part of the MOU with the Raymond Village Library (monetary assets less \$15,000 in start-up costs). Finance Director Keach was unable to attend tonight's meeting and her recommendation after researching various options is to go with Multi-Bank Security (MBS) to invest this money. They do not charge fees. Falmouth, Waterville and Ellsworth all use MBS. It is usually a 3-year CD and it pays about \$250 per bond. They invest in home mortgages. This is a safer way to invest than others that are tied to the stock market, for example.

---

\* Taken out of order



Select Board questions/comments:

- What do they invest in?
- Are there any penalties for partial withdrawals?
- We budgeted to use some of these funds for this fiscal year's expenses, so the whole amount can not be invested. Check warrant article.
- Do they guarantee any minimum rate of return?
- Who do they invest in for mortgages? Not Fannie Mae for example.

**Motion** to table until then next regular meeting by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

b) \* Consideration of Disposing of Foreclosed Property – Sue Carr, Tax Collector

Mr Anthony Rinaldi – Chair Bruno called him and could not leave a message due to the mailbox being full, and then sent an email and got no response. Mr Rinaldi did email the Town staff:

"From: Southern Maine Construction <southernmaineconstruction@gmail.com>  
To: Don Willard <don.willard@raymondmaine.org>, Sue Carr <sue.carr@raymondmaine.org>, Sue Look <sue.look@raymondmaine.org>  
Date: Fri, 7 Oct 2022 14:19:56 -0400  
Subject: Cape Rd

Hi, I just want to get confirmation that I'm all set with my payment plan. We have a binding contract in place and I'm about to pay November but wanted to make sure everything is good.

I'm not happy that you guys claimed you are just trying to get my land back to me then tried to take it again even though we have a fully enforceable contract and I'm paid up till November."

Chair Bruno – Mr Rinaldi is admitting to having a binding contract (even though it is not notarized). We will take him at his word that he has a binding contract. As long as you continue to make payments we will not seize your property. If you miss any payments, since we require a notarized contract, we will take action.

c) \* Consideration of Issuing Quit Claim Deed(s) – Sue Carr, Tax Collector

Estate of Martin Krauter – Map 10 Lot 17

**Motion** to issue a Quit Claim Deed for the property at Map 10 Lot 17 by Selectman Sadak. Seconded by Selectman Olsen.

**Unanimously approved**

---

\* Taken out of order

- d) Consideration of Appointing a Warden for the Gubernatorial Election – Sue Look – Town Clerk

**Motion** to appoint Sue Carr as the Warden for the November 8, 2022, Gubernatorial Election by Selectman Sadak. Seconded by Selectman Olsen.

**Unanimously approved**

**4) Public Comment**

Dr Gregory Fox and Dr Erin Raye came to present Raymond Redicare and say hello. They have patients from Windham to Bridgton. It has been a challenging last year with personnel and workflow changes. We will be continuing to expand. Dr Raye practiced in Bridgton for over 20 years. We stopped doing urgent care for a while and found that the community needed it, so it has been added back. It has been exciting. We service all ages. We have a Physician's Assistant and a Nurse Practitioner as well. 8am to 5pm Mon-Fri. We also served 5 local camps this summer. We provide primary care, urgent care and dermatologic care.

Thank you for coming to Raymond! Welcome!

**5) Selectman Comment** – none

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

Thus far there have been 277 absentee ballots requested and 40 have been returned, and 235 Tax Stabilization applications have been received.

**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**

**Motion** to adjourn at 6:59pm by Selectman Sadak. Seconded by Selectman Olsen.

**Unanimously approved**

*Respectfully submitted,  
Susan L Look, Town Clerk*

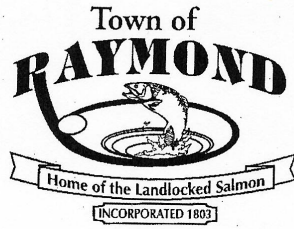
---

\* Taken out of order

---

# Raymond Village Library Funds Investment

---



*Charisse Keach*  
*Finance Director*

401 Webbs Mills Road  
Raymond, Maine 04071

207.655.4742 x132  
Fax 207-655-3024

November 9, 2022

To: Board of Selectmen  
Cc: Donald Willard, Town Manager

RE: Consideration of Resolution for Investment (Library Funds)

This agenda item is being taken up again on November 15, 2022, and I do have additional information pertaining to the library funds and answers to your questions.

The library closed their investment portfolio with Key Bank Mutual Funds and issued a check to the Town of Raymond in the amount of \$129,633.75 which I'm seeking approval to invest with Multi-Bank Securities (MBS). The library's operating account totaling \$75,900.09 was also transferred to the Town. In total the Town received \$205,533.84 initially estimated to be \$195,000 (+/-) as of April 4, 2022, as written in the Referendum Question Article 24. (attached)

MBS offers investments with the Federal Home Loan Bank (FHLB) Agency-Securities or Corporate bonds. They are rated by (3) three credit rating agencies and MBS only works with those rated "A" or better.

There is no guarantee on the rate of return and there is no early withdrawal penalty on CDs.

Thank you for considering this, and if you should have additional questions, please me know.

Respectfully,

A handwritten signature in blue ink that reads "Charisse Keach". The signature is fluid and cursive, with the first name "Charisse" written in a larger, more prominent script than the last name "Keach".

Charisse Keach  
Finance Director

**ARTICLE 24: Referendum Question V:** To see if the Town will:

1. Accept as a conditional gift from the Raymond Village Library ("RVL") the assets of RVL including the land, building, books and all personal property, and all monetary assets as of June 30, 2022, minus \$15,000 for start-up costs (total net estimated as of April 4, 2022, is approximately \$195,000), as outlined in the Memorandum of Understanding between RVL and the Town of Raymond signed 10/12/2021 (available for view at the Raymond Town Office upon request), such funds to be set aside in a non-lapsing Town account separate from the general fund and to be used for library purposes only;
2. Establish the Library as a Town Department;
3. Appropriate \$60,000 from the non-lapsing Town library account to be used for fiscal year 2022-2023 for the new Library Department; and
4. Also, to raise and appropriate \$135,876 for the new Library Department.

Select Board recommends Article 24

Budget-Finance Committee recommends Article 24

**ARTICLE 25: Referendum Question W:** To see if the Town will raise and appropriate \$66,000 for the Raymond Village Library, such funds to be raised and appropriated ONLY in the event Article 24 does not pass?

Select Board recommends Article 25

Budget-Finance Committee recommends Article 25

**ARTICLE 26: Referendum Question X:** LD1: To see if the Town will vote to increase the property tax levy limit of \$3,401,749.27 established for the Town of Raymond by State law in the event that the municipal budget approved under the preceding articles will result in a tax commitment that is greater than that property tax levy limit.

Select Board recommends Article 26

Budget-Finance Committee recommends Article 26

**ARTICLE 27: Referendum Question Y:** Non-binding referendum. Do you support allowing adult use and medical marijuana establishments to operate in the Town of Raymond and the development of an ordinance to regulate the location and operation of those uses?





MULTI-BANK SECURITIES, INC.®

## NON-CORPORATE RESOLUTION FORM

## I. IDENTIFICATION OF QUALIFIED INTERMEDIARY / WITHHOLDING ENTITY

LEGAL NAME OF ORGANIZATION: Town of RaymondTYPE 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 Town Manager  
(Name of Authorized Person) (Title)Cherisse Keach Finance Director  
(Name of Authorized Person) (Title)Catherine Gusselin HR Director / Finance Assistant  
(Name of Authorized Person) (Title)

## II. CERTIFICATION

I, Sue Look Town Clerk of  
(Name and Title of Officer or Partner signing this Non-Corporate Resolution)Town of Raymond hereby certify that said organization is duly and legally  
(Name of Organization)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 15<sup>th</sup> day of November, 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 MRSA Title 30-A § 5706 of said organization.  
(Name of Governing Rules)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  
(Name of Governing Body of Organization)  
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, chooses 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, chooses 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.



# Business License Application - Cosmetika Inc LLC



## Business License Application

### OFFICIAL USE

Permit Fee: \$25.00

Application Date: 10/21/22

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

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

Business Name: Cosmetika Ink, LLC

Business Location: 1288 Roosevelt Trail, unit 5

Applicant: Chris and Oksana Nadeau

Mailing Address: 705 Court St

City State Zip: Auburn, ME 04210

Home Telephone: 207-521-6455 Work Telephone: 207-521-6455

Email Address: OKNadeau@gmail.com

Description of Business: Permanent Makeup / Permanent Jewelry

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
Oksana Nadeau	705 Court St Auburn ME 04210	207-521-6455
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2
Christopher Nadeau	207-212-8899	207-440-2224

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

Micropigmentation License

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

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

Applicant Signature:



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

Code Enforcement Officer                     *RL*                    

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

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

Conditions of Approval by Select Board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Application Approved

☐ Application Denied. Denial Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Determination Date: \_\_\_\_\_

Expiration Date: March 1, \_\_\_\_\_

Select Board Signatures:

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

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

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

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

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

---

# Memo from Contract Assessor Curt Lebel

---

## TOWN OF RAYMOND      Assessing Office

401 Webbs Mills Road   Raymond, Maine 04071  
Phone 207.655.4742 x51   Fax 207.655.3024  
[assessor@raymondmaine.org](mailto:assessor@raymondmaine.org)

---

### INTEROFFICE MEMORANDUM

---

**TO:**            RAYMOND BOARD OF ASSESSORS  
**FROM:**        CURT LEBEL, ASSESSORS AGENT  
**SUBJECT:**    CORRECTIVE TAX WARRANT/ ABATEMENTS/SUPPLEMENTAL ASSESSMENTS  
**DATE:**        11/10/2022  
**CC:**

---

Dear Board Members,

Good Afternoon,

I have a couple of agenda items for the Board to consider at its November 15<sup>th</sup> meeting.

#### **Corrective Tax Warrants:**

In completing the annual valuation return to be filed with Maine Revenue services, I realized that I had made a typographical error on the tax rate calculation form. I inserted the incorrect number for homestead exemption valuation on that form. As a result, the amount of homestead reimbursement which was transferred onto the tax warrants was underestimated in error.

To correct this and ensure that the Town receives the correct amount of reimbursement funds from the state, I am requesting that the board issue a corrective warrant and certificate in the form of the attached affidavits.

The total amount of tax committed, and the individual tax assessments remain correct and unchanged. The additional reimbursement of \$21,900 shall be added to the overlay.

#### **Abatements/Supplemental Assessments:**

Good afternoon. I have five (5) tax abatements and two (2) supplemental assessments for the Board to consider for approval. The items are straight forward or administrative in nature.

**Abatement #1&2 & Supplemental #1&2** These two abatements and corresponding supplemental tax are to be issued to correct the assessed owners of 2 properties. The properties at 594 and 595 Webbs Mills Rd (Map 009-061 & 031-042 respectively) are owned in different entity names by members of the same family. The property ownership at 595 Webbs Mills was changed

by deed, dated November 8, 2021. Because the transfer tax form incorrect identified the other property at 594 Webbs Mills, the incorrect property was changed by our office in error. This resulted in both properties being assessed under the incorrect ownership. The Abatement/Supplements issued will correct this error and establish the property parties to be assessed for the 2022 assessment.

**Abatement #3** William Montalvo at 1 Vogel Road (Map 014-006) did not receive his homestead exemption this year in error. Mr. Montalvo's exemption was pulled as the result of a mailing address change regarding his daughter property which was also erroneously applied to his property. Mr. Montalvo still resides at and receives mail at 1 Vogel Road.

**Abatement #4** Property as 7 North Raymond Road (Map 017-057), owned by Michelle Mattheson and Dexter Flemming has been erroneously assessed for 9.5 acres of land since 2004. The parcel was divided in 2004 and this parcel's acreage was reduced to 3.04 acres. This change was not recorded by the Town at the time. Maine Statute only allows for correction of valuation errors within 1 year of commitment, so we do not have jurisdiction to correct the remaining years.

**Abatement #5** Business personal property assessed to Meadowbrook Farm and Orchards was assessed in error. The business owners, Richard and Cheryl Dwinnell, sold the farm in 2021 and closed the business. The account remained active in error.

Sincerely,

Curt Lebel, Assessors Agent, Town of Raymond

---

# Corrective Commitment Warrants

---

## AFFIDAVIT CORRECTING LOCAL GOVERNMENT RECORD (5 M.R.S.A. § 95-B)

### Town of Raymond, Maine

NOW COMES the Raymond Board of Assessors, who, being duly sworn deposes and says as follows:

1. We are the Board of Assessors of the Town of Raymond.
2. We are responsible for the preparation of the 2022 Certificate of Assessment To Be Returned to Municipal Treasurer. Which is a local government record within the scope of 5 M.R.S.A. § 95 et seq.
3. On or about September 21, 2022, we prepared the Certificate Of Assessment To Be Returned to Municipal Treasurer, and it has come to our attention that said record contains an error/omission, specifically:

The amount of homestead exemption reimbursement to be applied was under-estimated on the original warrant due to a scrivener's error on the corresponding tax rate calculation form. The additional reimbursement amount will be added to the overlay.

Correction of the warrant and certificate will correct this error and result in the correct amount of reimbursement to be received. The overall amount of tax and individual tax assessments remain unchanged.

- 
4. The record should properly state.

### Assessments

1. County Tax	\$ 817,347.00
2. Municipal Appropriation	\$ 6,249,578.00
3. TIF financing plan amount	\$ 266,042.93
4. School\Educational Appropriation	\$11,370,566.74
5. Overlay (Not to exceed 5% of Net Assessment)	\$ 58,816.21
6. Total Assessments	<b>\$ 18,762,350.88</b>

### Deductions

7. State Municipal Revenue Sharing	\$ 505,081.83
8. Homestead Reimbursement	\$ 242,958.60
9. BETE Reimbursement	\$ 53,295.75

10. Other Revenue	\$ 2,041,299.00
11. Total Deductions	<u>\$ 2,842,635.18</u>
12. Net Assessment for Commitment (Line 6 minus line 11).	<u>\$ 15,919,715.70</u>

5. We make this affidavit in order to correct the error or omission identified above.

\_\_\_\_ Assessor(s) of: Raymond, Maine

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: November 15, 2022

STATE OF MAINE  
CUMBERLAND COUNTY, ss.

Personally appeared before me the above-named Board of Assessors who swore that the facts recited in the foregoing affidavit are true of his/her own knowledge or were stated to be on information and belief he/she has such information and believes it to be true and reliable; and who executed the same in my presence.

Date: November 15, 2022

(SEAL)

\_\_\_\_\_  
(Notary Public/Attorney)  
MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
(Printed name)

**AFFIDAVIT CORRECTING LOCAL GOVERNMENT RECORD  
(5 M.R.S.A. § 95-B)**

**Town of Raymond, Maine**

NOW COMES the Raymond Board of Assessors, who, being duly sworn deposes and says as follows:

1. We are the Board of Assessors of the Town of Raymond.
2. We are responsible for the preparation of the 2022 Municipal Tax Assessment Warrant, which is a local government record within the scope of 5 M.R.S.A. § 95 et seq.
3. On or about September 21, 2022, we prepared the Municipal Tax Assessment Warrant and it has come to our attention that said record contains an error/omission, specifically:

The amount of homestead exemption reimbursement to be applied was under-estimated on the original warrant due to a scrivener's error on the corresponding tax rate calculation form. The additional reimbursement amount will be added to the overlay.

Correction of the warrant and certificate will correct this error and result in the correct amount of reimbursement to be received. The overall amount of tax and individual tax assessments remain unchanged.

- 
4. The record should properly state.

**MUNICIPAL TAX ASSESSMENT WARRANT**

**Assessments**

1. County Tax	\$ 817,347.00
2. Municipal Appropriation	\$ 6,249,578.00
3. TIF financing plan amount	\$ 266,042.93
4. School\Educational Appropriation	\$11,370,566.74
5. Overlay (Not to exceed 5% of Net Assessment)	\$ 58,816.21
6. Total Assessments	<b>\$ 18,762,350.88</b>

**Deductions**

7. State Municipal Revenue Sharing	\$ 505,081.83
8. Homestead Reimbursement	\$ 242,958.60
9. BETE Reimbursement	\$ 53,295.75

10. Other Revenue	<u>\$ 2,041,299.00</u>
11. Total Deductions	<u>\$ 2,842,635.18</u>
12. Net Assessment for Commitment (Line 6 minus line 11).	<u>\$ 15,919,715.70</u>

STATE OF MAINE  
CUMBERLAND COUNTY, ss.

Personally appeared before me the above-named Board of Assessors who swore that the facts recited in the foregoing affidavit are true of his/her own knowledge or were stated to be on information and belief he/she has such information and believes it to be true and reliable; and who executed the same in my presence.

Date: November 15, 2022

(SEAL)

\_\_\_\_\_  
(Notary Public/Attorney)  
MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
(Printed name)

# Tax Abatement(s) & Supplemental Tax Bill(s)

## *Certificate of Abatement*

*36 M.R.S.A § 841*

**We, the Board of Assessors of the municipality of Raymond, hereby certify to Suzanne Carr, tax collector, that the accounts herein, contain a list of valuations of the estates, real and personal, that have been granted an abatement of property taxes by us for the April 1, 2022 assessment on November 15, 2022. You are hereby discharged from any further obligation to collect the amount abated.**

**Voted by the Raymond Board of Assessors on: November 15, 2022**

**Attest: \_\_\_\_\_ Don Willard, Town Manager**

Tax Year	#	M/L	ACCT#	OWNER OF RECORD	OLD ASSESSMENT	NEW ASSESSMENT	VALUATION ABATED	TAX AMOUNT	TAX RATE	MISCELLANEOUS INFORMATION
2022- 1		009-061	707	Forest Joseph MH, John A, Kathleen M & robert F	\$ 239,800.00	\$ -	\$ 239,800.00	\$ 3,597.00	0.015	Property assessed to incorrect owner in error. Supplemental assessment to correct owner to be issued at even date therof.
2022- 2		031-042	2153	The Revocable Living Trust of Barbara L Forest	\$ 321,300.00		\$ 321,300.00	\$ 4,819.50	0.015	Property assessed to incorrect owner in error. Supplemental assessment to correct owner to be issued at even date therof.
2022- 3		014-006	1178	William Montalvo	\$ -	\$ -	\$ 21,500.00	\$ 322.50	0.015	Homestead Exemption omitted in error
2022- 4		017-057	1561	Michelle Mattheson Dexter Flemming	\$ 170,000.00	\$ 167,300.00	\$ 2,700.00	\$ 40.50	0.015	Property assessed in error for incorrect acreage. Was assessed for 9.5 acres. Property is 3.04 acres.
2022- 5		PP	112	Meadowbrook Farms and Orchards	\$ 2,200.00		\$ 2,200.00	\$ 33.00	0.015	Business closed prior to April 1, 2002 assessment. Personal property account assessed in error.
					<b>TOTALS</b>		<b>\$587,500.00</b>	<b>\$8,812.50</b>		





## TOWN OF RAYMOND

### SUPPLEMENTAL TAX CERTIFICATE

*State of Maine 36 M.R.S.A. § 713*

We, the undersigned, Assessors of the Municipality of Raymond, Maine, hereby certify that the foregoing list of estates and assessments thereon, recorded in page 1014 of this book , were either invalid, void or omitted by mistake from our original invoice and valuation and list of assessments dated the 21st day of September 2022, or are a withdrawal penalty under Title 36 Section 581 or 1112, that these lists are supplemental to the aforesaid original invoice, valuation and list of assessments, dated the 21st day of September, 2022, and are made by virtue of Title 36, Section 713, as amended.

Given by our hand this \_\_\_\_\_ 15th \_\_\_\_\_ day of November, 2022.

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

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

\_\_\_\_\_  
Joseph Bruno, Chair

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

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

Assessors, Town of Raymond



## TOWN OF RAYMOND

### SUPPLEMENTAL TAX WARRANT

State of Maine 36 M.R.S.A. § 713

County of CUMBERLAND, ss.

To: SUZANNE CARR, Tax Collector

of the Municipality of RAYMOND, within said County of  
CUMBERLAND.

#### GREETINGS:

Hereby are committed to you a true list of the assessments of the estates of the person(s) hereinafter named. You are hereby directed to levy and collect each of the person(s) named in said list his respective proportion, therein set down, of the sum of \$ 8,416 dollars and 50/100 cents, it being the amount of said list; and all powers of the previous warrant for the collection of taxes issued by us to you and dated September 21, 2022 are extended thereto; and we do hereby certify that the list of  
(here insert date of original warrant)

assessments of the estates of the persons named in said list is a supplemental assessment laid by virtue of Title 36, Section 713, as amended and the assessments and estates thereon as set forth in said list were either invalid, void, or omitted by mistake from the original list, or penalty under Title 36 section 581 or 1112, committed unto you under our warrant dated September 21, 2022.  
original date of warrant

Given by our hands this 15th day of November, 2022.

\_\_\_\_\_  
Sam Gifford

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

\_\_\_\_\_  
Joseph Bruno, Chair

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

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

Assessors, Town of Raymond

## TOWN OF RAYMOND - SUPPLEMENTAL TAX WARRANT LIST

**We, the undersigned, Assessors of the Municipality of Raymond, hereby certify, that the foregoing list of estates and assessments, contain a list of valuations of the estates, real and personal, that were omitted from our original invoice and valuation and list of assessments dated September 21, 2022, or are a withdrawal penalty under Title 36 Section 581 or 1112 and to be supplemented for the 2022 assessment as of November 15, 2022.**

Signed \_\_\_\_\_, Assessor

Signed \_\_\_\_\_, Assessor

Signed \_\_\_\_\_, Assessor

Signed \_\_\_\_\_, Assessor

Signed \_\_\_\_\_, Assessor

M/L	OWNER OF RECORD	ADDRESS	SUPPLEMENTAL VALUATION	ACCT #	TAX DOLLARS	MISCELLANEOUS INFORMATION
009-061	Forest John A & Rusth L Trustees forest Family Trust 4/27/2017	594 Webbs Mills Rd Raymond, ME 04071	\$239,800.00	707	\$3,597.00	Assessment of Property to correct owner omitted from assessment in error. Incorrect owner listed has been previously abated (Cert 2022-001)
031-042	Forest John A, Forest Joseph MH, Forest Kathleen, Forest Robert	595 Webbs Mills Rd Raymond, ME 04071	\$321,300.00	2153	\$4,819.50	Assessment of Property to correct owner omitted from assessment in error. Incorrect owner listed has been previously abated (Cert 2022-002)
					<b>\$8,416.50</b>	

# Forest Abatement/Supplements

## 594 & 595 Webbs Mills Rd

Raymond  
10:38 AM

**Real Estate Tax Commitment Book - 2023 15.000**  
**APRIL 1, 2022 TAX ASSESSMENT**

09/21/2022  
Page 309

<b>Account</b>	<b>Name</b>	<b>Land</b>	<b>Building</b>	<b>Exempt</b>	<b>Total</b>	<b>Tax</b>
707	FOREST JOSEPH MH FOREST JOHN A & FOREST KATHLEEN & FOREST 30 WARREN AVE  AMESBURY ME 01913  594 WEBBS MILLS RD 0009-0061 B38906P289	34,800 Acres 1.00	226,500 10 Homestead	21,500	239,800	3,597.00           1,798.50 (1) 1,798.50 (2)
1486	FORTIN GERARD D 225 VALLEY RD  RAYMOND ME 04071  225 VALLEY RD 0016-0080 B9414P0332	111,500 Acres 22.70	275,900 10 Homestead	21,500	365,900	5,488.50           2,744.25 (1) 2,744.25 (2)
2270	FORTUNE JR DWIGHT C (25%) & FORTUNE ANNE OCONNELL MARGARET J (25%) & TAVARES JUDI 225 KIRCHNER ROAD  DALTON MA 01226  34 SOUTH SHORE RD 0039-0011 B35489P235	25,600 Acres 0.34	86,100	0	111,700	1,675.50           837.75 (1) 837.75 (2)
<b>Page Totals:</b>		<b>Land</b> 171,900	<b>Building</b> 588,500	<b>Exempt</b> 43,000	<b>Total</b> 717,400	<b>Tax</b> 10,761.00
<b>Subtotals:</b>		166,842,800	164,654,800	7,090,700	324,406,900	4,866,103.50

Raymond  
10:38 AM

**Real Estate Tax Commitment Book - 2023 15.000**  
**APRIL 1, 2022 TAX ASSESSMENT**

09/21/2022  
Page 907

<b>Account</b>	<b>Name</b>	<b>Land</b>	<b>Building</b>	<b>Exempt</b>	<b>Total</b>	<b>Tax</b>
2153	THE REVOCABLE LIVING TRUST OF BARBARA L FOREST 595 WEBBS MILLS RD  RAYMOND ME 04071  595 WEBBS MILLS RD 0031-0042 B34310P0327	178,900  Acres 0.53	142,400	0	321,300	4,819.50           2,409.75 (1) 2,409.75 (2)
3492	THE ROBERT J GOLD TRUST DTD 02/27/1998 ROBERT T GOLD & KIMBERLY SHEPPARD TRUSTE 6705 VIRGINIA CROSSING  UNIVERSITY PARK FL 34201  7 POINT OF CAPE RD 0069-0028 B36036P105	507,100  Acres 0.84	54,100	0	561,200	8,418.00           4,209.00 (1) 4,209.00 (2)
3253	THE RUSSELL AND CANNON FAMILY TRUST CANNONN KATHRYN E & RUSSELL EBEN K TRUST 158 DEEP COVE RD  RAYMOND ME 04071  DEEP COVE RD 0061-0010 B37399P0160	30,200  Acres 0.70	10,400	0	40,600	609.00           304.50 (1) 304.50 (2)
<b>Page Totals:</b>		<b>Land</b> 716,200	<b>Building</b> 206,900	<b>Exempt</b> 0	<b>Total</b> 923,100	<b>Tax</b> 13,846.50
<b>Subtotals:</b>		487,338,700	478,348,600	20,764,700	944,922,600	14,173,839.00

DLN: 1002140172548

**PROCESSED  
ONLINE.  
DO NOT RE-PROCESS.**

**MAINE REAL ESTATE  
TRANSFER TAX DECLARATION  
Form RETTD**  
Do not use red ink.

Registry CUMBERLANDDate Recorded 11/19/2021Time Recorded 11:07:00 AMTransfer Tax Amount \$0.00Document Number 82667Book 38906Page 289

BOOK/PAGE - REGISTRY USE ONLY

1. County CUMBERLAND2. Municipality RAYMOND

## 3. GRANTEE/PURCHASER

3a. Last name, first name, MI; or business name

FOREST, JOSEPH MH

3b. SSN or federal ID

3c. Last name, first name, MI; or business name

FOREST, JOHN A

3d. SSN or federal ID

3e. Mailing address after purchasing this property

30 WARREN AVE

3f. Municipality

AMESBURY

3g. State 3h. ZIP Code

MA 01913

## 4. GRANTOR/SELLER

4a. Last name, first name, MI; or business name

REVOCABLE LIVING TRUST AGREEMENT OF BARBARA L. FOREST,

4b. SSN or federal ID

4c. Last name, first name, MI; or Business name

FOREST, KATHLEEN M

4d. SSN or federal ID

4e. Mailing address

15 WATER STREET

4f. Municipality

WINCHESTER

4g. State 4h. ZIP Code

MA 01890

## 5. PROPERTY

5a. Map

Block

Lot

Sub-lot

Check any that apply

5b. Type of property - enter the code number that best describes the property being sold (see instructions).

201

5c. Physical location

594 WEBBS MILLS RD

Portion of parcel

5d. Acreage (see instructions)

1.00

## 6. TRANSFER TAX

6a. Purchase price (If the transfer is a gift, enter "0")..... 6a.

\$0.00

6b. Fair market value (Enter a value only if you entered "0" or a nominal value on line 6a)..... 6b.

\$261,300.006c. Exemption claim - ☒ Check the box if either grantor or grantee is claiming exemption from transfer tax and enter explanation below.4641-C (15) From Trustee to beneficial owners

## 7. DATE OF TRANSFER (MM-DD-YYYY)

11-08-2021

8. CLASSIFIED. WARNING TO BUYER - If the property is classified as farmland, open space, tree growth, or working waterfront, a substantial financial penalty may be triggered by development, subdivision, partition, or change in use.

CLASSIFIED

9. SPECIAL CIRCUMSTANCES. Were there any special circumstances with the transfer that suggest the price paid was either more or less than its fair market value? If yes, check the box and enter explanation below.

10. INCOME TAX WITHHELD. The buyer is not required to withhold Maine income tax because:

Seller has qualified as a Maine resident

A waiver has been received from the State Tax Assessor

☒ Consideration for the property is less than \$50,000

The transfer is a foreclosure sale

11. OATH. Aware of penalties as set forth in 36 M.R.S. § 4641-K, I declare that I have reviewed this return with the Grantor(s) and Grantee(s) and to the best of my knowledge and belief the information contained herein is true, correct and complete. Declaration of preparer is based on information provided by Grantor(s) and Grantee(s) and of which preparer has any knowledge. I understand that the submission of an electronic form return constitutes a legal signature.

PREPARER. Name of preparer: DAWN D DYERPhone number: (207) 893-8100Mailing address: 936 ROOSEVELT TRL, SUITE 4Email address: ddyer@dawndyerlaw.comWINDHAM, ME 04062Fax number: 2072211012

Rev. 11/18



## Trustee Deed

Statutory Short Form Deeds Act  
33 M.R.S.A. § 761 et seq.

Prepared by Law Office of Dawn D. Dyer, P. C.  
936 Roosevelt Trail Suite 4  
Windham, Maine 04062  
(207) 893-8100

**DLN: 1002140172548**

**Kathleen M. Forest**, of the Town of Winchester, County of Middlesex and Commonwealth of Massachusetts, Trustee of the **Revocable Living Trust Agreement of Barbara L. Forest**, under Declaration of Trust dated February 29, 2000, amended February 17, 2020, by the power conferred by law, and every other power, in distribution pursuant to said Trust Agreement and without consideration paid, grants a one-fourth (1/4) undivided interest in common to **Joseph M. H. Forest**, of the Town of Amesbury, County of Essex and Commonwealth of Massachusetts, with a mailing address of 30 Warren Avenue, Amesbury, Massachusetts 01913, and grants a one-fourth (1/4) undivided interest in common to **John A. Forest**, of the Town of Raymond, County of Cumberland and State of Maine, with a mailing address of 594 Webbs Mills Road, Raymond, Maine 04071, and grants a one-fourth (1/4) undivided interest in common to **Kathleen M. Forest**, of the Town of Winchester, County of Middlesex and Commonwealth of Massachusetts, with a mailing address of 15 Water Street, Winchester, Massachusetts 01890, and grants a one-fourth (1/4) undivided interest in common to **Robert F. Forest**, of the Town of Murrells Inlet, County of Georgetown and State of South Carolina, with a mailing address of 4577 Carriage Run Circle, Murrells Inlet, South Carolina 29576, the land situated in the Town of **Raymond**, County of Cumberland and State of Maine, bounded and described as follows:

Three certain lots or parcels of land with all buildings thereon, situated at Crescent Lake Terrace, so-called, in the Town of Raymond, County of Cumberland and State of Maine, and being lots numbered one (1), two (2) and three (3) as shown on map or plan of C. E. Emery, C. E., Sheet No. 1, dated May 1931 and recorded in Cumberland County Registry of Deeds in Plan Book 20, Page 18, to which Plan reference is hereby made for a more particular description.

**Excepting** from the above-described lots two (2) and (3) those portions thereof conveyed by Barbara Forest to Ethel P. Lawrence pursuant to Quit-claim Deed with Covenant dated November 30, 1976, and recorded in Cumberland County Registry of Deeds in Book 3945, Page 290.



Said premises are hereby conveyed **SUBJECT TO** all the restrictions, provisos and easements and with the **BENEFIT OF** all the restrictions, provisos and easements contained in deeds recorded in Cumberland County Registry of Deeds in Book 1650, Page 244; Book 1650, Page 244; Book 1377, Page 60; Book 1377, Page 314; Book 1433, Page 293; and Book 1481, Page 119.

**Excepting**, however, whatever interest the State of Maine may have in a small strip of land on the highway side of said premises taken or occupied for highway purposes in 1938.

Reference is made to survey plan entitled "Boundary Survey 595 Webbs Mills Road, Raymond, Maine", made by Flynn Land Surveying, LLC, dated February 2021 and recorded in Cumberland County Registry of Deeds in Plan Book 221, Page 613.

*Being a portion of the premises conveyed to Bernard A. Forest and Barbara L. Forest, as joint tenants, by Warranty Deed from Andre R. Lavoie and Patricia A. Lavoie, dated August 16, 1971 and recorded in Cumberland County Registry of Deeds in Book 3187, Page 88. Bernard A. Forest died on June 19, 1975, leaving Barbara L. Forest as sole surviving joint tenant. Also being a portion of the premises distributed to Kathleen M. Forest, Trustee of the Revocable Living Trust of Barbara L. Forest, of even date and recorded herewith.*

Witness my hand and seal this date: November 8, 2021.

Kathleen M. Forest TTEE  
**KATHLEEN M. FOREST, Trustee**  
**REVOCABLE LIVING TRUST OF**  
**BARBARA L. FOREST**

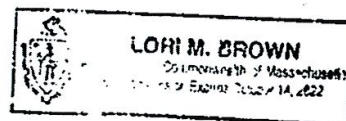
Commonwealth of Massachusetts  
 County of Haddam, ss.

Date: November 8, 2021

Personally appeared the above-named Kathleen M. Forest in her capacity as Trustee of the Revocable Living Trust of Barbara L. Forest and acknowledged the foregoing instrument to be her free act and deed in said capacity and individually, and the free act and deed of said Trust. *Before me,*

**APPLY NOTARY SEAL BELOW**

Signed: [Signature]  
 Notary Public  
 Printed Name: LORI M. BROWN  
 Commission Expires: 10.14.2022



# Montalvo Abatement Homestead Exemption

Raymond  
10:38 AM

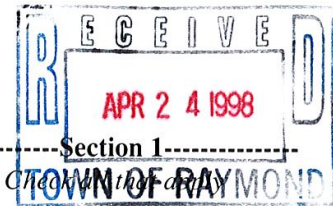
**Real Estate Tax Commitment Book - 2023 15.000**  
**APRIL 1, 2022 TAX ASSESSMENT**

09/21/2022  
Page 623

<b>Account</b>	<b>Name</b>	<b>Land</b>	<b>Building</b>	<b>Exempt</b>	<b>Total</b>	<b>Tax</b>
445	MONAHAN STEVEN MONAHAN SANDRA D PO BOX 684  RAYMOND ME 04071  4 KRISTIN LANE 0007-0023 B12458P0326	58,200 Acres 5.17	160,400 10 Homestead	21,500	197,100	2,956.50       1,478.25 (1) 1,478.25 (2)
1180	MONTALVO SARAH R PO BOX 477  CONWAY NH 03818  VOGEL RD 0014-0006-B B24456P0101	54,900 Acres 3.00	0	0	54,900	823.50       411.75 (1) 411.75 (2)
1178	MONTALVO WILLIAM W PO BOX 477  CONWAY NH 03818  1 VOGEL RD 0014-0006 B31466P0274	56,100 Acres 3.78	204,300	0	260,400	3,906.00       1,953.00 (1) 1,953.00 (2)
2359	MONTE WILLIAM T ANDERSON DONNA L 1740 WESTBRIDGE CIRCLE  LAKE FOREST IL 60045  4 CHICKADEE LANE 0041-0023 B23100P0334	143,500 Acres 0.11	125,200	0	268,700	4,030.50       2,015.25 (1) 2,015.25 (2)
<b>Page Totals:</b>		<b>Land</b> 312,700	<b>Building</b> 489,900	<b>Exempt</b> 21,500	<b>Total</b> 781,100	<b>Tax</b> 11,716.50
<b>Subtotals:</b>		336,231,100	337,819,000	14,814,360	659,235,740	9,888,536.10

Application for Homestead Exemption  
(See reverse for instructions)

014 006 000 000



\*\*\*\*\*AUTO\*\*5-DIGIT 04071  
MONTALVO WILLIAM W III 409  
& HILDA MILDRED MONTALVO  
1 VOGEL RD  
RAYMOND, ME 04071

- |  | Yes                                 | No                       |
|--|-------------------------------------|--------------------------|
| A. I was a legal resident of the State of Maine on April 1, 1998                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. I have owned a homestead in Maine for a minimum of 12 months prior to April 1 of this year. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. I declare that homestead is my permanent place of residence.                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**IF YOU HAVE NOT ANSWERED YES TO ALL QUESTIONS, STOP HERE**  
You must meet all three of these requirements to qualify for a homestead exemption under the terms of the homestead exemption statute.

-----Section 2-----

1. Name of Property Owner(s) (name on your tax bill): WILLIAM W. MONTALVO III  
HILDA MILDRED MONTALVO
2. Homestead Property: (physical location) Municipality: RAYMOND 04071  
Street Address: 126 EGYPT ROAD  
Telephone No: 207 655 2345
3. Mailing Address: (if different from the above) \_\_\_\_\_

City

State

Zip

-----Section 3-----

**MY CLAIM OF RESIDENCY IN THE MUNICIPALITY, ON LINE 2 ABOVE, IS BASED  
ON ONE OR MORE OF THE FOLLOWING:**

- |   |   |                             |
|---|---|-----------------------------|
| ● I am a registered voter in the municipality.  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ● I pay Motor Vehicle Excise tax in the municipality.   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ● The place of legal residence on my resident fishing and/or hunting license is the same as the above homestead address.          | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ● The address on my driver's license is the same as the above address.  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ● I have not applied for homestead exemption in any other place.<br>(Summer camps, vacation homes & 2d residences do not qualify) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

If you answer no to any question please explain on separate sheet.

I(we) hereby declare, aware of penalties for perjury, that the answers to the above are, to the best of my/our knowledge and belief, true, correct and complete. A person who knowingly files false information for the purposes of obtaining a homestead exemption is guilty of a criminal offence.

Signature of Homestead Owner(s):

William W. MONTALVO III  
Hilda M. MONTALVO

Date: 4/22/98

Date: 4/22/98

**COMPLETED FORM MUST BE FILED WITH YOUR LOCAL ASSESSOR BY MAY 15, 1998**

# Mattheson/Flemming Abatement Acreage Correction

State Use 1010  
Print Date

# VISION



Property Location 7 NORTH RAYMOND RD  
Vision ID 1413 Account # M5042R

Map ID 017/ 057/ 000/ 000/  
Bldg # 1

Bldg Name  
Sec # 1 of 1 Card # 1 of 1

State Use 1010  
Print Date

CURRENT OWNER		TOPO		UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT				3218 Raymond, ME  <b>VISION</b>										
MATTHESON MICHELLE FLEMMING DEXTER 7 NORTH RAYMOND ROAD  RAYMOND ME 04071		4 Rolling		5 Well		1 Paved		3 Rural		Description	Code	Assessed	Assessed											
				6 Septic						RESIDENTL	1010	114,900	114,900											
										RES LAND	1010	52,400	52,400											
SUPPLEMENTAL DATA																								
Alt Prcl ID 017057000000						SEND VAL																		
TIF CODE						TAP																		
USE PRO						Field 8																		
TG ENRO						Field 9																		
TG PLAN						Field 10																		
LD1 TYPE																								
GIS ID 017057000000						Assoc Pid#																		
Total														167,300		167,300								
RECORD OF OWNERSHIP				BK-VOL/PAGE		SALE DATE		Q/U		V/I		SALE PRICE		VC		PREVIOUS ASSESSMENTS (HISTORY)								
MATTHESON MICHELLE T HANLEY ASSOCIATES FRASER HOLLY A				21755 0237		09-02-2004		Q		I		164,800		00		Year	Code	Assessed	Year	Code	Assessed V	Year	Code	Assessed
				20931 0272		02-24-2004		U		I		130,500		1		2022	1010	114,900	2021	1010	114,900	2020	1010	114,900
				11344 0024								0					1010	55,100		1010	55,100		1010	55,100
Total														170,000		Total		170,000		Total		170,000		
EXEMPTIONS				OTHER ASSESSMENTS																				
Year	Code	Description		Amount		Code	Description		Number	Amount		Comm Int		This signature acknowledges a visit by a Data Collector or Assessor										
Total				0.00																				
ASSESSING NEIGHBORHOOD																								
Nbhd		Nbhd Name				B		Tracing				Batch												
0001																								
NOTES																								
GRAY																								
BUILDING PERMIT RECORD														VISIT / CHANGE HISTORY										
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments					Date	Id	Purpost/Result									
													06-11-2004	PM	Measur+1Visit									
													06-11-2004	PM	Measur+2Visit -									
LAND LINE VALUATION SECTION																								
B	Use Code	Description	Zone	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes		Location Adjustment		Adj Unit P	Land Value							
1	1010	Single Family	R		130,680	SF	0.42	1.00000	5	0.95		1.000	SHARED DRIVEWAY			1.0000	0.4	52,300						
1	1010	Single Family	R		0.040	AC	1,500.00	1.00000	0	0.95		1.000	TOPO			1	1,425	100						
Total Card Land Units					130,680	SF	Parcel Total Land Area					3	Total Land Value					52,400						

## WARRANTY DEED

**Know All Men By These Presents That** T. Hanley Associates  
of 7 North Raymond Road, Raymond,  
County of Cumberland and State of Maine,  
for consideration paid, grant to Michelle Mattheson and Dexter Flemming  
of 36 Leeman Street #4, Portland,  
County of Cumberland and State of Maine  
as Joint Tenants  
with **WARRANTY COVENANTS:**

A certain lot or parcel of land together with any buildings thereon situated in  
Raymond County of Cumberland  
and State of Maine, more particularly described in Exhibit A attached hereto and  
incorporated herein by reference.

**In Witness Whereof,** I/we have hereunto set my/our hand(s) this 2nd day of  
September, 2004.

T. Hanley Associates

Witness

By: T. Hanley Associates

*Tina Hanley*

State of Maine  
County of Cumberland

ss.

On this 2nd day of September, 2004, personally appeared before me the  
above named Agent, of T. Hanley Associates

*Tina Hanley*  
and acknowledged the foregoing to be his/her/their free act and deed in his/her/their said capacity and the  
free act and deed of said Corporation.

Notary Public, Attorney at Law

Return to: Michelle Mattheson

MAINE REAL ESTATE TAX PAID



**Exhibit A - Deed**

A certain lot or parcel of land located on the easterly side of North Raymond Road in the Town of Raymond, County of Cumberland, State of Maine, bounded and described as follows:

Beginning at a point in the easterly sideline of North Raymond Road at the westerly corner of land now or formerly of Robert C. Thomas and Lois M. Thomas as described in a deed recorded in the Cumberland County Registry of Deeds in Book 17492, Page 167, said point also being at the end of a stone wall. Thence:

- 1) N 85° 00' 26" E by said land of Thomas and by said stone wall a distance of One Hundred Thirteen and 96/100 (113.96) feet to a point;
- 2) N 71° 50' 54" E by said land of Thomas and by said stone wall a distance of Fifty and 00/100 (50.00) feet to a point.
- 3) N 59° 51' 05" E by said land of Thomas and by said stone wall a distance of Fifty-Three and 93/100 (53.93) feet to a point.
- 4) N 86° 47' 19" E by said land of Thomas and by said stone wall a distance of Thirty-Nine and 61/100 (39.61) feet to a point.
- 5) N 65° 45' 33" E by said land of Thomas and by said stone wall a distance of One Hundred Nineteen and 09/100 (119.09) feet to a point and an angle point in Parcel B as shown on a plan entitled "Division of Property" made for T. Hanley Associates by Titcomb Associates dated April 2, 2004.
- 6) S 33° 18' 38" E by said Parcel B a distance of Two Hundred Twenty-Five and 93/100 (225.93) feet to a point.
- 7) S 56° 41' 22" E by said Parcel B a distance of Five Hundred Eight-Two and 20/100 (582.20) feet to a point in the easterly sideline of said North Raymond Road.
- 8) N 03° 58' 04" E by said North Raymond Road a distance of Sixty-Two and 25/100 feet to a point.
- 9) N 00° 23' 39" E by said North Raymond Road a distance of Three Hundred Forty-Two and 75/100 (342.75) feet to the point of beginning.

The above-described parcel contains 3.04 acres and is shown as Parcel A on a plan entitled "Division of Property" made for T. Hanley Associates by Titcomb Associates, dated April 2, 2004. Bearings are based on Magnetic North, 2004.

The above described parcel is subject to a right of way Forty  
Continued on next page

LEGAL DESCRIPTION - CONTINUED

and 00/100 (40.00) feet wide, bounded and described as follows:

Beginning at a point in the easterly sideline of said North Raymond Road at the westerly corner of the above described parcel. Thence:

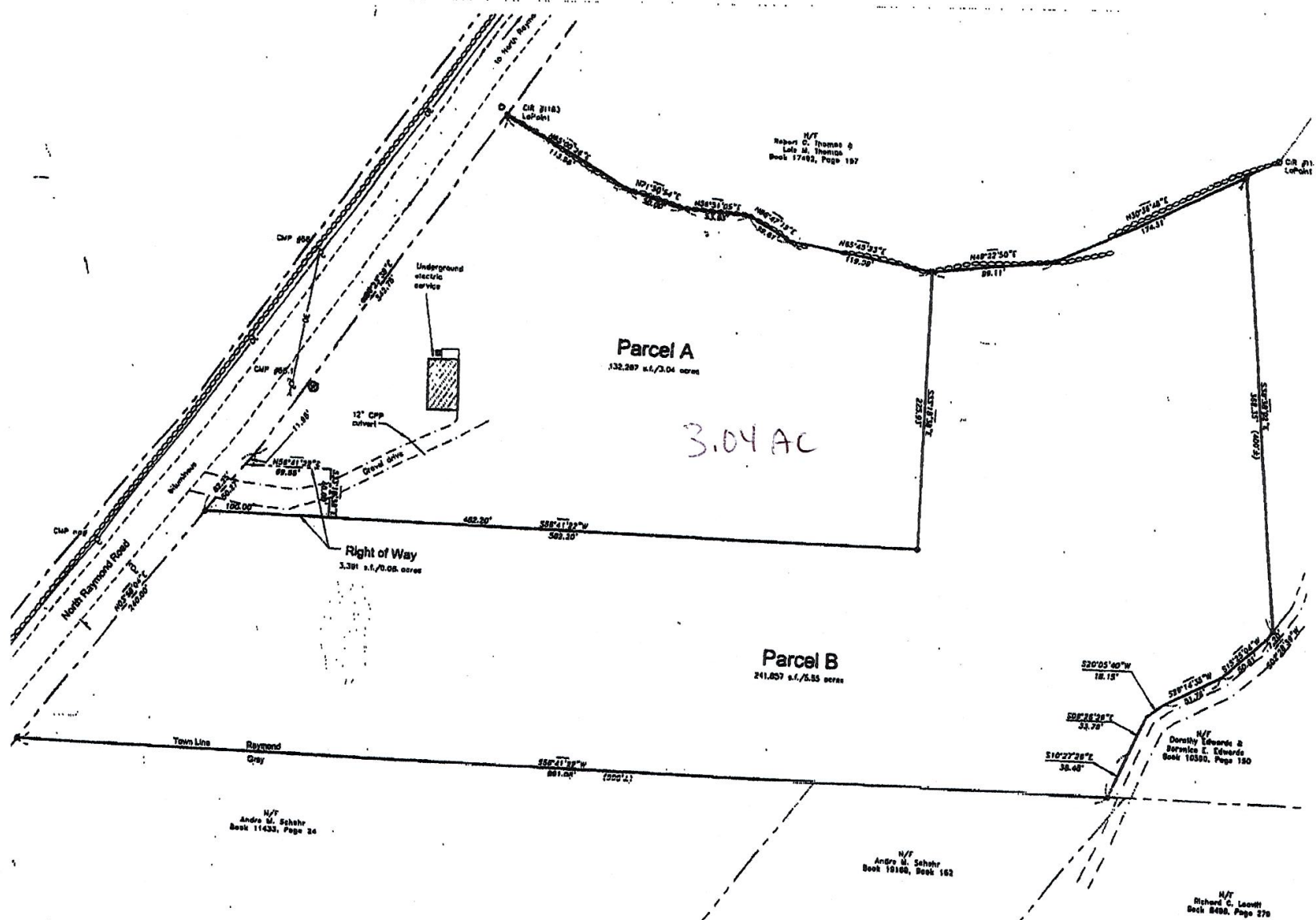
- 1) N 03° 58' 04" E by said North Raymond Road a distance of Fifty and 27/100 (50.27) feet to a point.
- 2) N 56° 41' 22" E a distance of Sixty-Nine and 55/100 (69.55) feet to a point.
- 3) S 33° 18' 38" E a distance of Forty and 00/100 (40.00) feet to a point and said Parcel B.
- 4) S 56° 41' 22" W by said Parcel B a distance of One Hundred and 00/100 (100.00) feet to the point of beginning.

The above-described right of way contains 3,391 square feet. Bearings are based on Magnetic North, 2004. Reference is herein made to a plan entitled "Division of Property" made for T. Hanley Associates by Titcomb Associates, dated April 2, 2004.

Reference is hereby made to a deed from Holly A. Fraser dated February 27, 2004 to T. Hanley Associates and recorded in the Cumberland County Registry of Deeds in Book 20931, Page 272

Reviewed/Initialed T.H.

Received  
Recorded Register of Deeds  
Sep 07, 2004 03:54:21P  
Cumberland County  
John B O'Brien



# Meadowbrook Farm Abatement Account Closed

Shana Webb  
332-6818

Town of Raymond  
Attn: Sue Carr, Tax Collector  
401 Webbs Mills Rd  
Raymond ME 04071

P112  
MEADOWBROOK FARM AND ORCHARDS  
727 WEBBS MILLS RD  
RAYMOND ME 04071

2023 Personal Property Tax Bill

Current Billing Information	
FURNITURE &	2,200
MACHINERY &	0
TELECOMMUNICATIONS	0
Other P/P	0
Assessment	2,200
Exemption	0
Taxable	2,200
Rate Per \$1000	15.000
<b>Total Due</b>	<b>33.00</b>

Map/Lot  
Location 727 WEBBS MILLS RD

First Half Due 10/31/2022 16.50  
Second Half Due 4/30/2023 16.50

Information	
Interest at 4% per annum charged after 10/31/2022 and 04/30/2023. As per state law, the ownership and taxable valuation of all real estate and personal property was determined as of April 1, 2022. IF YOU SOLD YOUR REAL ESTATE SINCE APRIL 1, 2022, IT IS YOUR OBLIGATION TO FORWARD THIS BILL TO THE CURRENT PROPERTY OWNER. This bill is for the current tax year July 1, 2022 to June 30, 2023 ONLY. Past due amounts are NOT included. Without state aid to education, state revenue sharing and state reimbursement for the Maine resident homestead property tax exemption, your tax bill would have been 4.7% higher. Total Bonded Indebtedness \$855,000 After eight (8) months and no later than one (1) year from the date of commitment, a lien will be placed on all real estate of unpaid taxes.	
Current Billing Distribution	Remittance Instructions
SCHOOL 71.40% 23.56 COUNTY 5.10% 1.68 MUNICIPAL 23.50% 7.76	Pay on line at raymond.androgov.com Please make check or money order payable in us funds to: TOWN OF RAYMOND 401 WEBBS MILLS RD RAYMOND, ME 04071

Please remit this portion with your second payment

2023 Personal Property Tax Bill  
Account: P112  
Name: MEADOWBROOK FARM AND ORCHARDS  
Map/Lot:  
Location: 727 WEBBS MILLS RD

4/30/2023 16.50

Due Date	Amount Due	Amount Paid
----------	------------	-------------

Second Payment

Please remit this portion with your first payment

2023 Personal Property Tax Bill  
Account: P112  
Name: MEADOWBROOK FARM AND ORCHARDS  
Map/Lot:  
Location: 727 WEBBS MILLS RD

10/31/2022 16.50

Due Date	Amount Due	Amount Paid
----------	------------	-------------

First Payment



---

## Quit Claim Deed

---



301 Webb Mills Road  
Raymond, Maine 04071  
207.655.4742  
655-4024 (Fax)

---

### Tax Acquired Property

Name: Martha Murray

Map: 52

Lot: 52

Location: 6 Boaters Way

Foreclosure Date: FEBRUARY 13, 2012

Amount paid: \$4245.98

Sold the property and paid off the taxes at closing. Thank you.

**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 MURRAY MARTHA 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 052, Lot 052

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 052, Lot 052, in the name of MURRAY MARTHA and recorded in said Registry of Deeds.

BK 27988	PG 334	BK 28886	PG 345	BK 29838	PG 175
BK 30940	PG 63	BK 31729	PG 99	BK 32517	PG 140
BK 33359	PG 6	BK 34141	PG 70	BK 35064	PG 322
BK 35913	PG 108	BK 37079	PG 310	BK 38553	PG 33
BK 39673	PG 104				

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, TERESA SADAK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR thereto duly authorized, this 15th day of November 2022.

THE INHABITANTS OF THE TOWN OF RAYMOND

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

STATE OF MAINE  
CUMBERLAND, SS.

Personally, JOSEPH BRUNO, ROLF OLSEN, TERESA SADAK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR appeared the aforesaid Selectmen known to me, this 15th day of November 2022 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

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



---

## Ordinance Codification

---

In 2021 we started a codification project with a company called General Code (a member of the International Code Council). The goal of the project was for this third party to review our existing Land Use and Shoreland Zoning Ordinances and make sure they are complete, up-to-date, and consistent in format, style, and content.

The current draft document presented for adoption has been updated through amendments accepted in June 2022 and slightly reorganized/renumbered. Errors and inconsistencies were found during the review process that will be substantially corrected at future town meetings. Only minor corrections have been made to correct typographical and spelling errors.

Once this new codified document has been accepted by the town it will be available on the town's website in a searchable easy-to-use system called eCode360.

Link to the Final Ordinance document:

<https://www.raymondmaine.org/sites/default/files/webfm/Ordinances/Draft%20LUO%20and%20SP.pdf>

**From:** "Sandy Fredricks" <sandy.fredricks@raymondmaine.org>  
**To:** "Sue Look" <Sue.Look@raymondmaine.org>  
**Date:** 11/10/2022 10:52 AM  
**Subject:** Codification

---

Good morning Sue,

The Planning Board voted to move the Codification forward to the Board of Selectmen.

The Board opened Public Hearing at 9:10 p.m. There being no one wishing to speak on the matter, the Public Hearing was closed at 9:11 p.m.

Mike D. moved to send the Codification of the Ordinances to the Board of Selectmen with recommendation for acceptance.

Ed seconded.

All in favor? 7 yes - 0 no - 0 abstain

Sandy

---

# Special Town Meeting Warrant

**Town of Raymond**  
December 13, 2022  
**SPECIAL TOWN MEETING WARRANT**

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

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Broadcast Studio at 423 Webbs Mills Road in said town on Tuesday, December 13, 2022, at 6:30 P.M., then and there to act on Articles 1 through 2 as set out below.

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

**ARTICLE 2:** Shall an ordinance entitled "An Ordinance to Renumber and Recaption the Zoning Ordinance and Shoreland Zoning Ordinance" be enacted? (A copy of the full text of the Ordinance is available for review and inspection in the Town Clerk's Office in a document entitled "Final Draft of the Land Use and Shoreland Zoning Ordinances of the Town of Raymond," dated September, 2022, prepared by General Code, LLC).

Summary: this Ordinance does the following:

1. Renumbers the Land Use Ordinance and Shoreland Zoning Ordinance chapters and each of the sections and subsections;
2. Updates internal references to reflect the new numbering system; and
3. Making certain non-substantive changes to the text of the ordinances so that the style of the text is consistent in terms of grammar, punctuation, spelling, capitalization and citation of numbers and statutory references.

Select Board recommends/does not recommend Article 2  
Planning Board recommends Article 2

Given under our hands this 15<sup>th</sup> day of November AD 2022.

\_\_\_\_\_  
Joseph Bruno, Chair

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

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

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

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

# Short Term Rental Information from the Impact Community Team

[Note of explanation: This Ordinance seeks to require disclosure and licensing of short-term rentals operated within the Town of Raymond, and ensure that residential neighborhoods are not unduly impacted by the operation of short-term rentals within the Town.]

## **Raymond Short-term Rental Ordinance**

### **A. Purpose:**

The purpose of this ordinance is to require the disclosure and licensing of all short-term rentals operated within the Town of Raymond. Furthermore, this Ordinance is intended to ensure that residential neighborhoods are not unduly impacted by the operation of short-term rentals within the Town. This will be accomplished by a licensing program that enables the Town to monitor and track the proliferation of short-term rentals within its borders, includes modest performance standards intended to protect property owners, renters, neighbors, waterways, wildlife, the environment and all shared assets along with limits to the numbers of short-term rentals within the community and measures to ensure accountability of owners to the community.

### **B. Applicability:**

1. Permitted short-term Rentals. Legally existing residential dwelling units may be used as short-term rentals upon the issuance of a short-term rental license for the premises in accordance with the requirements of this Ordinance.
2. Prohibited short-term Rentals. No person may offer for rent, operate, or otherwise use any dwelling unit in the Town of Raymond for short-term rentals if:
  - (a) Such person has not secured or maintained a valid short-term rental license for the premises; or
  - (b) The accommodations are an accessory apartment or a recreational vehicle, trailer, yurt, tent or similar temporary structure.
3. Lodging Establishments Exempt. The following lodging establishment uses are exempt from the licensing requirements and standards of this Ordinance: hotels, motels, bed and breakfasts, inns, seasonal rental accommodation complexes, and residential rental accommodations.
4. Density Limits- no more than X short-term rental licenses shall be issued in any calendar year within the Town of Raymond. And not more than 5% of waterfront properties within the Town of Raymond shall be licensed for short-term rental.

### **C. Definitions:**

**Advertising:** Any form of communication for marketing that is used to encourage, persuade or manipulate viewers, readers or listeners into contracting for goods and/or services as may be viewed through various media, including, but not limited to,

newspapers, magazines, flyers, handbills, television commercials, radio, signage, direct mail, websites or text messages.

**Dwelling unit:** One or more rooms arranged for complete, independent housekeeping purposes with space for living and sleeping; space or facilities for eating or cooking; and provisions for sanitation. For purposes of this regulation Recreational vehicles are not considered dwelling units.

**Good Neighbor guidelines:** A document prepared by the town that summarizes the general rules of conduct, consideration, and respect, including, without limitation, provisions pertaining to the use and occupancy of a dwelling unit used or occupied as a short-term rental.

**Owner:** An individual person or persons or an entity that is the owner of record of real property as documented by deed or other document evidencing ownership recorded at the Cumberland County Registry of Deeds.

**Residential rental accommodations:** The permitted accessory use of no more than two bedrooms in a legally existing dwelling or dwelling unit. This dwelling unit shall be an owner-occupied dwelling. Rooms rented may be for either short term or long-term rental to a roomer who may be unrelated to the owner or occupant of the unit. Individual rooms shall be rented no more than once per week. For purposes of this definition, a week shall be defined as Monday through Sunday.

**Seasonal rental accommodation complex:** a lodging business, with on-site owner or management, located on one parcel of land that makes a room, a group of rooms, and/or cottages available for a tenancy of less than 30 days on a seasonal basis.

**Short-term rental:** The use, control, management or operation of a legally existing residential dwelling unit offered for rent for transient occupancy, for more than fourteen days in a calendar year, for dwelling, sleeping or lodging purposes by short-term rental guests for a tenancy of less than 30 consecutive days for compensation, directly or indirectly, excluding motels, hotels, bed and breakfasts, inns, seasonal rental accommodation complexes, and residential rental accommodations.

**Short-term rental guest:** Any person who rents, licenses, occupies or has the right to occupy a dwelling unit for less than 30 consecutive days.

#### **D. General Requirements:**

1. License Required: No short-term rental shall be advertised, rented, or operated without first obtaining a short-term rental License. A short-term rental license shall be valid for the calendar year for which the license is issued. The property must remain in compliance with the short-term rental license for the calendar year in which the license is issued.

a. Short-term rental license renewal. Short-term rental licenses shall expire on December 31st of each calendar year, and short-term rental license holders may renew



such license by submitting a renewal application, via a renewal process established by the Town.

After the effective date of this Ordinance, any duly licensed short-term rental may continue operating as long as the license is current and renewed on or before the annual renewal deadline established by the Town. If the license is not renewed within the prescribed timeframe, the license expires, and this protection clause no longer applies.

Any renewal application received after the advertised deadline for submission shall be considered late and deemed a new application.

b. The Board of Selectmen shall establish fees for the licensure of short-term rentals.

Licensing fees for short-term rentals shall be assessed based upon the following criteria:

i. Tier I: Short-term rentals with 0-3 bedrooms.

ii. Tier II: Short-term rentals with 4+ bedrooms.

2. Non-transferability. Short-term rental licenses issued under this Ordinance shall not be transferable to a new Owner or location. Any Change of Ownership shall require a new license, except transfers of the real estate and related license in a Permitted Transfer. A "Permitted Transfer" is a transfer of the subject real estate and the related license to a Permitted Transferee. A "Permitted Transferee" includes (1) another current Owner of the subject real estate; (2) the spouse, child(ren) and/or grandchild(ren) of a current Owner; (3) a trust for the benefit of a current Owner, a current Owner's spouse, a current Owner's child(ren) and/or grandchild(ren) of a current Owner; or (4) for estate planning purposes, a trust, limited liability company ("LLC"), corporation or other entity, as long as the beneficiaries of the trust or owners of the entity, as applicable, are a current Owner, a current Owner's spouse, a current Owner's child(ren) and/or grandchild(ren) of a current Owner. In the case of a transfer to a Permitted Transferee, the Permitted Transferee shall become a "Licensee" and an "Owner", and the definition of "Permitted Transferee" shall apply to the new Licensee/Owner.

Licensees/Owners shall be required to certify that they comply with the provisions of this section annually and that they have not engaged in any transfers, or been transferees in any transfers, that are not Permitted Transfers. See Section F.3 herein.

Licenses are limited to the dwelling unit for which they are issued and shall not be transferable to a different dwelling unit.

3. Advertising: It shall be unlawful to advertise occupancy or use of a short-term rental that has not been licensed. Licensed short-term rentals in good standing may advertise for beyond the current licensing year. For the purposes of this section, the term "advertise" shall mean any form of communication for marketing that is used to encourage, persuade, or manipulate viewers, readers or listeners into contracting for

goods and/or services as may be viewed through various media included, but not limited to newspapers, magazines, flyers, handbills, television commercials, radio, signage, direct mail, websites or text messages. The short-term rental advertising must be consistent with the terms of the short-term rental license, and all advertisements of the short-term rental must include the current short-term rental license number.

4. Subletting and Event Hosting: It shall be unlawful to sublet a short-term rental. In addition, it shall be unlawful to host events that include guests beyond the property's maximum occupancy rate, interfere with parking of neighbors or create a nuisance for neighbors.

5. Registration record: The short-term rental owner must (a) maintain accurate, up-to-date records of all rental transactions involving the short-term rental, including the number of tenants and the length of their stays, and upcoming reservations; and (b) present said information to Town inspection officials upon request. Failure of the short-term rental owner to provide this information within 5 business days of a Town request for the same shall be considered a violation of this section.

6. Notice: The short-term rental license holder must post, in plain sight near the entrance to the short-term rental, a notice that identifies the short-term rental license number, and the name, address, phone number(s), and email address of the owner of the short-term rental, and/or the owner's local contact person. Such notice may be posted in plain sight in the interior of the short-term rental. The short-term rental license holder shall also post the license provided by the Town which shall state the maximum occupancy of the property.

#### **E. Review Procedure:**

Issuance procedure:

1. Application submission; completeness. short-term rental License applications shall be submitted to the Town Clerk. Applications for licenses for the upcoming calendar year may be submitted beginning in October of the previous license year. The Town Clerk, or the Town Clerk's designee, shall review all applications for completeness and accuracy and in the order that they were received.

2. Application, License fee. The Town Clerk shall provide a short-term rental application to be completed by the applicant and submitted to the Town Clerk accompanied by the short-term rental license fee as established by the Board of Selectmen. The short-term rental application shall include a non-exclusive checklist of code requirements that the property owner shall demonstrate compliance with.

3. Town clerk authority. The Town clerk shall have the authority to issue a short-term rental license. The Town Clerk, or the Town Clerk's designee, shall determine if the application has been properly completed before any license is issued.

4. Inspection.



Anytime that a short-term rental application is submitted for a property, the short-term rental applicant shall certify on the short-term rental application that the proposed short-term rental property complies with the short-term rental standards in section G, and with building code requirements.

The Code Enforcement Officer shall inspect the licensed premises annually, or upon transfer or change of ownership, to determine compliance with the short-term standards in Section G.

The Code Enforcement Officer shall determine an occupancy rating for each short-term rental, and record it on the license.

5. Transitional Provisions for Licensing of Pre-Existing short-term Rentals. Persons or entities who operated a legally-existing residential dwelling unit as a short-term rental and who received reservations for short-term rentals at the same premises prior to the Effective Date of this Ordinance shall be required to obtain a Short-term rental license for said premises by submitting an application to the Town Clerk by the advertised date which application must contain an affidavit or other sworn statement by the Owner, along with documented evidence, certifying that the premises were previously used for short-term rental use by one or more tenants for a period of less than 30 consecutive days per tenancy and for at least fourteen (14) total days in a calendar year in any one of the following years: 2019, 2020, or 2021.

Upon review and approval of a timely application submitted for a license containing sufficient evidence of previous short-term rental use as required above, the Town Clerk shall issue a license for each such premises, without the need for a prior inspection of said premises by the Code Enforcement Officer or designee as is otherwise required in section E (4). However, all short-term rental properties that exist on the date of adoption of this Ordinance will require a license for the next Calendar year and short-term rentals in general will be subject to all density limitations and regulations herein.

6. Issuance. If the Town Clerk, or the Town Clerk's designee, in consultation with the Code Enforcement Officer, determines that the proposed short-term rental application complies with the short-term rental Standards, the Town Clerk shall issue the applicant a short-term rental license in accordance with the limits established in Section I below.

#### **F. Submission Requirements:**

The short-term rental license application shall include the following information:

1. Location. The street address and map/ block/lot number of the short-term rental property.
2. Contact Person/Owner Responsibility. The name of the owner of the short-term rental property and contact information, including address and telephone number. If the owner is anything other than a natural person, then the following information must also be included: the name of each individual person who has an ownership interest in any



entity that is the record owner, including, without limitation, all beneficiaries of any trust, and all members and shareholders of a limited liability company, corporation or other entity. In addition, if someone other than the owner is acting as the local contact person, contact information for that person shall also be provided. Regardless of who enters the short-term rental agreement, or who may be designated as the owner's contact person, the property owner shall be responsible for compliance with the short-term rental Ordinance provisions.

3. For renewal applications, Licensees/Owners shall be required to certify annually that they have not engaged in any transfers of the licensed premises, or been transferees in any transfers, that are not Permitted Transfers under Section D.2 of this Ordinance.

4. All information needed to demonstrate compliance with the standards listed below.

5. Owner will indicate whether the property is located in a protective zone, or is lake /pond/river shoreland waterfront

#### **G. Standards:**

Short Term Rental licenses will be available on a first come, first serve basis up to the allowable density limits established herein.

The Town Clerk shall issue a short-term rental license upon the applicant satisfying the above requirements if the following standards are met:

1. Code compliance. An applicant's property, without limitation, shall comply with the following building safety requirements.

a. Inter-connected Smoke Alarms: per the current code adopted by the Town including:

Smoke alarms shall be installed in the following locations:

1. In each bedroom.

2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.

3. On each additional story of the dwelling, including basements and habitable attics.

b. Inter-connected Carbon Monoxide Alarms: If a house has an attached garage or a fuel fired appliance, a carbon monoxide alarm shall be installed outside each bedroom in the immediate vicinity of the bedrooms.

c. Portable Fire Extinguishers with proof of current inspection attached and visible: At least one portable fire extinguisher shall be mounted in a prominent location on each habitable level of the dwelling. One size/type 2/A is required or two size/type 1/A extinguishers.

2. The applicant shall provide floor plans of the dwelling unit that shows the location of the alarms and fire extinguisher(s).

4. Sanitary waste disposal. The applicant shall submit information demonstrating that adequate sanitary waste disposal is available in compliance with the Maine Subsurface Wastewater Disposal Rules, or that the property is served by public sewer. This shall include the total number of bedrooms included in the property, any additional sleeping space, and the total number of occupants that the property accommodates. The total number of occupants used to determine adequacy of sanitary waste disposal shall not be less than the total number of occupants approved for the property. For the purpose of evaluating the adequacy of a subsurface disposal system, every two occupants shall be equivalent to one bedroom.

5. Parking. The applicant shall include a depiction designating parking spaces that will be provided for tenants and guests on the same lot where the short-term rental is located. Guest parking at the short-term rental shall occur in parking spaces designated by the applicant, and the number of guest vehicles allowed at the short-term rental shall be limited to the number of onsite parking spaces designated by the applicant. Garage parking spaces not allowed for tenant use shall not be used to meet the short-term rental parking requirement. Tenants and guests of short-term rentals are prohibited from parking in a manner that impedes access by emergency vehicles to the property or any other dwelling in the neighborhood. Overflow parking that impedes neighboring properties or creates unsafe conditions on rural roads will be considered a nuisance.

6. Good Neighbor Guidelines shall be posted within the dwelling and shall include, but not be limited to guidance on dog noise, nuisance and pet waste, Town prohibitions on excessive noise, quiet hours, proper waste management, fishing without a license, boating requirements, trespass, creating a nuisance, disturbing wildlife and unattended fires. In addition, contact information for Police and Fire Departments shall be clearly posted.

7. Occupancy limits- The allowable number of occupants of the property will be determined by the Code Enforcement Officer per the Residential Code currently adopted by the Town of Raymond and shall record it on the license. The maximum tenant occupancy of a short-term rental shall be limited to no more than 2 tenants per bedroom. This number can only include the number of occupants that the dwelling can support. Occupants on the property that do not sleep within the structure are prohibited.

8. No short-term rental within the shoreland protection zone or with lake-frontage shall advertise to accept or accommodate any short-term rental guest with pets.

9. No short-term rental within the shoreland protection zone or with lake frontage shall advertise to accept or accommodate any short-term rental guest with a motorized boat or motorized watercraft not licensed in the state of Maine.



10. Communications with “guests” shall include clear directions to the correct address of the short-term rental.

11, Signage- Each property licensed for short term rental will be allowed one sign no larger than 2' x 3' to provide camp name and address mounted entirely upon the subject property. External illumination is permitted, so long as it is Dark Sky compliant and a full-cut-off fixture, so as not to affect abutting properties.

12. Garbage- Garbage storage containers will be made available, and pick-up will be scheduled at least weekly.

#### **H. Suspension and Revocation of License:**

A license for a short-term rental may be conditioned, suspended, or revoked by the Board of Selectmen after a public hearing if the Board of Selectmen determine that a violation of this ordinance, any applicable statute, ordinance, or regulation, or short-term rental license certification, condition, or criteria has occurred.

1. Violations of this Ordinance. Violations of this ordinance include, but are not limited to, the following:

a. Providing false or misleading information on an application, or renewal application, for a short-term rental license;

b. Failure to provide the registration records as provided in Section D(4) within 5 business days of a Town request for such records;

c. Failure to comply with the parking provisions of Section G(5) of this Ordinance;

d. Failure to comply with the rental occupancy limits of Section G(7) of this Ordinance;

e. Failure to acquire and/or display the required short term rental license number or include the license number in any advertising of the licensed premises;

f. Violation of any short-term rental license certification, condition, or criteria;

g. Violation of any statute, ordinance, or regulation applicable to the short-term rental property.

h. Three or more violations of the Good Neighbor Guidelines G (6) in any calendar year.

2. Complaints Concerning short-term rentals. The Code Enforcement Officer shall establish and maintain a log of all complaints for each short-term rental received and substantiated by the Town. The Code Enforcement Officer shall seek the correction of all substantiated complaints by the short-term rental license holder.

3. Suspension or Revocation of License. When, in the judgement of the Code Enforcement Officer, the nature and/or number of complaints warrants further review of the short-term rental license, or when there are three, or more, complaints by a direct abutter within the calendar year of the current license, the Code Enforcement Officer shall provide a report of the same to the Board of Selectmen for its consideration. The Board of Selectmen may condition, suspend, revoke or refuse to renew a short-term rental license, following a public hearing, on the basis of the licensee's noncompliance with this ordinance, any applicable law, ordinance, or regulation, or short-term rental license certification, condition, or criteria.

4. Appeal. Any person aggrieved by the decision of the Board of Selectmen to suspend or revoke a short-term rental license may appeal the decision of the Board of Selectmen to Superior Court, pursuant to Maine Rule of Civil Procedure 80B, within thirty (30) days of the Board of Selectmen's decision.

#### **I. Limitations on Annual Licenses for Short-term Rental Units:**

The Town Clerk shall issue short-term rental licenses on an annual basis. The limitation on the total number of licenses set by the Board of Selectmen shall first go into effect on xxx

1. The total number of licenses issued in each calendar year shall be not more than X in the Town of Raymond. The Board of Selectmen may increase the total number of licenses annually as "X" percentage of total new dwelling units added to stock, ensuring that no more than 5% of homes with frontage on a great pond in the Town of Raymond are licensed for short-term rental. The limitation on the total number of licenses set by the Board of Selectmen shall first go into effect on xxx

2. Effective Date. This Ordinance and all the licensing standards contained herein shall go into effect on "X"

#### **J. Penalties for Violations; Enforcement**

In the event the Code Enforcement Officer finds that the Owner or Owner's short-term rental guests violate this Ordinance or the terms and conditions of the license, or the property accumulates three or more complaints from a direct abutter within a calendar year, the Town shall prohibit the Owner from licensing the dwelling unit for 12 months following the current licensing expiration date, after which the owner may submit a new application for licensure.

Upon the second cumulative violation, the owner shall be prohibited from licensing the dwelling unit for 24 months following the current licensing expiration date, after which the owner may submit a new application for licensure.

Upon the third cumulative violation, the owner shall be prohibited from licensing the dwelling unit for 36 months following the current licensing expiration date, after which the owner may submit a new application for licensure.

Upon the fourth cumulative violation, the owner shall be prohibited from licensing the dwelling unit for short term rental.

Violations shall also be subject to fines and penalties as set forth in this section and in a penalty, schedule established by the Board of Selectmen.

Any such fines or penalties may be in addition to any suspension or revocation imposed in accordance with the provisions of Section H of this Ordinance.

The Town may institute or cause to be instituted any and all actions, legal or equitable, that may be appropriate or necessary for the enforcement of the provisions of this Ordinance. In any court action, the Town may seek injunctive relief in addition to or instead of fines/penalties. The Town shall be entitled to recover its costs of enforcement, including its reasonable attorneys' fees.

#### **K. Additional Regulations**

The Board of Selectmen may adopt regulations implementing the provisions of this Ordinance.



### Proposed Noise Ordinance for Raymond, ME

*No person shall make, cause, continue or allow or permit any noise disturbance, by any means, to be made or continued at any property, whether public or private, real or personal, that is subject to such person's right to control, including an excessive volume of noise which shall either annoy, disturb, injure or endanger the comfort, repose, health, peace or safety of others and may specifically include fireworks, barking dogs, engine revving, car alarms, and brake retarders, loud music or loud partying. In addition, Quiet Hours shall be observed from 10:00pm to 7:00am daily. During Quiet Hours, no noise shall be permitted to disturb the peace as judged by the responding officer from the property line. On the occasion of the first offense, a warning shall be issued. Upon each successive offense, a \$50.00 fine shall be issued. Offenses occurring during quiet hours shall result in double fines. The following exemptions are made:*

- 1. Exempted holidays include New Year's Eve, Independence Day, Juneteenth and Labor Day festivities. Quiet Hours are shifted on those days to 1:00am-7:00am the following day.*
- 2. Natural phenomena. Any bell or chime occurring for a short duration (less than one minute) marking an event, from any school or church or municipal building.*
- 3. Any siren, whistle, or bell lawfully used by emergency vehicles or any other alarm systems used in an emergency.*
- 4. Warning devices required by the Occupational Safety and Health Administration or other federal or state safety regulations.*
- 5. Farming equipment or farming activity occurring from 7:00 a.m. to 7:00 p.m. or daylight hours, whichever is longer.*
- 6. Noise from domestic power equipment, including, but not limited to, power saws, sanders, grinders, leaf blowers, lawn and garden tools and similar devices, operated from 7:00 a.m. to 7:00 p.m. or daylight hours, whichever is longer, Monday through Saturday, and from 9:00 a.m. to 4:00 p.m. on Sunday.*
- 7. Timber harvesting (including felling trees, removing logs from woods and wood chipping) operated from 7:00 a.m. to 7:00 p.m., Monday through Saturday, and from 9:00 a.m. to 4:00 p.m. on Sunday.*
- 8. Noises created by construction and temporary maintenance activities between 7:00 a.m. and 7:00 p.m., Monday through Saturday, and from 9:00 a.m. to 4:00 p.m. on Sunday.*

*9. Emergency construction or repair work by public utilities. Municipal or public works projects and school-sanctioned sporting events.*

*10. The use of gas-powered generators or tree removal equipment immediately following severe weather events due to damage or outages.*

*11. Any noise associated with a properly permitted event.*



## **Town of Raymond, Maine Good Neighbor Guidelines**

Welcome Home to Raymond, Maine! Our goal is to have everyone in our town, all guests and residents included, enjoy our beautiful and peaceful community. Treat the neighborhood with respect and be courteous to all who live and play here, including neighbors and wildlife.

- Please don't trespass on private property. Be aware of property lines, ask the owner or abutting neighbor if you have questions or concerns. Many lake-side neighborhoods are densely populated, and it is important to be aware of boundaries, both physical and social.
- The speed limit on all roads is posted and awareness of said speed limit is especially important on private roads. Speed limits are to keep our neighborhoods safe, prevent damage to our roads, and keep dust down (which is a pollutant to our lakes and an irritant to humans). Please observe all posted speed limits and drive carefully.
- Keep noise to a minimum, from 10pm to 7am. Most people visit Maine or live here for the quiet relaxation it affords. Loud radios, rowdy behavior and offensive language are not appreciated (or tolerated) by your neighbors, especially if they have young children, or need to get up early to go to work.
- Maine State law requires that fireworks cannot be set off after 10 pm, with the exception of the 4<sup>th</sup> of July and New Year's. Please consider the impact on neighbors, their pets, and wildlife.
- Maine boating laws include proper operation of watercrafts, the use of personal floatation equipment, personal watercraft (jet skis), speed limits, and the prohibition of operating under the influence. Please follow these laws. <https://www.maine.gov/ifw/docs/maine-boating-laws.pdf>
- Camp or bonfires are allowed only with a Town of Raymond permit and property owner permission. If the property owner has not secured a permit, fires are not allowed.

**While you're a guest in our wonderful town, make your stay pleasant and memorable. Please review the important information below.**

### **I. Help Protect our Lakes**

The lakes in our community are clean and beautiful, and like all bodies of water, they are sensitive. Your actions impact water quality. We all take responsibility in keeping our lakes clean and pure.

- Under Maine State law, no one can intentionally introduce foreign substances (including soap and shampoo) into our waters without a permit. Please use phosphate-free soaps for laundry and dishwashing, and do not bathe or wash hair in the lake. Phosphorus is the nutrient that most influences the growth of algae in lakes.
- Do not introduce foreign vegetation into our waters. Keep all watercrafts clean, before during and after your stay, including flushing the motor's impeller.
- Do not remove vegetation in the lake or along the shoreline. Plants help filter out pollution and prevent erosion.

- Do not remove rocks from the shore. Stones and rocks that are either naturally or deliberately placed at the lakeside are keeping earth from getting into the lake. Do not allow youngsters to pick them up or throw them into the water.
- By Maine law, all boats must keep at, or under headway speed within 200 feet of shore.
- Excessive wakes near shore lead to rapid erosion problems, especially in the spring and fall when water levels are high. Please keep wakes to a minimum within 250 feet of shore.
- Please ensure that all watercraft, floatation devices and toys are secured onshore or to your dock. Free-floating objects pose a real danger to boaters, children tubing, water-skiers and swimmers.
- If you intend to fish while you're visiting, you must obtain a license. Please ensure you acquire the proper permit from the Maine Department of Inland Fisheries and Wildlife.  
<https://www.maine.gov/ifw/>

## **II. Rental Property Occupancy**

The rental property owner will provide the maximum number of occupants permitted to stay on the property. Compliance with occupancy rules is non-negotiable and will assure that you and your neighbors both enjoy your time at the property. Large gatherings that involve an assemblage of vehicles or persons in excess of the maximum allowable number of short-term guests is prohibited for short-term rental guests.

## **III. Keep the Septic System Safe**

Septic systems are not sewers; the waste that goes into them stays on the premises. Please do not flush anything that is not entirely and rapidly biodegradable. Disposable diapers and personal cleanliness wipes are not flushable. If you are not sure whether or not something is really biodegradable, don't flush it! Please use your bathroom, you might be in the woods, but exposing yourself while urinating is not welcomed by your neighbors and could potentially damage the lake. Cooking grease is especially bad for septic systems. It rises to the top of the tank and clogs the intake baffle as it hardens. Fact: it can take as long as 30 years to biodegrade. Carefully place cooled cooking grease in a container and dispose of it in the trash.

## **IV. Secure Your Trash**

Follow all guidelines set forth by the property owner. Trash bags must be tied securely and placed in provided trash receptacles. Please make sure lids of containers are secured tightly or strapped with a bungee cord to keep out animals. Never leave bags of trash out in the open, day or night.

## **V. Know Where to Park**

The owner of your rental property should provide information detailing how many vehicles are allowed on the property, and where to park. Please be mindful of where you park; do not block driveways, fire hydrants, or the road itself. Many camp driveways are shared, with longstanding agreements between neighbors about how and where to park. Please respect the parking assigned to you.

## **VI. Control all Pets**

Maine has a leash law. If your rental property allows pets, please keep your pet on the property and under your direct voice control or on a lead at all times if your pet is not controlled by voice command. Do not let pets run loose at any time. When you clean up after your pet, bag and discard the waste in the trash; pet waste can carry harmful bacteria and should not be left anywhere on the property aside from in a bag within a trash receptacle. Be considerate of your neighbors, as well as your pets regarding noise (i.e. barking). Do not leave your pet alone indoors or out, where they may bark, whine, or cry for you.

## **VII. Wildlife Protection**

Be considerate of our wildlife. Their habitat is precious to all of us. Keep their surroundings, safe, clean, and peaceful. Do not agitate the lakefront unnecessarily where all animals, especially waterfowl and turtles may be nesting. In particular, the Common Loons are protected from pursuit, harassment and capture by federal law. While it may be tempting to get close to these majestic birds, human disturbance is one of the greatest threats to Loons' breeding success. As with all wildlife, you may enjoy from a distance.

## **VIII Noise and Nuisance**

Raymond has a Noise and Nuisance Ordinance. It requires that you respect quiet hours from 10pm

to 7am. During Quiet Hours, please remember to keep music, speech and animals quiet. A good rule of thumb is, if you can hear anything louder than a normal speaking voice at the property line, even intermittently, you are probably in violation and upsetting your neighbors.

Raymond Short-term Rentals are governed by Ordinance. Owners are fined or may lose their ability to rent their property completely if these rules are not followed by their guests. It is the responsibility of the owner(s) and guest(s) to ensure peace and order while enjoying your stay. Disruption of the peace and tranquility of neighbors, disturbing wildlife and destruction of property and lake ecosystems are a few violations that put the owner's license at risk.



**Town of Raymond**  
**2022 Short-Term Rental (STR) Registration**  
**Application for Annual License**

Please check one:

This is a \_\_\_\_ NEW STR Registration.

This is an \_\_\_\_ STR Renewal.

**PROPERTY INFORMATION**

\_\_\_\_\_  
PROPERTY ADDRESS

\_\_\_\_\_  
TAX MAP AND LOT

\_\_\_\_\_  
DWELLING TYPE (Please describe the dwelling. For example: a two-story, four season, seven room farmhouse)

\_\_\_\_\_  
PROPERTY OWNER NAME

\_\_\_\_\_  
PROPERTY OWNER MAILING ADDRESS

\_\_\_\_\_  
PROPERTY OWNER PHONE AND EMAIL

**EMERGENCY CONTACT**

The dwelling unit's owner must provide an Emergency Contact who is able to respond within three hours (24 hours per day) to complaints regarding the condition, safety or operation of the short-term rental or the conduct of guests and must be able to take such remedial action on behalf of the owner, or as otherwise allowed by law, to resolve such complaints.

**PROVIDE NAME AND CONTACT INFORMATION FOR EMERGENCY CONTACT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

## **CODE AND ORDINANCE COMPLIANCE**

### **PROPERTY COMPLIANCE**

Is this property in a protected zone?

Does it have lake or river frontage?

**SEPTIC SYSTEM TYPE** Private: \_\_\_\_\_ Public Sewer: \_\_\_\_\_

Number of bedrooms private septic system is designed to accommodate: \_\_\_\_\_

Provide date when the private system was last pumped out. \_\_\_\_\_

**PLEASE NOTE:** The recommended pumping schedule for normal use of a septic system is every three years.

### **REQUESTED OCCUPANCY**

Number of permitted bedrooms \_\_\_\_\_ x 2 occupants/bedroom = Total Occupancy Rating or \_\_\_\_\_ persons.

**PLEASE NOTE:** Maximum number of occupants shall not exceed septic system's designed load. For this calculation, every two occupants will be equivalent to one bedroom.

### **FIRE SAFETY**

Indicate number of each in the STR property: Please refer to Ordinance for number and placement requirements. A drawing of each floor and approximate locations of each smoke alarm, carbon monoxide detector and fire extinguisher may be submitted on the back of this document or a separate map may be attached.

Smoke Alarms \_\_\_\_\_ Carbon Monoxide Detectors \_\_\_\_\_ Fire Extinguishers \_\_\_\_\_

### **WATER TESTING**

Provide date when the drinking water of the STR property was last tested. \_\_\_\_\_

**PLEASE NOTE:** The State of Maine requires the landlord or building manager of a dwelling that is rented for human habitation and for which the water supply is a residential private drinking water well shall obtain a water test every 3 to 5 years.

### **PARKING**

Number of parking spaces available on site.

**PLEASE NOTE:** All parking must be on the property. Please refer to the Short-term Rental Ordinance for further information on parking requirements and restrictions. A drawing showing parking spaces and approximate location may be submitted on the back of this document, or a separate map may be attached.

### **SIGNAGE**

If applicable, what size is your sign?

**PLEASE NOTE:** Check Short-term Rental Ordinance for sign requirements prior to having a sign made.



### **Short-term Rental Owner's Acknowledgement of Responsibilities**

As the owner of the Short-term Rental property, I acknowledge that I am responsible for the following,

1. I shall not operate without a current license.
2. I shall not advertise without a current license.
3. I shall submit my renewal for a license in November for the following calendar year. Licenses for the following year will be issued in December to leave time to advertise for the following calendar year.
4. If my property is waterfront or in a protected area, I shall not advertise to or accept or accommodate any tenant with pets, nor shall I accept or accommodate any tenant with a motorized boat or watercraft not licensed in the state of Maine.
5. I shall inform the town of any changes in Ownership of the property or any transfers of ownership outside of accepted transfers as outlined in the Short-term Rental Ordinance, under my current license. Any change of ownership shall require renewal and reinspection.
6. I shall maintain accurate rental records and submit them to the town upon request.
7. I shall post visible notice of the license, occupancy limits, local contact numbers as well as contact information for Police, Fire, Local Hospital and Rescue.
8. I shall ensure that there is weekly trash pick-up at the property
9. I shall post a readable copy of the Good Neighbor Guidelines at the property and ensure that the tenants are aware that infractions of those guidelines may be reported and have a direct impact on my ability to operate a Short-term Rental at the property.
10. I am responsible for ensuring all information shared with the town is accurate and complete, and that I provide a safe operation that does not have a deleterious effect on neighbors, wildlife or the environment in which I operate.

*The signature below certifies that I am a legal owner of the property listed above and the information provided on this application is in all respects true and accurate to the best of my knowledge and belief.*

*I certify that I have not engaged in any transfers, or been transferees in any transfers, that are not Permitted Transfers, per section D2 Non-transferability of Town of Raymond STR Ordinance.*

*I agree that I have reviewed the Town of Raymond Short-Term Rental Ordinance and the Property Owner Acknowledgement of Responsibilities above. I understand the described regulations and agree to abide by them. I have also reviewed the Good Neighbor Guide and will post this in my STR property for my guests.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Commission to Increase Housing Opportunities in Maine by Studying Land Use  
Regulations and Short-term Rentals  
Draft recommendations  
October 31, 2022**

**Recommendation #1. Establish a statewide registry of residential short-term rentals (9 in favor; 2 opposed).**

A majority of the commission recommends requiring owners of residential short-term rentals (STRs) to register with the State of Maine. The commission further recommends that the State maintain and control access to the information. Commissioner Erin Cooperrider, an experienced housing developer, noted, “all housing policies are based on data.” The commission believes the State needs to gather data to adequately assess the impact STRs have on the availability of affordable housing.

“Short-term rental” is not currently defined in State law. However, roughly 10 municipalities, mostly southern coastal communities, in the State have adopted ordinances regulating STRs. Generally, a “short-term rental” is defined as a rental of a residential home or accessory dwelling unit for a short period of time.

*Commissioner Clancy’s suggestion:*

*The commission recommends that owners be required to submit the following information to the State registry on an annual basis: the address of the STR, the name of the owner of the STR or agent for emergency contact purposes; whether the STR is owner-occupied or non-owner-occupied; the number of rentals; the total number of rental nights; whether the STR is the entire home or a portion of the residence; and whether the STR is seasonal or year-round.*

Nationwide, at least one state currently requires registration of STRs - Massachusetts. In 2019, Massachusetts enacted Acts of 2018, Chapter 337, which requires all STR properties to be registered with the state’s Executive Office of Housing and Economic Development, and directs that agency to oversee and implement the regulations for the statewide registry.

At least, two states require licensure of STRs. Florida requires a “transient public lodging establishment” which is rented to guests more than 3 times in a calendar year for periods of less than 30 days or one calendar month, or which is advertised or held out to the public as a place regularly rented to guests, to obtain a license. Wisconsin requires any person who maintains, manages or operates an STR for more than 10 nights each year to obtain a license.

**Recommendation #2. Redirect a portion of “lodging tax” revenue to the municipality where STRs are located (unanimous).**

**OR**

**Redirect a portion of “lodging tax” revenue to the municipalities where the STRs are located if the municipality is administering an STR ordinance**

The commission unanimously supports redirecting a portion of lodging tax revenue to municipalities.

*Commissioner Clancy recommends that:*

*50% of the lodging sales tax paid for STRs in that municipality go directly to a STR affordable housing fund out of which that amount will be provided to that municipality for those purposes as defined. To qualify, the STR must include provisions dealing with (i) allowable number of STRs overall in the municipality and/or in specific areas, if limited and (ii) health, safety and peaceable enjoyment matters, including but not limited to parking, noise, trash, water/sewer/septic requirements and the number of occupants allowed.*

The Maine Sales and Use Tax Law imposes a tax on “rental of living quarters in any hotel, rooming house, tourist or trailer camp” including casual rentals. This sales tax is commonly known as a “lodging tax.” Every person who owns, manages or operates, in the regular course of business or on a casual basis, a hotel, rooming house, tourist or trailer camp or who collects or receives rental payments on behalf of the owner, manager or operator, must register for and collect Maine sales tax on the rentals. A property does not have to be advertised or held out to the public at large in order for rentals of the property to be taxable. Currently, the lodging tax rate is 9%.

The application of the sales tax on STRs dates back to 1959. Prior to 2005, casual sales were not subject to the sales tax. “Casual sale” is defined in Title 36, section 1752, subsection 1-D of the Maine Revised Statutes; generally, “casual sale” means rentals which are not in the regular course of business. However, a provision in the General Fund Biennial Budget Bill in 2005 (Public Law 2005, c. 12) provides that a sales tax must be levied upon all casual rentals of living quarters in a hotel, rooming house or tourist or trailer camp with the exception of rental of living quarters when that rental is for fewer than 15 days each calendar year.

The law was further amended (Public Law 2005, c. 218) to provide that a person who owns property and offers for rental more than one property in the State during the calendar year is liable for collecting tax with respect to the rental of each unit regardless of the number of days for which it is rented.

In 2018, the law (Public Law 2017, c. 375) expanded the provision for sellers required to register to collect and report sales taxes to include online real property rental platforms. The law defines “room remarketer” and “transient rental platform.” Regardless of the number of days for which it is rented, if it is a “room remarketer” (e.g. Expedia) or “transient rental platform” (e.g. VRBO or Airbnb), they must collect the sales tax.<sup>1</sup>

**Recommendation #3. Create a category in State law for property tax assessment purposes (unanimous).**

The commission recommends creating a use category that shifts the assessment of properties used as STRs, whole or in part, into a commercial category to reduce the impact on residential assessments. The commission finds that it is important to create a distinction between owner-

<sup>1</sup> <https://legislature.maine.gov/doc/9114>

occupied rental units and non-owner-occupied rental units. Commissioner Rebecca Graham, representing the Maine Municipal Association, noted, “this removes the investment use of property in a residential setting from driving your grandmother, who lives in the same neighborhood, from her home because of disproportionate tax assessment.”

**Recommendation #4. Support certain policy action proposals put forth in GrowSmart Maine’s Policy Action 2023 plan (unanimous).**

Commissioner Nancy Smith, executive director of GrowSmart Maine, brought to the commission’s attention GrowSmart Maine’s Policy Action 2023 plan<sup>2</sup>, which outlines eight policy actions – many of them relating to housing. The Policy Action 2023 plan was presented at GrowSmart Maine’s Summit on October 13, 2022. The commission explicitly endorses the following policy actions.

A. Policy Action #1: Increase coordination and collaboration between local, regional, state and tribal government to support development in the right places. More specifically, update the point system used to allocate state funding for infrastructure to ensure it addresses smart growth principles, aligns with climate action plans, and responds to the economic development plan and housing priorities.

In addition, the commission recommends updating the point system used to allocate state funding for infrastructure, particularly housing infrastructure, to reward housing development projects that incorporate apprenticeship programs and provide baseline wages, minimum health and safety standards for workers.

B. Policy Action #2: Consider amendments to the Growth Management Law to create a more flexible and effective framework for all communities.

In particular, improve on the “designated growth area” concept and provide a more relatable framework that aligns better with the kinds of places we have in Maine, including, but not limited to, crossroads, villages, downtowns, neighborhoods, high-impact corridors, rural farmsteads and working waterfronts.

In addition, the commission recommends strengthening legislative oversight of the Growth Management Program and, more specifically, legislative review of the point system provisions in the Growth Management Act.

The Growth Management Act (the Act) in Title 30-A, chapter 187 of the Maine Revised Statutes, was established in 1988 to set out a broad strategy to promote the State’s overall economic well-being through orderly growth and development and the protection of its natural and cultural resources. The Act created a framework for local land use planning to make efficient use of public services and protect the State’s rural character by preventing development sprawl.

---

<sup>2</sup> <https://legislature.maine.gov/doc/9175>



In 1995, administration of the Act was moved from the Department of Economic and Community Development to the State Planning Office (the Office). The focus of the Office was on reducing sprawling development by helping towns and regional organizations integrate Smart Growth principles into their plans. The Legislature created the Community Preservation Advisory Committee and enacted legislation to coordinate state investments with local growth plans and give grant funding preference to programs and projects that discourage sprawl.<sup>3</sup>

In June 2012, the Office was eliminated and the Department of Agriculture, Conservation and Forestry (DACF) assumed the Office's responsibilities relating to the Act.

One of the key elements of the Act is a growth management program, which must include a comprehensive plan. Many municipalities undertake the adoption and implementation of a comprehensive plan, which includes an inventory and analysis section addressing state goals listed in Title 30-A, section 4326, subsection 1. The analysis must include 10-year projections of local and regional growth in population and residential, commercial and industrial activity; the projected need for public facilities; and the vulnerability of and potential impacts on natural resources.

The comprehensive plan must include:

- a policy development section that relates the findings in the inventory and analysis section to the state goals;
- an implementation strategy section with a timetable for the implementation program, including land use ordinances. The guidelines for policy development and implementation must include identifying and designating geographic areas in a municipality or multi-municipal region as growth areas and rural areas;
- a regional coordination program developed with other municipalities or multi-municipal regions to manage shared resources and facilities, such as rivers, aquifers, transportation facilities; and
- an implementation program.

A municipality or multi-municipal region that is in a coastal area may also include in its comprehensive plan projections regarding changes in sea level and potential effects of the rise in sea level on buildings, transportation infrastructure sewage treatment facilities and other relevant municipal, multi-municipal or privately held infrastructure or property and may develop a coordinate plan for addressing the effects of the rise in sea level.

The growth management program specifies that the State, with some exceptions, can only make growth-related capital investments in a local designated growth area as identified in a comprehensive plan that is certified by DACF as consistent with the procedures, goals and guidelines of the growth management program.

Additionally, preference for other state grants and investments in programs is governed as follows.

---

<sup>3</sup> [https://digitalmaine.com/cgi/viewcontent.cgi?article=1057&context=spo\\_docs](https://digitalmaine.com/cgi/viewcontent.cgi?article=1057&context=spo_docs)

When awarding a grant or making a discretionary investment, a state agency shall respect the primary purpose of its grant or investment program and, to the extent feasible, give preference to:

- First, a municipality that has received a certificate of consistency for its growth management program;
- Second, to a municipality that has adopted a comprehensive plan that the former State Planning Office or DACF has determined is consistent with the procedures, goals and guidelines of the growth management program laws and has adopted zoning ordinance that the former State Planning Office or DACF has determined are consistent with the comprehensive plan; and
- Third, to a municipality that has adopted a comprehensive plan that the former State Planning Office or DACF has determined is consistent with the procedures, goals and guidelines of the growth management laws.

These above criteria apply to the following, or when the State agency undertakes its own capital investment programs other than for projects identified in section 4301, subsection 5-B:

- Programs that assist in the acquisition of land for conservation, natural resource protection, open space or recreational facilities under Title 5, chapter 353; and
- Programs intended to accommodate or encourage additional growth and development, improve expand or construction public facilities or acquire land for conservation or management of specific economic and natural resource concerns.

C. Policy Action #5: Strengthen the State Historic Tax Rehabilitation Credit (HRTC) to fully realize benefits throughout Maine. More specifically, secure existing programs by increasing the qualifying rehabilitation expense for the 25% small project credit to a maximum of \$750,000 and working with the existing 5-to-10% affordable housing booster.

Increase access to preservation funds by allowing historic homes, barns and non-income-producing buildings to access tax credits for historic rehabilitation to support goals around developing quality of place and community revitalization. Making the credit available for Maine's stock of historic houses supports the goal of increasing affordable housing and decreasing pressure on Maine's housing market. The program includes a 5% booster for low-income applicants (120% area median income (AMI) for homeownership and 80% AMI for rental), reuse of vacant property and/or inclusion of affordable rental units.

HRTC<sup>4</sup>, authorized by Title 36 section 5219-BB in the Maine Revised Statutes, is a tax expenditure program that provides a refundable income tax credit to taxpayers who rehabilitate certain income-producing historic properties in Maine. The credit was enacted in 2008 and was made retroactively available to taxpayers with qualified rehabilitation expenditures determined to meet program standards after January 1, 2008.

The commission unanimously support these two specific policy action items mentioned above.

---

<sup>4</sup> <https://legislature.maine.gov/doc/7498>

D. Policy Action #6: Update subdivision regulations to encourage development in the right places. For projects located within designated growth areas and/or public water or sewer, exempt the creation of new units from subdivision review, relying on the local site planning process for those projects.

The commission further recommends more baseline funding for regional planning agencies.

E. Policy Action #7: Explore policies to incentivize development in downtowns and villages, while reducing sprawl.

In addition, the commission recommends implementing policies to incentivize housing development projects that may incorporate apprenticeship programs and provide baseline wages, minimum health and safety standards for workers.

F. Policy Action #8: Move toward carbon neutral building to advance state climate goals.

In particular, the housing commission supports adoption of the 2024 Maine Uniform Building and Energy Code (MUBEC) which addresses carbon pollution.

The Maine Uniform Building and Energy Code, known as MUBEC, is a standard of codes adopted by the Technical Building Codes and Standards Board, known as the board, located in the Department of Public Safety, Office of the State Fire Marshal. There also exists the Maine Uniform Building Code, which is the portion of MUBEC that does not contain energy code requirements, and the Maine Uniform Energy Code, which is the portion of MUBEC that contains only energy codes. MUBEC must be enforced in a municipality with a population of 4,000 residents or more. A municipality of up to 4,000 residents may not enforce a building code other than the Maine Uniform Building Code, the Maine Uniform Energy Code or MUBEC.

**Recommendation #5. Create a State rental assistance program that replaces the federally funded Emergency Rental Assistance Program, which is currently on hiatus (unanimous).**

The commission recommends the creation of a State rental assistance program that replaces the paused Emergency Rental Assistance Program (ERAP) at MaineHousing. ERAP, which was federally funded by COVID-19 relief funds, has been paused for new and subsequent applications as of September 29, 2022. Maine's ERAP, which is managed by MaineHousing, provides rental and utility relief payments to help eligible renters. Maine's Community Action Agencies review applications, check eligibility and process payments for eligible expenses on behalf of households.

The commission is concerned that the federal assistance available for tenants and landlords to keep tenants housed has stalled at a time when the cost of rent is increasing dramatically in Maine and across the nation. According to MaineHousing, rental prices increased during the pandemic and continue to do so. The same is true for median home prices. Availability of affordable rental (and owned) units are declining as are vacancy rates. Tight inventories are

increasing prices and the cost burden for tenants. More Mainers will be cost burdened unless the cost and supply of housing can be addressed.<sup>5</sup>

**Recommendation #6. Prohibit discrimination against housing choice voucher recipients (unanimous).**

The commission believes that discrimination against housing choice voucher (also known as Section 8 voucher) recipients is unacceptable and recommends that the Legislature examine whether the Maine Human Rights Act (MHRA) can be strengthened in this regard.

The Maine Human Rights Act, Title 5, Part 12, Chapter 337 of the Maine Revised Statutes<sup>6</sup>, prohibits unlawful housing discrimination for receipt of public assistance. The law says it is unlawful housing discrimination “for any person furnishing rental premises or public accommodations to refuse to rent or impose different terms of tenancy to any individual who is a recipient of federal, state or local public assistance, including medical assistance and housing subsidies, primarily because of the individual’s status as a recipient.”

Commission member Katherine McGovern, who is an attorney with Pine Tree legal Assistance, specified that while this is State law, the Law Court has issued a decision in *Dussault v. RRE Coach Lantern Holdings, LLC* that weakens this statute.<sup>7</sup> Pine Tree Legal Assistance is a nonprofit organization which represents low-income residents in civil legal matters, including representing tenants in a range of rental housing matters.

During the First Regular Session of the 130<sup>th</sup> Legislature, LD 1180, An Act To Prohibit Discrimination in Housing Based on a Person’s Participation in a Rental Assistance Program, was considered by the Joint Standing Committee on Judiciary. According to public testimony on LD 1180 provided by Amy Sneirson, Executive Director of the Maine Human Rights Commission:

“The Law Court held that the MHRA offered limited protection based on PA [public assistance] receipt because it was only listed in a section related to terms and conditions of tenancy, which was narrower than the MHRA’s broader prohibitions of housing discrimination for other protected bases. The Law Court found that Coach Lantern had no issue with Ms. Dussault’s status as a PA recipient, and that it was willing to rent to her so long as it could do so without doing anything additional required by Section 8. The Law Court focused on the voluntary nature of participation in the Section 8 program, and declined to find that the MHRA could require a housing provider to participate if it did not do so voluntarily”

The housing choice voucher program is the federal government’s principal program for assisting very low-income families, the elderly and the disabled to afford decent, safe and sanitary housing in the private market. Participants are free to choose any housing that meets the requirements of the program and are not limited to units located in subsidized housing projects.

---

<sup>5</sup> <https://legislature.maine.gov/doc/8866>

<sup>6</sup> <https://legislature.maine.gov/legis/statutes/5/title5ch337sec0.html>

<sup>7</sup> <https://law.justia.com/cases/maine/supreme-court/2014/2014-me-8.html>.

According to MaineHousing, 14,389 Housing Choice Vouchers are assigned by the federal U.S. Department of Housing and Urban Development (HUD) to Maine. Housing Choice Vouchers are administered locally by public housing agencies (PHAs) in individual communities. In towns where there is no PHA, MaineHousing serves as that community's PHA. Currently, MaineHousing administers approximately one-third of the State's total vouchers.<sup>8</sup>

A perennial concern by lawmakers and advocates is that vouchers are going unused, despite the fact that there are waiting lists for vouchers. Because the State does not receive adequate funding from HUD to pay for every voucher and Maine's rents are relatively high, fewer vouchers can be covered with available funding, leaving a portion of the Maine's vouchers unassigned.

**Recommendation #7. Examine the feasibility of providing tenants with the right of first refusal to purchase a property when the tenant's landlord sells the building or mobile home park in which the tenant resides (unanimous).**

The commission recommends that the Legislature examine the feasibility of giving tenants the right of first refusal in cases where a landlord puts a tenant-occupied building or mobile home park on the market for sale. Representative Joshua Morris, who is a commissioner member, qualified his support for this proposal pending details of any potential legislation.

**Recommendation #8. Examine limiting application fees for prospective tenants who are applying for housing (unanimous).**

The commission recommends that the Legislature examine placing a cap on the amount of application fees paid by prospective tenants who are applying for rental units. Commissioner McGovern noted that the housing market is so competitive that people looking for a rental unit are having to apply for a large number of rentals. As a result, prospective tenants have to submit application fees to multiple landlords not knowing if they are being seriously considered as a tenant. There is no limitation outside the City of Portland on tenant application fees. The City of Portland adopted a local ordinance that caps rental application fees at \$30 or the actual cost of the screening process, whichever is lower.

Representative Amy Roeder, who is House Chair of the commission, also noted that the City of Bangor is considering placing a limit on application fees for prospective tenants. Representative Roeder shared a story about a person in the Bangor area who spent approximately \$1,000 in rental unit application fees because the City of Bangor has very few rental unit vacancies.

Commissioner Lado Ladoka, representing Democracy Maine, commented that he has seen excessive charges for application fees especially in a tight rental market; in many cases, the prospective tenant is not given the opportunity to view the rental unit. Commissioner Ladoka understands the necessity for some fees since many landlords use software or third-party services to screen prospective tenants. He proposed that the tenant should pay the application fee at the

---

<sup>8</sup> <https://legislature.maine.gov/doc/9118>



time the landlord offers tenancy. Commissioner Ladoka noted that tenants have limited resources, but landlords need the fees to be able to outsource the service.

**Recommendation #9. Examine State law governing no-cause evictions (unanimous).**

The commission recommends that the Legislature examine State law regarding no-cause convictions. The commission heard anecdotes from Commissioner McGovern, who is an attorney with Pine Tree Legal Assistance, and members of the public that no-cause convictions can be problematic. Commissioner McGovern indicated that she has seen long-term residents evicted for seemingly no reason.

**Recommendation #10. Prohibit a landlord from requiring that a tenant's motor vehicle be registered as a condition of the lease or tenancy at will agreement for a dwelling unit (unanimous).**

The commission recommends that the Legislature prohibit a landlord from requiring that a tenant's motor vehicle be registered as a condition of the lease or tenancy at will agreement. The commission finds that requiring a tenant to have their motor vehicle registered as a condition of a rental agreement is discriminatory and disproportionately impacts low-income tenants. The commission believes that agents of the State, not landlords, are the enforcers of motor vehicle registration requirements.

**Recommendation #11. Redirect more of the the real estate transfer tax (TBD) toward a State emergency rental assistance program.**

The commission recommends that a portion of the real estate transfer tax be used for a State emergency rental assistance program.

Pursuant to Title 36, chapter 711-A of the Maine Revised Statutes, a tax is imposed on each deed transferring title to real property in Maine and on the transfer of any controlling interest in an entity with a fee interest in real property in Maine, at the rate of \$2.20 for each \$500 or fractional part of the value of the real property. There are certain exemptions.<sup>9</sup>

Of the total tax, 50% is imposed on the grantor (seller) and 50% is imposed on the grantee (purchaser). Currently, 90% of the tax collected during the previous month is forwarded by each county Registrar of Deeds to the State Tax Assessor. The remaining 10% is retained by the county and accounted for as reimbursement for services rendered in collecting the tax. Except as otherwise provided by law, 90% of revenue that is forwarded to the State from revenue attributable to transfers by deed (except for foreclosure deeds) is distributed as follows:

A. 50% is credited to the Maine State Housing Authority's Housing Opportunities for Maine (HOME) Fund established by 30-A M.R.S.A. §4853 as Other Special Revenue Funds, and

---

<sup>9</sup> <https://legislature.maine.gov/doc/8031>

B. Beginning in fiscal year 2012, 50% is credited to Maine State Housing Authority's Maine Energy, Housing and Economic Recovery Fund established by 30-A M.R.S.A. §4863 as Other Special Revenue Funds for the repayment of certain bond obligations. Once the amount credited to the Maine Energy, Housing and Economic Recovery Fund equals the amount certified by Maine State Housing Authority for bond obligations, the remainder is credited to the General Fund.

In addition, real estate transfer taxes are imposed on a portion of the proceeds from the purchase and sale of foreclosure properties and 100% of the tax on the purchase and sale of foreclosure properties is dedicated to the Department of Professional and Financial Regulation, Bureau of Consumer Credit Protection to fund its statewide outreach and housing counseling services.

During the 130<sup>th</sup> Legislature, LD 418, An Act To Create a Graduated Real Estate Transfer Tax, was considered by the Taxation Committee. LD 418 proposed to decrease the rate of the real estate transfer tax on the first \$150,000 of value of a primary residence to \$1.50 for each \$500 or fractional part of \$500 of the value and increase the tax rate on the value of a primary residence exceeding \$150,000 and on all other property to \$2.50 for each \$500 or fractional part of \$500 of the value. A majority of the Taxation Committee voted "ought not to pass" and a minority voted "ought to pass as amended." The amendment proposed to increase the rate of the real estate transfer tax for the buyer and seller to \$2.70 per \$500 or the fractional part of \$500 of that portion of the value of the property transferred that exceeds \$1,000,000. The minority report was passed to be enacted, but was vetoed by the Governor. The veto was sustained by the Legislature.

**Recommendation #12. Examine whether a portion of public lands ought to be set aside for affordable housing development (TBD).**

The commission recommends that the State examine whether a portion of public lands ought to be set aside for affordable housing. At the first commission meeting, Laura Mitchell, executive director of the Maine Affordable Housing Commission, pointed out that it may be time for the State to "reimagine land use" and to rethink the meaning of what is "highest and best use" of Maine's land, including, but not limited to, consideration of a new version of a statewide "Land for Maine's Future" program with land being assigned for affordable housing development.

**Recommendation #13. Create a comprehensive permitting process to enable housing proposals containing a certain proportion of affordable housing units to be considered by municipalities in a manner that consolidates review and local permitting within one local agency and enables review to be processed in an expedited manner (TBD).**

The housing commission recommends that the Legislature create a comprehensive permitting process to enable housing proposals containing a certain proportion of affordable housing units to be considered by municipalities in a manner that consolidates review and local permitting within one local agency and enables review to be processed in an expedited manner. The housing commission believes this could simplify and streamline local processes without affecting local control.

A legislatively created state housing oversight board (the Housing Board) could further assist worthwhile proposals on moving forward expeditiously without affecting local control if structured as follows:

1. Local decisions IN FAVOR of qualifying housing proposals could ONLY be appealed by abutters or other opponents by first appealing to the Housing Board, which would hear the matter and agree or disagree with the local decision. If it disagreed, the petitioner opposing the housing could then contest the proposal in state court on existing terms. If the state concurred in the local approval, the petitioner would be required to post a bond to appeal the local, Housing Board - supported decision in state court. This bond would be intended to secure the payment of costs if the court finds the harm to the proponent of the proposal or to the public interest occasioned by the delays caused by the litigation merits payment based on the lack of merit to the appeal.

2. Local decisions AGAINST qualifying housing proposals could not be appealed to the Housing Board but the Housing Board would be informed of them. It would review the decision, consult with the locality and the proponent as appropriate and offer any suggestions as to ways to resolve the disagreement between the locality and the proponent. To assist it in this work, it would draw on technical advisors to the board with deep experience in local permitting and affordable housing creation. Its suggestions would be ADVISORY only and not in any way binding on local officials.

A Housing Board structured in this manner could lessen the delays occasioned by opponents when there is local approval - and engage the state in being a resource to municipalities and developers where disputes over affordable housing proposals can potentially be resolved in a positive manner consistent with local concerns. Particularly as this board had extensive experience with disputed proposals, it could potentially become more useful in education opponents and assisting localities and developers in getting to yes.

**Recommendation #14. Recommend that the Legislature pass a housing infrastructure bond measure that would go to the voters for approval (TBD).**

The commission recommends that the Legislature pass a housing infrastructure bond measure to incentivize municipalities and developers to work to build new housing. If passed, a bond proposal would require the approval of Maine voters.

The commission believes that housing infrastructure is vital for the growth of Maine businesses, workforce and economy as a whole. Maine cannot thrive without critical housing infrastructure. Housing is vital to people from all walks of life.

**Recommendation #15. Require notification at least 2 years prior to the expiration of federally- or State-financed affordable housing mortgages so that affordable housing advocates and organizations can start the process of preserving these properties (TBD).**

The commission recommends, at a minimum, that federally-and State-financed affordable housing properties get surfaced at least two years prior to the expiration of those affordability

covenants so that advocates and organizations focused on preserving affordable housing have time to begin the work to preserve them.

Deb Keller, executive director of Bath Housing, spoke about preservation of existing affordable housing in her presentation to the commission on October 17, 2022. In addition, Commissioner Ladoka and Commissioner John Egan, senior program officer at the Genesis Fund, both spoke about the importance of preserving affordable housing – particularly units in the U.S. Department of Agriculture (USDA) rural rental housing loans program, also known as the Section 515 program. The Rural Housing Service (RHS) is part of Rural Development (RD) at USDA. It operates a broad range of programs that were formerly administered by the Farmers Home Administration to support affordable housing and community development in rural areas. RHS provides direct loans (made and serviced by USDA staff) and also guarantees loans for mortgages extended and serviced by others. Rural renting housing loans (Section 515) are direct, competitive mortgage loans made to provide affordable multifamily rental housing for very low-, low-, and moderate-income families, elderly persons and persons with disabilities.<sup>10</sup>

During the loan period, property owners must retain affordable rents (the greater of basic rent or 30% of the tenant's adjusted income), but once mortgages are paid off, owners have the option to convert the property to other uses including market rate housing.<sup>11</sup> Many of these loans were originally financed with 50-year mortgages and a substantial amount of these mortgages will be expiring soon. Most of these properties are considered small properties with 12 to 40 units at most. Currently, there are considerable efforts to get nonprofit owners to purchase these properties before the mortgages expire so affordable housing advocates can do rehab through the State's affordable housing tax credit and allocation of Community Development Block Grant (CDBG) funds, which are dedicated to preserving rental housing. Approximately, 60% are senior housing with the balance as family housing. There are also two Section 514 rental housing properties: one on-farm specifically for agricultural workers and the other in Milbridge to house workers for the fishing industry. In many communities, this is the only rental housing available. There are about 7,800 units total in Maine that could expire in the next 10 years and that's a little over 320 properties.

---

<sup>10</sup> <https://files.hudexchange.info/resources/documents/Rural-Rental-Housing-Loans-Section-515Summary.pdf>

<sup>11</sup> <https://ced.sog.unc.edu/2018/12/changing-dynamics-of-usda-section-515-program/>