



Town of Raymond
Board of Selectmen ePacket
March 14, 2023
Table of Contents

(Click on item to go to that page)

Agenda 2

Previous Meeting Minutes 4

Business License Application - St Pierre law..... 9

Abatement 10

Agenda



BOARD OF SELECTMEN Agenda

March 14, 2023

5:30pm – Regular Meeting

At Broadcast Studio &
Via Zoom & on YouTube

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

1) Call meeting to order

2) Minutes of previous meetings

- a) January 10, 2023 *NOTE: the February regular meeting was cancelled*

3) Executive Session

- a) Discussion of Code Enforcement with Attorney Pertaining to Ongoing Litigation – pursuant to 1 MRSA §405 (6) (E)
- b) Discussion of Code Enforcement with Attorney Pertaining to a Consent Agreement – pursuant to 1 MRSA §405 (6) (E)
- c) Discussion of Comprehensive Plan Committee Personnel Matter - pursuant to 1 MRSA §405 (6) (A)

4) New Business

- a) Consideration of Business License Application – St Pierre Law, PLLC, Hannah St Pierre, owner
- b) Consideration of Tax Abatement – Curt Lebel, Assessor's Agent
- c) Consideration of Number of Members on Comprehensive Plan Committee – Joe Bruno, Select Board Chair, and Peter Leavitt, Comprehensive Plan Committee Co-Chair
- d) Consideration of Placing Solar Panels on Town Owned Property – Teresa Sadak, Select Board

5) Public Comment

6) Selectman Comment

Selectman's Meeting Agenda (Page 1 of 2) March 14, 2023

7) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- April 11, 2023
- May 9, 2023

b) Upcoming Budget Schedule

- March 14, 2023 after this meeting – Department Head Review #2
- March 21, 2023 at 6:30pm – Joint Workshop
- March 28, 2023 at 6:30pm – Select Board Warrant Review & Recommendations
- April 4, 2023 at 6:30pm – Budget-Finance Committee Recommendations of Budget Articles
- April 11, 2023 at 6:30pm – Select Board Final Warrant approval during regular meeting

c) Upcoming Election Schedule

- June 8, 2023 – Deadline to request absentee ballots
- June 13, 2023 – Municipal and RSU #14 Elections and vote Annual Town Meeting warrant via secret ballot – JSMS Gym, 7am to 8pm

8) Adjournment

Previous Meeting Minutes



BOARD OF SELECTMEN Minutes

January 10, 2023

5:30pm – Regular Meeting

At Broadcast Studio &
Via Zoom & on YouTube

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

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

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager
Curt Lebel – Contract Assessor
Alex Sirois – CEO
Sue Look – Town Clerk

1) **Called meeting to order** at 5:30pm by Chair Bruno

2) **Minutes of previous meetings**

a) December 13, 2022

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

Unanimously approved

3) **New Business**

a) Consideration of Tax Abatement Request(s) – Curt Lebel, Contract Assessor

Tax Year	Map-Lot	Acct	Owner	Tax Abated	Description
2022	004-015-A	175	John Bennett PO Box 308 Manchester MA 01944	\$495.00	Property not developable due to no access, wetlands, and zoning non-conformance.
2022	016-045-C	1431	James & Patricia Ross PO Box 811 Raymond ME 04071	\$1,245.00	Property improvements over graded

Motion to approve abatement for Map-Lot 004-015-A for \$495.00 by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

Selectman's Meeting Minutes (Page 1 of 5) January 10, 2023

Motion to approve abatement for Map-Lot 016-045-C for \$1,245.00 by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

b) Update on 9 Shaker Woods Road – Alex Sirois, CEO

CEO Sirois gave an update on the recent inspection. Mr Marston has made good progress with the junk onsite, there is still more to be done. Fall and Spring is when he does most of the clean-up. The garage has had some repairs and it is now acceptable as a dwelling. It will still take some time. The pictures show a significant improvement. He has done work to the driveway so Public Safety could gain access. There has been no indication of hazardous chemicals. It has been about 2 years of progress thus far. Consensus to encourage to continue progress and continue to monitor the site.

The Board requested an update on 17 Tower Road at the next meeting.

c) Consideration of Raymond IPTV Content Display Policy – Sue Look, Town Clerk

Town of Raymond Policy

RAYMOND IPTV CONTENT DISPLAY POLICY

Adopted January 10, 2023

This policy addresses the display of computer-based multimedia content by authorized IPTV meeting presenters at live broadcast events. Displaying of this content will be allowed using Supported Content Types on the IPTV dedicated laptop or a presenter laptop that conforms to the approved hardware specifications.

Presenters must be authorized by one of the following:

- *Official Raymond Board Chair*
- *Raymond Town Manager*
- *Raymond Town Department Manager*

Responsibilities

- *General public presenting content*
 - *Correctly formatted and supported content type*
 - *Manipulation of content before or during the meeting*
 - *List of website URL's that might be used in the presentation*
 - *Notifying the Communications Director of the presentation and the content type to be displayed. This notification should be at least 4 business days before the presentation.*
 - *Arriving at least 30 minutes before the meeting to test the presentation*

- *Display of content during the presentation*
- *Municipal employee with Windows domain account presenting content*
 - *Signon to raymondmaine.int with their Windows domain account*
 - *Correctly formatted and supported content type*
 - *Manipulation of content before or during the meeting*
 - *List of website URL's that might be used in the presentation*
 - *Notifying the Communications Director of the presentation and the content type to be displayed. This notification should be at least 4 business days before the presentation*
 - *Arriving at least 30 minutes before the meeting to test the presentation*
 - *Display of content during the presentation*
- *IPTV Videographer*
 - *Signing on the iptv.guest account for general public presenters*
 - *Setting the IPTV displays so the content may be tested before the meeting*
 - *Supply the password for the IPTV public WiFi when the presenter uses their own laptop*
- *Communications Director*
 - *Notifying the IPTV Videographer and Tech support of any presentations and content to be displayed at least 2 business days before the presentation*
 - *Test access to the websites that the presenter may try to access*
- *IPTV Tech Support*
 - *Answer questions about supported Content Types and Content Access*

Supported Content Types

The IPTV laptop is Windows 10 based with the listed software installed for display of content. All software and the Windows OS are kept current with service. Content types are supported if they can be displayed by the following software:

- *Microsoft Office 365 Pro including Word, Excel, PowerPoint*
- *LibreOffice including Draw, Writer, Calc and Impress*
- *Internet Browsers including Chrome, Firefox, Edge, Internet Explorer*
- *Multimedia Audio/Video support with VLC media player (check www.videolan.org for supported file types)*
- *Google Earth Pro Desktop*
- *Adobe Acrobat Reader*

Supported Content Access Methods

- IPTV Laptop
 - The IPTV laptop is connected to the Internet and the Intranet. It has USB, USB-C ports allowing for USB attachable media storage devices and an SD card reader. Devices that are natively supported by Windows 10 are supported. No devices that require non-native Windows 10 drivers will be supported.
 - The laptop is equipped with Webroot Endpoint and DNS Protection. This may block some websites so a list of websites to be used in a presentation should be forwarded to the Communications Director with the presentation notification.
- Presenter Supplied Laptop
 - The laptop can access the public WiFi at the IPTV station to display content. The Videographer will supply the password.
 - The laptop must have an external video display port with one of the following interface types and resolutions:
 - USB-C -1080p
 - VGA - 720p
 - HDMI – 1080p
 - mini HDMI – 1080p
 - Display Port – 1080p
 - mini Display Port – 1080p
 - Audio is only supported through the HDMI interface

Adopted this 10th day of January 2023, by the Raymond Select Board:

Joseph Bruno, Chair

Rolf Olsen, Vice Chair

Teresa Sadak

Samuel Gifford

Lawrence Taylor

There have been some instances where presenters have come in at the last minute to a meeting with media that is not compatible. If the policy is adopted by the Select Board, then we do have the option to say no if it is not followed.

Motion to adopt the Raymond IPTV Content Display Policy above by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

d) Update on Early Meeting Time – Sue Look, Town Clerk

After conferring with the Videographers, we can not consistently support meetings that begin earlier than 6:30pm, nor do we have any back-up for the 1 videographer who can occasionally accommodate a meeting beginning prior to 6:30pm. Videographers are expected to arrive 1 hour prior to any meeting start time to get the equipment running and tested prior to the beginning of the meeting. All of our current videographers have other jobs and can not consistently get here in time to get an earlier meeting ready. We have reached out to St Joseph's & RSU #14 and will post an ad on Indeed, if we are able to get more videographers who are able to support earlier start times, we could revisit this change.

4) **Public Comment** – none

5) **Selectman Comment** – none

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

Working on milfoil grant.

Season passes are available for Tassel Top.

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

- February 14, 2023 – consensus to cancel this meeting
- March 14, 2023 (before the Budget-Finance Committee Meeting)

b) **Budget Meeting Changes**

No meetings in February and 4 meetings in March

- Move Feb 28th to Mar 7th
- Move Mar 7th to Mar 14th
- Move Mar 14th to Mar 21st

7) **Adjournment**

Motion to adjourn at 5:50pm by Selectman Sadak. Seconded by Selectman Olsen.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Business License Application - St Pierre Law



Business License Application

OFFICIAL USE

Permit Fee: \$25.00

Application Date: _____

Map-Lot: _____

Zone: _____

Business Name: St. Pierre Law, PLLC
Business Location: 1288 Roosevelt Trail, Raymond, ME 04071
Applicant: Hannah St. Pierre
Mailing Address: PO Box 753, Raymond, ME 04071
City State Zip: _____
Home Telephone: (207) 512-0950 Work Telephone: (207) 613-2955
Email Address: hannah@stpierre.law.me.com
Description of Business: Law office/legal services

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
<u>Hannah St. Pierre</u>	<u>132 McCaslin Rd.</u>	<u>(207) 512-0950</u>
	<u>80 China, ME 04358</u>	
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2

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:

ME Bar License (#12588)

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: Hannah St. Pierre

Abatement

Board of Selectmen – Agenda Item Request Form

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

Requested Meeting Date:	3/14/2023	Request Date:	2/27/2023
Requested By:	Curt Lebel, Assessors Agent		
Address:			
eMail:			
Phone #:			

Category of Business (please check one):

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

Agenda Item Subject:	Consideration of tax abatement
Agenda Item Summary:	Board will be asked to consider tax abatement to be issued. A memo outlining recommended actions shall be included in the agenda packet

Action Requested/ Recommendation:	Approve abatement tax items as requested.
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Attachments to Support Request:	Memo and appropriate documents to be attached.
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For Selectmen's Office Use Only	
Date Received: _____	Approved for inclusion: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Notification Sent: _____	Meeting Date: _____

TOWN OF RAYMOND Assessing Office

401 Webbs Mills Road Raymond, Maine 04071
Phone 207.655.4742 x51 Fax 207.655.3024
assessor@raymondmaine.org

INTEROFFICE MEMORANDUM

TO: RAYMOND BOARD OF ASSESSORS
FROM: CURT LABEL, ASSESSORS AGENT
SUBJECT: CORRECTIVE TAX WARRANT/ ABATEMENTS/SUPPLEMENTAL ASSESSMENTS
DATE: 2/27/2023
CC:

Dear Board Members,

Good Afternoon,

I have 1 abatement request for the board to consider at its upcoming meeting.

Rivers Abatement:

Nancy Rivers and Daniel McElwain own property and reside at 14 Ripley Road in Raymond. Nancy Rivers has been residing and previously receiving a homestead exemption on this property for 2013-2019. It appears that the town was notified of a mailing address change on the property in February of 2020 to North Yarmouth and subsequently the homestead exemption was pulled. Upon receipt of a Senior Stabilization application by the owner, I visited the property in December of 2022 to verify residency. It was explained at that time that the mailing address in North Yarmouth was that of a relative who needed care which was changed for convenience and that that they continued to reside at the property at 14 Ripley Rd. I have verified that the owner registered vehicles and voter registration in Raymond for 2021-2022.

I am requesting that the board issue abatement for the 2022 year for the omitted Homestead. Jurisdictionally, this is a valuation issue which is subject to the 1 year deadline. The 2020 and 2021 homesteads are not correctable by the board.

Revaluation Update:

Maine Revenue Services is scheduled to conduct its annual ratio study and audit in Raymond on March 9th. Upon receipt of the result of this audit for the 2022 assessment I will be seeking to discuss with the Board, the towns readiness to issue an RFP for town-wide revaluation. I expect to have data available for this discussion at the Boards April meeting.

Sincerely,

Curt Label, Assessors Agent, Town of Raymond

Raymond
10:53 AM

Real Estate Tax Commitment Book - 2021 13.950
APRIL 1, 2020 TAX ASSESSMENT

09/09/2020
Page 725

Account	Name		Land	Building	Exempt	Total	Tax
1712	RIVERS NANCY L		62,600	166,700	0	229,300	3,198.73
	MCELWAIN DANIEL H	Acres	8.34				
	15 CUMBERLAND ROAD						1,599.37 (1)
							1,599.36 (2)
	NORTH YARMOUTH ME 04097						
	14 RIPLEY RD						
	0019-0055						
	B29291P0156						
3148	RM PROPERTIES		91,600	157,900	0	249,500	3,480.52
	57 VISTA RD	Acres	0.73				
							1,740.26 (1)
	RAYMOND ME 04071						1,740.26 (2)
	1219 ROOSEVELT TRAIL						
	0055-0061						
	B13226P0332						
312	RN WILLEY & SONS EXC INC		64,100	0	0	64,100	894.20
	PO BOX 28	Acres	23.79				
							447.10 (1)
	SOUTH CASCO ME 04077						447.10 (2)
	PATRICIA AVE						
	0005-0027						
	B19376P0234						
1716	ROBBINS ELAINE		58,200	94,500	24,250	128,450	1,791.88
	151 NORTH RAYMOND ROAD	Acres	5.17	10 Homestead			
							895.94 (1)
	RAYMOND ME 04071						895.94 (2)
	151 NORTH RAYMOND RD						
	0019-0058						
	B4332P0059						
Page Totals:			Land	Building	Exempt	Total	Tax
			276,500	419,100	24,250	671,350	9,365.33
Subtotals:			415,500,500	391,245,600	20,319,560	786,426,540	10,970,650.28



Vision 8 Application Explorer

- Parcel
- Legal Information
 - Account Information
 - Owner And Deed
 - Assessment History
 - Other Assessments
 - Exemptions
 - Supplemental Data
 - Abatements
 - Assessment Change
 - Associated Parcels
 - Notice History
 - Property Notes
 - Parcel Audit
 - Sub Division History
- Classification & Land Information
 - Classification & Land Information
- Building Information
 - Construction Details
 - Depreciation
 - Condo Main Elements
 - Associated Condos
 - Extra Features (1)
 - Building Permits
 - Fires
 - Visit History
 - Building Notes (1)
 - Photos
 - Sketch
- Outbuildings
 - Outbuildings (1)
- Comparables
 - Comp Sales Photo
 - Comp Sales Detail
- Income Valuation
 - Economic Income Valuation
 - Actual Income
 - Account Maintenance
- Associated Documents
 - Associated Documents (5)
- User Panels
 - My Panels
 - Panel Builder
- Parcel
 - Owner Maintenance
- Reports
- Table Maintenance
 - Comps & Apportionment
 - Cost Modeling
 - Smart Links

Parcel Information

Mblur: 019/ 055/ 000/ 000/ Account Number: R9272R Primary Use: 1010 Living Area: 1500.00 \$sf/ Liv/Gba: 152.87
Alt Parcel ID: 019055000000 Owners Name: RIVERS NANCY L Parcel Name: Year Built: 1981 Condition:
Internal ID: 1541 Location: 14 RIPLEY RD Total Assessed Parcel Val \$229,300 Land Acres: 8.340000 Work In Progress: 0

Assessment Summary

	Value	Date	Status	Selected Value	Appraised	Assessed
Regression	\$0	2/23/2023	C	Total Appraised Bldg	\$161,100	\$161,100
Market Comp Sales	\$0	2/23/2023	C	Total Appraised Extra Feature:	\$2,100	\$2,100
Comp Apportionment	\$0	2/23/2023	C	Total Appraised Outbldg	\$3,500	\$3,500
Total Apportionment	\$0	2/23/2023	C	Total Appraised Land	\$62,600	\$62,600
Income	\$0	2/23/2023	C	Total Value	\$229,300	\$229,300
Cost	\$229,300	2/23/2023	C	Total Improvements	\$166,700	\$166,700
Trend	\$0			Exemptions		\$21,500
				Net Parcel Value		\$207,800

Value Source C: Cost

Assessment Ratio 100

Primary Use

1010

Override	Remove	Value	Type	Reason Code	Date	ID	Comment
Adjustment	Remove				Select a date	15	

Additional Overrides (0)

Adjustments & Overrides

Override	Adjustment	Remove	Value	Type	Reason Code	Date	ID	Comment
Override	Adjustment	Remove				Select a date	15	Building
Override	Adjustment	Remove				Select a date	15	Outbuilding
Override	Adjustment	Remove				Select a date	15	Land
Override	Adjustment	Remove				Select a date	15	Extra Features

Assessment History

Num	Year	I/F	Use	Type	Building Value	XF Value	Outbldg Value	Improved Value	Land Value	Total Value	Exemptions	Source	Date
1	2022	F	1010		\$161,100	\$2,100	\$3,500	\$166,700	\$62,600	\$229,300	\$0.00	C	09/21/2022
2	2021	F	1010		\$161,100	\$2,100	\$3,500	\$166,700	\$62,600	\$229,300	\$0.00	C	09/09/2021
3	2020	F	1010		\$161,100	\$2,100	\$3,500	\$166,700	\$62,600	\$229,300	\$0.00	C	09/09/2020
4	2019	F	1010		\$161,100	\$2,100	\$3,500	\$166,700	\$62,600	\$229,300	\$20,000.00	C	09/12/2019
5	2018	F	1010		\$161,100	\$2,100	\$3,500	\$166,700	\$62,600	\$229,300	\$20,000.00	C	09/12/2018
6	2017	F	1010		\$161,100	\$2,100	\$3,500	\$166,700	\$62,600	\$229,300	\$20,000.00	C	09/13/2017

Assessment Details

Ignore Errors Error Status

Gadgets

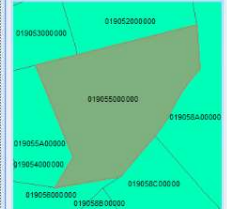
Primary Photo:



Sketch:



GIS:



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 March 14, 2023. You are hereby discharged from any further obligation to collect the amount abated.

Voted by the Raymond Board of Assessors on: March 14, 2023

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- 8		019-055	175	Nancy L Rivers Daniel McElwain	\$ -	\$ -	\$ 21,500.00	\$ 322.50	0.015	Homestead exemption omitted in error.
					TOTALS		\$21,500.00	\$322.50		