



Town of Raymond
Board of Selectmen ePacket
March 28, 2023
Table of Contents

(Click on item to go to that page)

Agenda	2
Previous Meeting Minutes	3
Budget Changes Memo.....	7
Budget Changes.....	10
Memo Regarding Possible Impact Fees.....	11
Impact Fees.....	12
LD1 Memo	15
Annual Town Meeting Warrant DRAFT.....	17

Agenda



BOARD OF SELECTMEN Agenda

March 28, 2023

6:30pm – Special Budget Meeting

At Broadcast Studio & Via Zoom

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) March 16, 2023
- 3) **Executive Session**
 - a) Discussion of Possible Acquisition of Property – pursuant to 1 MRSA §405 (6) (C)
- 4) **New Business**
 - a) Consideration of Town Meeting Warrant Article Recommendations – Select Board
- 5) **Public Comment**
- 6) **Selectman Comment**
- 7) **Adjournment**

Previous Meeting Minutes



BOARD OF SELECTMEN Agenda

March 14 16, 2023
(date changed due to storm)

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, Lawrence Taylor

Select Board members absent: none

Town Staff in attendance:

Don Willard – Town Manager
Alex Sirois – CEO
Chris Hanson – Assistant CEO
Wayne Jones – Fire Inspector
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

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

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

Unanimously approved

3) **Executive Session**

a) Discussion of Code Enforcement with Attorney Pertaining to Ongoing Litigation – pursuant to 1 MRSA §405 (6) (E)

Motion to enter executive session at 5:31pm as cited above by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

Motion to leave executive session at 6:00pm by Selectman Taylor. Seconded by Selectman Sadak.

Unanimously approved

- b) Discussion of Code Enforcement with Attorney Pertaining to a Consent Agreement – pursuant to 1 MRSA §405 (6) (E)

This item was postponed until the April regular Select Board meeting.

- c) Discussion of Comprehensive Plan Committee Personnel Matter - pursuant to 1 MRSA §405 (6) (A)

Motion to enter executive session as cited above at 6:01pm by Selectman Sadak. Seconded by Selectman Taylor.

Unanimously approved

Motion to leave executive session at 6:35pm by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

Motion to accept the resignation of Bradley McCurtain from the Comprehensive Plan Committee by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

4) New Business

- a) Consideration of Business License Application – St Pierre Law, PLLC, Hannah St Pierre, owner

Taking over Crawford Law at 1288 Roosevelt Trail. General law with a focus on civil matters, small claims, family law, etc.

Motion to approve contingent upon completion of fire alarm testing on May 2nd by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

b) Consideration of Tax Abatement – Curt Lebel, Assessor’s Agent

Year	Map	Acct	Name	Amount	Description
2022	019-055	175	Nancy L Rivers Daniel McElwain	\$322.50	Homestead exemption omitted

Motion to approve abatement as above by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

c) Consideration of Number of Members on Comprehensive Plan Committee – Joe Bruno, Select Board Chair, and Peter Leavitt, Comprehensive Plan Committee Co-Chair

Discussion about not wanting to allow the committee to get too large and potentially bog it down. Odd numbers are better for voting. With one member resigning that leaves 9 current members. Other people could be on sub-committees for research and other applications can be held to fill future vacancies. There is currently 1 application.

Motion to set the number of voting members of the Comprehensive Plan Committee at nine (9) by Selectman Sadak. Seconded by Selectman Taylor.

Unanimously approved

d) Consideration of Placing Solar Panels on Town Owned Property – Teresa Sadak, Select Board

Possibly putting a solar farm on Town property – at the dump on Patricia Avenue, the Egypt Road property, etc. Could this benefit the Town and the town folks? Discussion to ask Town Manager Willard, CEO Alex Sirois, and Assistant CEO Chris Hanson to gather more information on options and feasibility for the May meeting. The Comprehensive Plan Committee has been discussing solar as well.

5) **Public Comment** – none

6) **Selectman Comment** – none

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**

Motion to adjourn at 6:56pm by Selectman Sadak. Seconded by Selectman Taylor.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

Budget Changes Memo

To: Raymond Board of Selectmen,

From: Don Willard, Town Manager

Charisse Keach, Finance Director

Cathy Gosselin, Assistant Finance Director

Date: March 24, 2023

As requested by the BOS and after meeting with the department heads, additional budget reductions have been made to the FY 23-24 draft municipal budget. Both appropriations and revenues have been reviewed again as well as adjustments made that are appropriate for inclusion in the TIF.

Accordingly, the following changes are offered for your consideration.

Appropriations:

Technology- remove \$25,000 from CIP earmarked for unanticipated hardware needs.

Technology- reduce the Videographer budget line from \$10,000 to \$7000 decreasing estimated payroll by \$3000.

Recreation- remove the \$5000 lifeguard salary for summer camp by using BSA lifeguards, and the SAC program lifeguards when at Tassel Top.

Recreation- decrease the project maintenance budget line by \$7000 by delaying some work until next year.

Public Works- decrease of \$11,200 by removing the winter sand budget contingency. The Public Works Director feels that the budgeted funds will be sufficient.

Public Works - correction \$10,000 from the CIP equipment as the Public Works Director had included this request in the operations budget as well.

Library- decrease both the media and program lines by \$2000 each for a total of \$4000.

Administration- a reduction of \$4090 by delaying the restoration of town records.

Decrease Compensation and Training by \$3000 as each department has some monies already budgeted for this purpose.

Remove \$2000 budgeted for the KMA wage and benefit update to assess the rapidly changing labor market to remain competitive.

Animal Control budget- is decreased by \$3278 to match the 1/3 of the cost of health insurance premiums that Raymond employees receive.

Decrease the town insurance premiums by \$5000 as our workers compensation MOD was 1.48% and is now by 1.18%.

Fire Department decrease the salary line by \$8150 and eliminate one proposed new FF-EMT position at \$63,117 which includes salary and all employee benefits.

Fire Department decrease training and travel by \$1000.

Fire Department decrease the fuel line by \$5000 in anticipation of projected lower fuel costs.

As we increased the rescue billing income, we will need to add an additional \$1600 to the rescue billing fees.

Fire Department budget transfer \$17,873 total (see attached table) to the TIF. The TIF allows for Public Safety equipment and fire apparatus cost for the time used in the TIF district. After researching the call statistics and determining that 20% of the annual calls are TIF eligible expenses.

Move \$1000 each (total of \$2000) for the Chamber of Commerce and RTP requests from Provider Agencies as they promote travel and tourism, which is allowed under the TIF. Move \$1000 of the \$2000 Raymond Rattlers donation to TIF as the trail systems run along the pipeline which is in the TIF area and bring visitors to Raymond. The total amount to be added to the TIF would be \$20,873.

Revenues:

After an analysis with Code Enforcement and the Contract Assessor, revenues were increased by a total of \$45,000 which consists of \$10,000 more in permit fees, \$25,000 in property taxes related to the taxable value being increased to a new total of 9.5 million that results in an additional \$10,000 in Homestead Exemption.

After the BOS meeting, the Town was awarded the milfoil grant by the State of Maine DEP. This grant will cover two years of work at a total of \$52,000 or \$24,871 this year and \$27,132 next year. Our contribution of \$8000 as required by the grant has already been budgeted.

The Library bank account has \$720 in interest that has been added to revenues.

Additional note: We have attached information regarding the possible adoption of impact fees which could help mitigate future budget costs. Impact fees are an additional revenue source levied as a one-time cost as several local towns do.

A correction: The ARPA balance is \$291,000. These funds are planned for the construction of a new septic system at Tassel Top. Any remaining funds will be used to help construct the new bathroom/snack shack. The improvement plans at Tassel Top have been approved by the State of Maine.

There was discussion regarding using some of the library reserves to help reduce the budget. The library funds are currently invested with a maturity date of 5/28/2024 at 5%. We would recommend waiting until the FY24-25 fiscal year to use those funds for Library expenses.

The Town of Raymond has 33 full-time employees, since January 1, 2022, the Town has lost a total of six employees, two due to retirement and four that have stated they left for better opportunities, which makes our turnover rate 18%.

The MPERS retirement program for the general staff at an estimated cost of \$59,000 is not in the budget.

It is important to note that these changes will reduce the unexpended balance that goes to surplus at the end of the fiscal year and relies upon the assumption that we will not have any significant unanticipated expenses. If the town has a need outside the budget, the BOS contingency could be used to address those expenses.

For the purpose of preparing for the warrant, we have incorporated all these changes resulting in a budget increase of 5.46 % over the 2023 fiscal year.

Budget Changes

Expenses

Department Name	Budget Category	Amount Decreased	Comments
Technology	Unanticipated Hardware	25,000.00	If needed take out of surplus
Technology	Videographers Salaries	3,000.00	Believe to have enough at 7000.00
Recreation	Summer Camp Salaries	5,000.00	Lifeguard Salary will use Tassel Top
Recreation	Project Maintenance	7,000.00	Hold until next year
Public Works	CIP Equipment	10,000.00	CIP Equipment- budgeted 2x
Public Works	Winter Sand	11,200.00	Believed to have enough in stock pile
Library	Media and Programs	4,000.00	Director believes it will work
Fire Department	Salaries	8,150.00	Keep OT down with use of per diems
Fire Department	Salaries & Benefits	63,117.00	* Elimate 1 FT positions asked for (includes salary and benefits)
Fire Department	Gasoline	5,000.00	Hope cost remain same or down
Fire Department	Training	1,000.00	
Fire Department	Employee Benefits	24,615.00	MPERS 2 months start up savings
Fire Department to TIF	Fire Department Equipment	1,000.00	20% as allowed in TIF
Fire Department to TIF	Turn out Gear & Equipment	2,560.00	20% as allowed in TIF
Fire Department to TIF	SCBA's & Air Packs	1,800.00	20% as allowed in TIF
Fire Department to TIF	Radios	1,900.00	20% as allowed in TIF
Debt Service to TIF	Payment on Fire Pumper	11,613.00	20% as allowed in TIF of P & I payment
Administration	Book Restoration	4,090.00	Not a priority for this year
Comp. & Training	Travel & Training	3,000.00	Use training budget in each department
Administration	KMA Study	2,000.00	Will not do survey this year
Provider Agencies to TIF	Chamber of Commerce	1,000.00	Advertising & Promoting Raymond
Provider Agencies to TIF	RTP	1,000.00	Transportation to /from Raymond Business area
Recreation to TIF	Raymond Rattlers	1,000.00	Promotes Tourism- Using 1/2 of fees- TIF & Pipeline
Town Insurances	Workers Compensation	5,000.00	Renewal MOD will go down to 1.18%
Animal Control	Health Insurance	3,278.00	To equal 1/3 cost of Raymond Health Insurance
Fire Department	Medical Billing	-1,600.00	Fees due to increasing rescue billing revenue
Recreation & Technology	FICA @ 7.65%	1,467.00	Reduce FICA amounts based on salaries cut from Rec/Technology
	Total	206,190.00	

Revenue

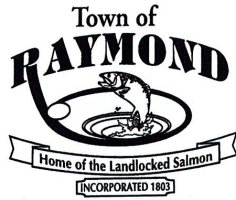
Department Name	Budget Category	Amount Increased	Comments
Code Enforcement	Building Permit	10,000.00	On track for this amount
Assessing	Real Estate Taxes	25,000.00	Adding 1.2 million to Valuation
Assessing	Homestead Exemption Reimbur	10,000.00	3% reimbursement from State
General - Grants	DEP Milfoil Grant	24,871.00	Just received notification from State for award
Library	Library general fund	720.00	Interest on library bank account
	Totals	69,871.00	

Additions to TIF

Department Name	Budget Category	Amount to Move	Comments
TIF from Provider Agencies	Chamber of Commerce	1,000.00	Advertising & Promoting Raymond
TIF from Provider Agencies	RTP	1,000.00	Transportation to /from Raymond Business area
TIF from Recreation	Raymond Rattlers	1,000.00	Promotes Tourism- Using 1/2 of fees- TIF & Pipeline
TIF from Fire Dept	Turn out Gear & Equipment	2,560.00	20% as allowed in TIF
TIF from Fire Dept	SCBA's & Air Packs	1,800.00	20% as allowed in TIF
TIF from Fire Dept	Radios	1,900.00	20% as allowed in TIF
TIF from Debt Services	Fire Department new	11,613.00	20% as allowed in TIF of P & I payment of \$58K
	Total	20,873.00	

*Detail of Reducing 1 Position:		
Salaries	41,642.00	
MPERS	5,330.00	12.80%
FICA	3,185.00	7.65%
Health Ins.	6,760.00	
HRA	6,200.00	
Total	63,117.00	

Memo Regarding Possible Impact Fees



401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742
Fax 207.655.3024

Memorandum

Date: 3/24/2023

To: Board of Selectmen

From: Chris Hanson

Re: Impact Fees

During this year's budget process it has become evident that the Town has increased services to its citizens. The Recreation Dept. and the Library have been added, Public Works, Codes and Public Safety have all grown. This growth has increased the need for more infrastructure. Public Works is looking for funding a new garage. The Recreation Dept. needs new Tennis Courts. I'm suggesting that the Town look at implementing Impacts Fees to help with the pressure that Growth puts on the Town budget.

My experience with Impact Fees come from my service to the Town of Windham. They have had Impact Fees for Recreation, Sidewalks, and Open Space for decades. While I was there they added a Public Safety Impact Fee and a Municipal Impact Fee to offset renovations and expansions to these facilities.

These Impact Fees are not like Real Estate Taxes they are a one-time Fee established by the Town and are collected when a new building or sub-division are approved and only assessed once. The fees are part of the permitting process or established by the Planning Board at the time of project approval.

Impact Fees are not going to be a silver bullet for this year's budget but, are a way to save for the future and a means of accruing funds to ease the burden of growth and development.

Respectfully,

A handwritten signature in blue ink, appearing to read "Chris Hanson", is written over a light blue horizontal line.

Chris Hanson
Code Enforcement Officer
Town of Raymond

Impact Fees - Town of Windham

Recreation Impact Fees

Single Family Detached	\$1,080.00
Single Family Attached (duplex/condos)	\$800.00
Manufactured Housing	\$800.00
Multifamily (3+ Unit) apartment structure	\$600.00
Accessory Apartment	\$400.00

North Route 302 Road Improvement Impact Fee

\$382.65 per primary peak hour trip through Route302/Anglers Rd/Whites Bridge Rd intersection required if not covered by site plan or subdivision review

Open Space Impact Fees

Single-Family Home

2 or less bedrooms	\$303.00
3 bedrooms	\$493.00
4 or more bedrooms	\$580.00

Attached or Multi-family Housing or Accessory Apartment

1 bedroom	\$255.00
2 bedrooms	\$355.00
3 or more bedrooms	\$411.00

Mobile Homes in a MH Park

1 bedroom	\$267.00
2 bedrooms	\$370.00
3 or more bedrooms	\$632.00

Public Safety Impact Fees

Residential Uses (per dwelling unit)

Single Family Detached	\$1,602.00
Townhouse	\$1,379.00
Two Unit Structure	\$1,406.00
Multi-Family (3+ unit) apartment Structure	\$1,008.00
Manufactured Housing	\$1,264.00
Senior Apartments (55+ or 62+)	\$1,828.00
Nursing or Assisted Living Licensed Bed	\$3,519.00

Commercial Uses (per square foot)

Retail-Food-Entertainment-Lodging	\$1.35
Office, Banks, Professional Services	\$1.32
Other General Commercial & Services	\$1.43
Industrial, Transportation, Warehouse, Storage	\$0.63
Private Institutional Except Licesnsed Care	\$2.04
Medical Service Centers	TBD*
Other Uses Not Specified	\$1.21

Municipal Office Impact Fees

Residential Uses (per dwelling unit)

Single Family Detached	\$562.00
Townhouse	\$468.00
Two Unit Structure	\$468.00
Multi-Family (3+ unit) apartment Structure	\$333.00
Manufactured Housing	\$421.00
Senior Apartments (55+ or 62+)	\$333.00
Nursing or Assisted Living Licensed Bed	333

Commercial Uses (per square foot) \$0.20

Building Permit Fee Comparisons 2023

	Raymond	Falmouth	Gorham	Gray	Naples	New Gloucester	Scarborough	Standish	Windham
Admin Fee				\$25		\$25			
New Construction			\$12/\$1000	\$400	\$0.30 / sf	\$0.60 / sf	\$50	\$33 - 1st \$1,000 + \$9 each add \$1,000	
Finished Area	\$0.30 / sf	\$0.25 / sf					\$0.50 / sf		\$0.50 / sf
First Floor									
Other Finished Space									
Unfinished Area	\$0.25 / sf	\$0.05 / sf		\$0.30 / sf		\$0.20 / sf	\$0.25 / sf		\$0.45 / sf
Foundation Only		\$100				\$0.20 / sf			
House - 1 story								\$97	
House - 1.5 story								\$115	
House - 2 story								\$136	
Commercial/Industrial	\$0.30 / sf		\$12/\$1000	\$0.45 / sf	\$0.40 / sf				
New Construction		\$10 / \$1,000				\$0.60 / sf			
Foundation Only		\$25 + \$0.15 / sf							
Renovation		\$20 + \$7 / \$1,000				\$0.60 / sf			
Finished Area				\$0.35 / sf			\$0.50 / sf		\$0.50 / sf
Unfinished, storage space						\$0.20 / sf	\$0.25 / sf		\$0.45 / sf
Light Manufacturing								\$37 / sf	
Retail								\$53 / sf	
Warehouse								\$37 / sf	
Office/Business/Professional								\$75 / sf	
Minimum Permit Fee	\$25	\$25	\$50	\$25	\$25	\$50	\$35	\$33	\$50

LD1 Memo

TOWN OF RAYMOND Assessing Office

401 Webbs Mills Road Raymond, Maine 04071
Phone 207.655.4742 x51 Fax 207.655.3024

INTEROFFICE MEMORANDUM

TO: RAYMOND SELECT BOARD/BUDGET FINANCE COMMITTEE
FROM: CURT LEBEL, ASSESSORS AGENT
SUBJECT: LD 1 MUNICIPAL TAX CAP WARRANT ARTICLE
DATE: 3/16/2023
CC:

Board & Committee members,

Annually, the assessing office calculates the tax limitation on the municipal portion of the annual tax commitment (known as the LD #1 Cap). Schools and Counties have their own limit calculation which they calculate separately within their budget processes. The annual growth of the cap is a combination of local taxable valuation increase percentage and the State 10-year average personal income growth. The legislative body (Town Meeting) can override the spending limitation on municipal budgets at the time of adoption with a separate article stating the intent to do so. This serves as a “second look” confirmatory action by the voting body which still retains full control of the budget approval within that body.

Currently the FY24 preliminary cap limitation for the net municipal budget is \$3,630,036 (Pending revenue sharing actuals as received)

- Currently the proposed net budget (amount funded from property tax) is \$4,145,932 with no use of fund balance to reduce commitment.
- This places the net budget approximately \$515,896 over the LD #1 cap.

The Selectman, with town meeting approval utilized \$200,000 in fund balance to reduce tax commitment in FY23. However, even with this amount applied, the net budget is over most likely over the cap limit. Like last year, it will be necessary, with this budget, to include an “LD 1 cap increase” warrant article on the Town Meeting warrant.

Separate warrant article necessary to Exceed or Increase Cap:

The article may request to “exceed” or “increase” the LD #1 cap. Because exceeding the property tax levy limit permits the property tax levy to exceed the property tax levy limit only for the year in which the extraordinary circumstance occurs and does not increase the base for purposes of calculating the property tax levy limit for future years, I recommend that the town consider an “increase” to its cap base for a future year (s).

2023/2024 Fiscal Year Property Tax Levy Municipal Spending Limitation (unfinalized) 3/16/2023

2022/2023 Municipal Property Tax Limit

Property Tax Levy Limit	_____	FY 22/23
Increased Tax Levy Limit	\$ 3,406,942.82	FY 2/23

2022/2023 Municipal Property Tax Actuals

Core Municipal Tax Levy	\$ 3,406,942.82	FY 22/23
Applicable Limit Less Core Levy	_____	#VALUE!

Notes: Municipal core levy increased to amount of core levy by town meeting vote, June 2022

Calculating Growth Limitation Factor

Avg. Real TPI	_____	4.31% (provided by State)
Property Growth Factor	_____	1.04% (see calculation below)
Growth Limitation Factor	_____	5.35%

Calculating Property Growth Factor (as of 4/01/2022)

New Property Taxed for 1st Time (<i>New Builds</i>)	\$ 5,293,600.00	
Any Splits Assessed for 1st Time (<i>New Splits</i>)	\$ 1,274,600.00	
Net Value of Improvements (<i>Pick up Work</i>)	\$ 3,881,800.00	
New Personal Property (positive increases <u>only</u> from each property record)	\$ 475,100.00	
"New Value" Total	\$ 10,925,100.00	(numerator)
Total Taxable Value of Municipality (4/1/2022) (Adjusted for Abatements & Supplementals)	\$ 1,055,021,980.00	(denominator)
Property Growth Factor	_____	1.04%

Property Tax Levy Limit (before "net new funding" deducted)

2022/2023 Property Tax Levy Limit	\$ 3,406,942.82
(multiplied by Growth Limitation Factor)	_____
	105.35%
Allowable Growth Subtotal	\$ 3,589,214.26

Adjustment for New State Funding ("net new funding")

Estimates for fiscal year yr 2022/2023

-Mun. Rev Sharing	\$ 505,081.83	estimated 3.14.22 projection
(X Growth Factor if < than '23-24 yr rev sharing)	_____	100.00%
Total (adjusted)	\$ 505,081.83	

Estimates for fiscal year 2023/2024

-Mun. Rev Sharing	\$ 464,259.71	estimated 3.6.23 projection
Net Difference	\$ (40,822.12)	

Final Calculation of Property Tax Levy Limit

2022/2023 Property Tax Levy Limit	\$ 3,406,942.82	
Growth Limitation Factor	_____	
	105.35%	
Allowable Growth Subtotal	\$ 3,589,214.26	
Deduction /Addition (net new funding)	\$ 40,822.12	
Property Tax Levy Limit	\$ 3,630,036.38	estimated

Annual Town Meeting Warrant DRAFT

Town of Raymond
June 13, 2023
ANNUAL TOWN MEETING WARRANT

TO: Nathan White, a constable 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 assemble in the Jordan-Small Middle School Gymnasium of said town on Tuesday, the 13th day of June, A.D. 2023 at seven (7:00) o'clock in the forenoon, then and there to act on the articles listed below.

The polls will open as soon as Article 1 has been acted upon and will remain open to vote on Articles 2 through 30 until eight (8:00) o'clock in the evening.

The Registrar hereby gives notice that the Town Clerk's Office will be open for the purpose of registering voters and correcting the list of voters on Friday, June 2, 2023, from 8:30 a.m. to 4:00 p.m.; Tuesday, June 6, 2023, from 8:30 a.m. to 7:00 p.m.; and Wednesday, June 7, 2023, from 8:30 a.m. to 4:00 p.m.; Thursday, June 8, 2023, from 8:30 a.m. to 5:00 p.m.; and Friday, June 9, 2023, from 8:30 a.m. to 5:00 p.m. The Registrar will be in the Jordan-Small Middle School Gymnasium on Election Day, June 13, 2023, until the closing of the polls to register voters and to correct names and addresses.

ARTICLE 1: To elect a moderator by written ballot.

ARTICLE 2: To elect by secret ballot the following Town Officials, namely two (2) Select Board members, for three-year terms; two (2) members for the Budget-Finance Committee, for three-year terms; and one (1) member for the RSU School Board of Directors, for a three-year term.

ARTICLE 3: Referendum Question A: To see if the Town will vote to:

1. Set the date the 1st half of taxes due to October 31, 2023, and the 2nd half of taxes due to April 30, 2024;
2. Set the interest rate for unpaid balances and for abated taxes at eight percent (8%) for the fiscal year;
3. Authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. §506, with no interest; and
4. Authorize the Select Board on behalf of the Town to sell and dispose of any property acquired by the Town for nonpayment of taxes pursuant to the policy adopted by the Select Board, as may be amended from time to time, the policy to remain consistent with State statutes and laws; in all cases conveyance to be made by municipal quitclaim deed.

Select Board recommends/does not recommend Article 3

Budget-Finance Committee recommends/does not recommend Article 3

ARTICLE 4: Referendum Question B: To see if the Town will vote to raise and appropriate **\$2,366,978** for General Government Services (Administration; Compensation and Training; Insurances, Worker Comp and Benefits; Assessing; Code Enforcement; Recreation; Technology; and General Assistance).

The budget figures will be assigned as follows:

<i>Administration</i>	<i>\$557,487</i>
<i>Compensation and Training</i>	<i>\$75,000</i>
<i>Insurances, Worker Comp, and Benefits</i>	<i>\$1,025,778</i>
<i>Assessing</i>	<i>\$90,477</i>
<i>Code Enforcement</i>	<i>\$225,892</i>
<i>Recreation</i>	<i>\$151,084</i>
<i>Technology</i>	<i>\$226,260</i>
<i>General Assistance</i>	<i>\$15,000</i>

Select Board recommends/does not recommend Article 4

Budget-Finance Committee recommends/does not recommend Article 4

ARTICLE 5: Referendum Question C: To see if the Town will vote to raise and appropriate **\$1,408,440** for Public Works.

The budget figures will be assigned as follows:

<i>Public Works</i>	<i>\$919,156</i>
<i>Town Buildings</i>	<i>\$46,000</i>
<i>Solid Waste</i>	<i>\$398,100</i>
<i>Cemeteries</i>	<i>\$45,184</i>

Select Board recommends/does not recommend Article 5

Budget-Finance Committee recommends/does not recommend Article 5

ARTICLE 6: Referendum Question D: To see if the Town will vote to raise and appropriate **\$1,285,197** for Public Safety.

The budget figures will be assigned as follows:

<i>Fire/Rescue Department</i>	<i>\$1,246,314</i>
<i>Animal Control</i>	<i>\$38,883</i>

Select Board recommends/does not recommend Article 6

Budget-Finance Committee recommends/does not recommend Article 6

ARTICLE 7: Referendum Question E: To see if the Town will vote to authorize the Select Board to dispose of Town owned personal property with value not to exceed **\$35,000**.

Select Board recommends/does not recommend Article 7

Budget-Finance Committee recommends/does not recommend Article 7

ARTICLE 8: Referendum Question F: To see if the Town will vote to authorize the Select Board to appropriate from undesignated fund balance (surplus) to meet the unanticipated needs of the community that occur during the fiscal year and/or to adjust the tax rate as the Select Board deem advisable, an amount not to exceed **\$75,000**.

Select Board recommends/does not recommend Article 8

Budget-Finance Committee recommends/does not recommend Article 8

ARTICLE 9: Referendum Question G: To see if the Town will vote to authorize the Select Board to transfer funds between appropriation accounts as long as the grand total of all appropriation is not exceeded, any such transfers to be approved only at a properly called public meeting of the Select Board.

Select Board recommends/does not recommend Article 9

Budget-Finance Committee recommends/does not recommend Article 9

ARTICLE 10: Referendum Question H: To see if the Town will vote to authorize the Select Board to:

- Allow Town Staff to make application for and execute any documents related to a grant;
- Accept or reject grants, donations and/or gifts of money to the Town of Raymond; and
- Authorize the expenditure of monies awarded, donated and/or gifted for the purposes specified in the grant, donation, and/or gift.

Select Board recommends/does not recommend Article 10

Budget-Finance Committee recommends/does not recommend Article 10

ARTICLE 11: Referendum Question I: To see if the Town will vote to authorize the Select Board to appropriate from undesignated fund balance (surplus) to reduce the property tax commitment as the Select Board deem advisable an amount not to exceed **\$?00,000**.

Select Board recommends/does not recommend Article 11

Budget-Finance Committee recommends/does not recommend Article 11

ARTICLE 12: Referendum Question J: To see if the Town will vote to appropriate **\$307,823** from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2022-2023 project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

Select Board recommends/does not recommend Article 12
Budget-Finance Committee recommends/does not recommend Article 12

ARTICLE 13: Referendum Question K: To see if the Town will vote to appropriate from the Tassel Top Park Enterprise fund the amount of **\$153,355** for the administration of activities at the Park, and to allocate all revenues generated by Park operations to be recorded in and retained by the Tassel Top Park Enterprise fund.

Select Board recommends/does not recommend Article 13
Budget-Finance Committee recommends/does not recommend Article 13

ARTICLE 14: Referendum Question L: To see if the town will vote to raise and appropriate **\$341,501** for Debt Services.

The budget figures will be assigned as follows:

<u>2013 Public Works Road Construction Bond</u>	<u>\$207,500</u>
<u>2015 Bond Payment</u>	<u>\$87,550</u>
<u>2022 Lease Purchase Rescue Pumper Truck</u>	<u>\$46,451</u>

Select Board recommends/does not recommend Article 14
Budget-Finance Committee recommends/does not recommend Article 14

ARTICLE 15: Referendum Question M: To see if the Town will vote to raise and appropriate **\$157,403** for the Raymond Village Library.

Select Board recommends/does not recommend Article 5
Budget-Finance Committee recommends/does not recommend Article 5

ARTICLE 16: Referendum Question N: To see if the town will vote to raise and appropriate **\$1,020,000** for the Capital Improvement Program.

The budget figures will be assigned as follows:

<u>Public Works Equipment Reserve</u>	<u>\$215,000</u>
<u>Public Works Paving/Road Reserve</u>	<u>\$410,000</u>
<u>Municipal Facilities Improvements</u>	<u>\$85,000</u>
<u>Technology</u>	<u>\$100,000</u>
<u>Revaluation Reserve</u>	<u>\$100,000</u>
<u>Public Safety Fire Apparatus</u>	<u>\$75,000</u>
<u>Playground Improvements</u>	<u>\$35,000</u>

Select Board recommends/does not recommend Article 16

Budget-Finance Committee recommends/does not recommend Article 16

ARTICLE 17: Referendum Question O: To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) accounts, the Healthcare Reimbursement Accounts (H.R.A.), and the Employee Compensation Account.

Select Board recommends/does not recommend Article 17

Budget-Finance Committee recommends/does not recommend Article 17

ARTICLE 18: Referendum Question P: To see if the Town will vote to raise and appropriate **\$974,325** for the County Tax.

Select Board recommends/does not recommend Article 18

Budget-Finance Committee recommends/does not recommend Article 18

ARTICLE 19: Referendum Question Q: To see if the Town will vote to raise and appropriate **\$1,000** for Provider Agencies.

Select Board recommends/does not recommend Article 19

Budget-Finance Committee recommends/does not recommend Article 19

ARTICLE 20: Referendum Question R: To see if the Town will vote to appropriate the total sum of **\$1,807,020** from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and any other sources.

Select Board recommends/does not recommend Article 20

Budget-Finance Committee recommends/does not recommend Article 20

ARTICLE 21: Referendum Question S: To see if the Town will vote to accept certain State Funds as provided by the Maine State Legislature during the fiscal year beginning July 1, 2023, and any other funds provided by any other entity including but not limited to:

- Municipal Revenue Sharing
- Local Road Assistance
- Emergency Management Assistance
- Snowmobile Registration Money
- Homestead Exemption
- Tree Growth Reimbursement
- General Assistance Reimbursement
- Veteran's Exemption Reimbursement
- Business Equipment Tax Exemption (B.E.T.E.) Reimbursement
- State Grant or Other Funds

Select Board recommends/does not recommend Article 21
Budget-Finance Committee recommends/does not recommend Article 21

ARTICLE 22: Referendum Question T: To see if the Town will vote to authorize the use of Town employees and/or Town owned equipment or independent contractor(s) hired by the Town for maintenance on private roads in special and certain circumstances where in the public's interest.

Select Board recommends/does not recommend Article 22
Budget-Finance Committee recommends/does not recommend Article 22

ARTICLE 23: Referendum Question U: LD1: To see if the Town will vote to increase the property tax levy limit of **\$?,000,000.00** 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/does not recommend Article 24
Budget-Finance Committee recommends/does not recommend Article 24

ARTICLE 24: Referendum Question V: Shall § 350-5.4. – Table Of Land Uses, § 350-6.17. – Timber Harvesting: Statewide Standards, § 350-7-3. – Permit Application, § 350-7.7. B(6) – Appeals, and § 350-8.2. – Terms Defined, of the Shoreland Zoning Ordinance, as adopted May 21, 1994, and amended through December 13, 2022, be further amended by adding the underscored language and removing the language in strikeout text as in Addendum 2?

(A copy of the full text of the proposed change is available for review and inspection at the Town Clerk's Office, on the Town's website at www.raymondmaine.org, or at the polling place prior to voting.)

Planning Board recommends Article 25

Select Board recommends/does not recommend Article 25

Summary of Changes:

This amendment to the Shoreland Zoning Ordinance is mandatory following ORDER #31-2022 from the Maine Department of Environmental Protection. In summary, this amendment is necessary because:

- *Currently, in Raymond timber harvesting is enforced by the State of Maine. In order to maintain that enforcement, the proposed amendment is mandatory. Otherwise, Raymond will need to enforce all the timber harvesting standards in the Shoreland Zoning Ordinance.*
- *State law (Title 38 §439-A(10) now requires pre-construction and post-construction photos for projects that occur within the shoreland zone.*
- *The Department Order requires the single-family setback variance be removed from the ordinance since it is now considered less strict than State minimum standards.*
- *The Department Order requires an amendment to the current less strict definitions of Solar Energy System, and Structure.*

ARTICLE 25: Referendum Question W: Shall § 300-13.3d(4)(C) – Open Space Subdivisions, and § 300-9.21(A)(1) – Lots, of the Land Use Ordinance, as adopted May 21, 1994, and amended through December 13, 2022, be further amended by adding the underscored language and removing the language in strikeout text as in Addendum 3?

(A copy of the full text of the proposed change is available for review and inspection at the Town Clerk's Office, on the Town's website at www.raymondmaine.org, or at the polling place prior to voting.)

Planning Board recommends Article 26

Select Board recommends/does not recommend Article 26

Summary of Changes:

During the codification project, a review of the Land Use Ordinance found the following error: 13.3D(4)(c) points to an ordinance section that does not exist. The proposed amendment will remove that section. Also, § 300-9.21 is unclear and should be amended to provide more specific intent.

ARTICLE 26: Referendum Question X: Shall § 300-10.5. – Criteria And Standards, of the Land Use Ordinance, as adopted May 21, 1994, and amended through December 13, 2022, be further amended by adding the underscored language and removing the language in ~~strikeout~~ text as in Addendum 4?

(A copy of the full text of the proposed change is available for review and inspection at the Town Clerk's Office, on the Town's website at www.raymondmaine.org, or at the polling place prior to voting.)

Planning Board recommends Article 27

Select Board recommends/does not recommend Article 27

Summary of Changes:

This amendment to the Land Use Ordinance will require special feature areas to meet minimum district setbacks. For example, a dumpster pad or exposed machinery installation will need to meet minimum setbacks. Currently, they are not required to meet the minimum setback as long as they are screened (fence, shrubs, etc.).

ARTICLE 27: Referendum Question Y: Shall § 300-9.22. – Shipping Containers, and § 300-12.2. – Terms Defined, of the Land Use Ordinance, as adopted May 21, 1994, and amended through December 13, 2022, be further amended by adding the underscored language and removing the language in ~~strikeout~~ text as in Addendum 5?

(A copy of the full text of the proposed change is available for review and inspection at the Town Clerk's Office, on the Town's website at www.raymondmaine.org, or at the polling place prior to voting.)

Planning Board recommends Article 28

Select Board recommends/does not recommend Article 28

Summary of Changes:

This proposed amendment to the Land Use Ordinance would allow intermodal shipping containers to be used in residential and nonresidential zoning districts for storage or occupancy. Currently, shipping containers are only allowed in nonresidential districts for temporary storage only.

ARTICLE 28: Referendum Question Z: Shall § 300-2.2. – Land Use Regulation Map, and § 350-2.1. – Districts And Zoning Map, as amended through June 3, 2014, be updated as shown in Addendum 6?

(A copy of the full text of the proposed change is available for review and inspection at the Town Clerk's Office, on the Town's website at www.raymondmaine.org, or at the polling place prior to voting.)

Planning Board recommends Article 29
Select Board recommends/does not recommend Article 29

Summary of Changes:

The current zoning map (amended last in 2014) has an error with the inset, which will be corrected by this amendment. In addition to the correction, we are slightly modifying the style of the map (stream protection color and wetland symbol).

ARTICLE 29: Referendum Question AA: Shall Article 6(4) – Amendments To Previously Approved Subdivision Plan, And Article 7(4) – Amendments To Previously Approved Subdivision Plan, of the Subdivision Ordinance as adopted May 21, 1994, and amended through June 4, 2019, be further amended by adding the underscored language and removing the language in strikeout text as in Addendum 7?

(A copy of the full text of the proposed change is available for review and inspection at the Town Clerk's Office, on the Town's website at www.raymondmaine.org, or at the polling place prior to voting.)

Planning Board recommends Article 30
Select Board recommends/does not recommend Article 30

Summary of Changes:

This proposed amendment to the Subdivision Ordinance would require notification to be sent to all lot owners within a subdivision when an amendment to that subdivision has been proposed. Currently, notification is only sent to lot owners within 250' of the properties involved. If this amendment is approved all lot owners, regardless of the distance from the subject property, would be notified.

ARTICLE 30: Referendum Question AB: Shall § 300-9.26. – Accessory Apartments, and § 300-12.2. – Terms Defined, of the Land Use Ordinance, as adopted May 21, 1994, and amended through December 13, 2022; and § 350-5.4. – Table Of Land Uses, and § 350-8.2. – Terms Defined, of the Shoreland Zoning Ordinance, as adopted May 21, 1994, and amended through December 13, 2022, be further amended by adding the underscored language and removing the language in strikeout text as in Addendum 8?

(A copy of the full text of the proposed change is available for review and inspection at the Town Clerk's Office, on the Town's website at www.raymondmaine.org, or at the polling place prior to voting.)

Planning Board recommends Article 31

Select Board recommends/does not recommend Article 31

Summary of Changes:

The proposed amendment is necessary in order to maintain consistency with the new Accessory Dwelling Unit (ADU) law contained within LD 2003, 30-A M.R.S. § 4364-B.

Respectfully submitted,



Susan L Look, Town Clerk

Given under our hands on the 11th day of April AD 2023.

Joseph Bruno, Chair

Rolf Olsen, Vice Chair

Teresa Sadak

Samuel Gifford

Lawrence Taylor III

I attest that this is a true copy.

Susan L Look
Town Clerk