



Town of Raymond
Board of Selectmen ePacket
May 9, 2023

Table of Contents

(Click on item to go to that page)

Agenda 2

Previous Meeting Minutes 4

Sebago Lake Rotary Note 13

Business License - Camp Crescent Cove 14

Business License - City Beer, Wine & Smoke 15

Business License - SAMP 1223 LLC..... 16

Business License - One 4 All Learning Center 17

Business License - Rugged Roots South LLC 18

Fire Dept Motor Vehicle Accident Billing Policy 19

Webroot Training - Cyber Security 22

Spirit of America Award 23

Agenda



BOARD OF SELECTMEN Agenda

May 9, 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) April 11, 2023

3) New Business

- a) Presentation by Sebago Lake Rotary – George Bartlett, Past President
- b) Consideration of Business License Application – Camp Crescent Cove (formerly Nashoba) – Jason Felg, owner
- c) Consideration of Business License Application – City Beer, Wine & Smoke – Pawel Z Binczyk, Esq., owner
- d) Consideration of Business License Application – SAMP 1223 LLC – Pawel Z Binczyk, Esq., owner
- e) Consideration of Business License Application – One 4 All Learning Center – Courtnee Benner & Bobby Sue Lowe, owners
- f) Consideration of Business License Application – Rugged Roots South LLC (formerly B&B Cultivation) – Sean M Bowie, owner
- g) Consideration of New Policy – Fire Department Motor Vehicle Accident Billing Policy – Lee O'Connor, Deputy Fire Chief
- h) Discussion of Webroot Security Training – Sue Look, Town Clerk
- i) Consideration of Spirit of America Award – Sue Look, Town Clerk

4) Public Comment

5) Selectman Comment

6) Town Manager's Report and Communications

- a) Confirm Dates for Upcoming Regular Meetings
- June 19, 2023 (note this is a Monday)
 - July 11, 2023 (only if need be)

7) Executive Session

- a) Consideration and Award of Scholarship Applications and Student Recognition
(Pursuant to MRSA 1 §405 (6)(F))
- b) Discussion of Code Enforcement with Attorney – pursuant to 1 MRSA §405 (6) (E)

8) Adjournment

Previous Meeting Minutes



BOARD OF SELECTMEN With Budget-Finance Committee Minutes

April 11, 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, Lawrence Taylor, Samuel Gifford

Select Board members absent: none

Budget-Finance Committee Members Present: Bob Gosselin - Chair, Karen Lockwood, Bob Jones, Deanna Lee, Shawn McKillop

Budget-Finance Committee Members Absent: Denis Morse, Abigail Geer

Town Staff in attendance:

Curt Lebel, Contract Assessor
Charisse Keach, Finance Director
Cathy Gosselin, HR Officer
Alex Sirois – CEO
Sue Look – Town Clerk

1) **Call regular meeting to order** by Chair Bruno at 5:31pm

2) **Minutes of previous meetings**

a) March 28, 2023

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

Unanimously approved

3) * **Public Hearing**

a) Annual Town Meeting Warrant to be Voted via Secret Ballot

- Budget Articles
- Ordinance Articles

Chair Bruno opened the public hearing at 5:57pm.

No public comment

Chair Bruno closed the public hearing at 5:58pm

* Taken out of order

Selectman's Meeting Minutes (Page 1 of 9) April 11, 2023

4) New Business

- a) * Consideration of Business License Application – Goodhue Sebago, LLC (previously Panther Run Marina)

Inspection is scheduled for tomorrow.

Motion to approve contingent upon completion of items on Fire Inspection by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

- b) * Consideration of Business License Application – Ice Cream Shop – Name TBD, Josh Tanguay, owner

Inspection is scheduled for Friday. It is in the building where B&B Cultivation was.

Motion to approve contingent upon completion of items on Fire Inspection by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

- c) * Presentation of FY 2021-2022 Audit – Auditor and Charisse Keach, Finance Director

Motion to table (audit is not ready from auditor as yet) by Selectman Sadak. Seconded by Selectman Olsen.

Unanimously approved

- d) * Consideration of Recommendation of Annual Town Meeting Warrant Articles #11 & #23, #24, and #25 – Select Board

The dollar amounts/wording for these articles were not available for the March 28, 2023, meeting:

- **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**.

Undesignated Fund Balance as of the 2021-2022 Audit (received at 4:50pm today via telephone from the Auditor) is \$2,226,069 and 15% of the tax commitment is \$2,223,246, with a surplus of \$2,823. Discussion to set a limit of \$200,000 in Article 11 since it is a number “not to exceed” in case there is a balance at the end that is more than we have right now.

Motion to not exceed \$200,000 in Article 11 and to recommend passage by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

- **ARTICLE 12: Referendum Question J:** To see if the Town will vote to appropriate **\$319,770** from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2023-2024 project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

The original amount was missing the \$7,040 for the Assessor’s Agent Salary that could

* Taken out of order

be attributed to the TIF District.

Tax Increment Financing District (TIF)	2024 Proposed Budget
Salaries	\$8,500
Contracted Assessing	\$7,040
Social Security & Medicare (FICA)	\$650
Mapping & GIS	\$15,000
Planning Services	\$30,000
Street Light Fixtures	\$36,500
Advertising	\$4,100
Comprehensive Plan	\$50,000
Historical Society	\$1,800
Raymond Rattlers	\$1,000
RTP Explorer	\$1,000
Raymond Waterways Protective Association (RWPA) Courtesy Boat Inspections	\$7,000
Maine DEP Milfoil Program	\$8,000
Street Flag Replacement	\$1,100
Hawthorne House	\$1,000
Sebago Lakes Chamber	\$1,000
Route 302 Maintenance	\$45,700
Hydrant Rental	\$7,200
Supplies	\$3,000
PS Equipment	\$11,167
Utilities	\$17,400
PS Debt Service	\$11,613
Paving & Roads	\$50,000
Total	\$319,770

Motion to approve Article 12 as above and to recommend passage by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

- **ARTICLE 23: Referendum Question U: LD1:** To see if the Town will vote to increase the property tax levy limit of **\$3,630,036.38** 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.

The tax levy limit is the number Contract Assessor Lebel included in this memo to the Select Board at the previous meeting.

Motion to approve Article 23 as above and to recommend passage by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

* Taken out of order

- **ARTICLE 24: Referendum Question V:** To see if the Town of Raymond will vote to join the Maine Public Employees Retirement System (MainePERS) as a Participating Local District effective September 1, 2023, and:
 - a) **To offer** Special Plan 3C to its regular, full-time firefighters and emergency medical services employees who are paid at least 2080 hours per year between hours worked, paid vacation, paid holiday, and paid sick time; and
 - b) **To exclude** all other employees, including all other elected/appointed officials, from participating in MainePERS; and
 - c) **To allow** its eligible employees who are currently employed by the Town on September 1, 2023, who elect to join MainePERS, the option to purchase prior service upon the employee's full payment of all associated costs. The Town will not participate in the purchase of prior service and so employees who wish to purchase prior service are responsible for paying the full liability associated with this service; and
 - d) **To authorize** the Town Manager to sign the agreement between the Town and the Maine Public Employees Retirement System; and
 - e) **To adopt** the provisions of 5 M.R.S. §18252-C as enacted by PL 2021, Chapter 286 as allowed by MainePERS Rule Chapter 803 for non-participating employees with optional membership who declined to participate in MainePERS when first eligible ("eligible employees") and to comply with the following requirements:
 - a. Beginning in 2024, to annually offer eligible employees who have been employed for less than 5 years the opportunity to join MainePERS on a prospective basis during an open enrollment period from September 1st through November 1st and to provide MainePERS with documentation of each election made by eligible employees under this provision: and
 - b. To withhold employee contributions for employees who join under this provision on an after-tax basis and to remit them to MainePERS.

Motion to approve Article 24 as above and to recommend passage by Selectman Sadak. Seconded by Selectman Olsen.

Unanimously approved

- **ARTICLE 25: Referendum Question W:** Shall the Town of Raymond (the "Town"):
 - 1) **Approve** a capital project including engineering and design costs, transaction costs, and other expenses reasonably related thereto (the "Project") consisting of:
 - a) The construction of a public works garage to be located at 170 Plains Road at an estimated cost of **\$3,500,000**;
 - b) Recreation improvements to include lighted tennis courts to be located at Shari Gagnon Park on Mill Street at an estimated cost of **\$440,000**; and
 - c) Improvements at Tassel Top Park consisting of a snack shack, bathroom facilities, and a maintenance building at an estimated cost of **\$560,000**.

* Taken out of order

- 1) **Appropriate** the sum of **\$4,500,000**, plus any additional premium, to provide for the costs of the Project;
- 2) **Authorize** the Town Treasurer and the Chair of the Select Board to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$4,500,000, plus any additional premium, to fund the Project; and
- 3) **Delegate** to the Town Treasurer and the Chair of the Select Board the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

TOTAL BOND INDEBTEDNESS

<i>Bonds outstanding and unpaid (will retire FY2025):</i>	\$ 570,000
<i>Bonds authorized and unissued (other than this loan):</i>	\$ -0-
<i>Maximum amount to be issued if approved:</i>	\$ 4,500,000

COSTS

At an estimated maximum interest rate of 3.25% for a fifteen (15) year maturity, the estimated cost of this bond will be:

<i>Principal</i>	\$ 4,500,000
<i>Interest</i>	\$ 1,128,750
<i>Total:</i>	\$ 5,628,750

VALIDITY

The validity of the bonds and the voter's ratification of the bonds may not be affected by any error in the above estimates. If the actual amount of the total debt service varies from the estimates, the ratification by the voters nevertheless conclusive, and the validity of the bond issue is not affected by reason of the variance.

Chair Bruno explained that Owens McCullough, engineer with Sebago Technics, went out to the site on Plains Road with Public Works Director White and found a few snags with the project. Chair Bruno suggested that it would be best to pull out the cost of the garage from the article except for \$150,000 to get the engineering and design done.

The changes to Article 25 would be as follows:

ARTICLE 25: Referendum Question W: Shall the Town of Raymond (the "Town"):

1. **Approve** a capital project including engineering and design costs, transaction costs, and other expenses reasonably related thereto (the "Project") consisting of:
 - a. The design and engineering of a public works garage to be located at 170 Plains Road at an estimated cost of **\$150,000**;
 - b. Recreation improvements to include lighted tennis courts to be located at Shari Gagnon Park on Mill Street at an estimated cost of **\$440,000**;
 - c. Improvements at Tassel Top Park consisting of a snack shack, bathroom facilities, and a maintenance building at an estimated cost of **\$560,000**.
2. **Appropriate** the sum of **\$1,150,000**, plus any additional premium, to provide for the costs of the Project;
3. **Authorize** the Town Treasurer and the Chair of the Select Board to issue general obligation securities of the Town (including temporary notes in anticipation of the sale

* Taken out of order

thereof) in an aggregate principal amount not to exceed **\$1,150,000**, plus any additional premium, to fund the Project; and

4. **Delegate** to the Town Treasurer and the Chair of the Select Board the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

TOTAL BOND INDEBTEDNESS

a. Bonds outstanding and unpaid (will retire in FY2025):	\$	570,000
b. Bonds authorized and unissued (other than this loan):	\$	-0-
c. Maximum amount to be issued if approved:	\$	1,150,000

2. COSTS

At an estimated maximum interest rate of 5.59% for a five (5) year maturity, the estimated cost of this government obligation bond will be:

Principal	\$	1,150,000.00
Interest	\$	271,572.31
Total:	\$	1,421,572.31

3. VALIDITY

The validity of the bonds and the voter's ratification of the bonds may not be affected by any error in the above estimates. If the actual amount of the total debt service varies from the estimates, the ratification by the voters is nevertheless conclusive, and the validity of the bond issue is not affected by reason of the variance.



Charisse Keach, Town Treasurer

Select Board recommends Article 25

Budget-Finance Committee recommends Article 25

Motion to approve Article 25 as above and to recommend passage by Selectman Olsen. Seconded by Selectman Gifford.

Discussion to still move forward with the \$3,500,000 for the garage and bond more next year if need be. It is not true that this has suddenly come about, we have been talking about this for at least 2 years. It would be better to get a fully fleshed out plan to move forward.

Unanimously approved

Motion to suspend the Select Board Meeting at 5:45pm by Selectman Sadak. Seconded by Selectman Olsen.

Unanimously approved

Call to open Budget-Finance Committee meeting at 5:45pm by Chair Gosselin.

* Taken out of order

- d) * Consideration of Recommendation of Annual Town Meeting Warrant Articles #11 & #12 & #23 & #25 (as listed above) – Budget-Finance Committee

Chair Gosselin read aloud each article as approved by the Select Board above and then called for a motion:

Motion to recommend Article 11 as above by Mrs Lee. Seconded by Mr Jones.
Unanimously approved

Motion to recommend Article 12 as above by Mrs Lee. Seconded by Mr Jones.
Unanimously approved

Motion to recommend Article 24 as above by Mrs Lockwood. Seconded by Mr Jones.
Unanimously approved

Motion to recommend Article 25 as above by Mrs Lockwood. Seconded by Mr Jones.
Unanimously approved

Chair Gosselin adjourned Budget-Finance Committee meeting at 5:57pm.

Chair Bruno reopened the Select Board meeting at 5:57pm.

- e) * Consideration of Final Warrant Approval – Sue Look, Town Clerk

Motion to approve final warrant as corrected above by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

- f) * Consideration of Issuing a Revaluation RFP – Curt Lebel, Assessor's Agent

Contract Assessor Lebel gave a presentation explaining the role and responsibilities of Assessors and then the need for a revaluation of properties in Raymond.

The estimated timeline is:

- May-June 2023 to issue RFP
- Aug-Oct 2023 selection process and award bid
- Nov-Dec 2023 contracting
- Spring 2024 likely start date for 2025 completion, if not begun until Fall of 2024 the completion is not likely until 2026

* Taken out of order

Motion to go forward with the Revaluation Process with no need to bring the RFP to the Select Board prior to sending out by Selectman Olsen. Seconded by Gifford.

Unanimously approved

g) * Consideration of Abatement Request – Curt Lebel, Assessor's Agent

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 April 11, 2023. You are hereby discharged from any further obligation to collect the amount abated.

Voted by the Raymond Board of Assessors on: April 11, 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
2022-9		P.P.	199 PP	Wind In Pines, LLC PO Box 65 Raymond, ME 04071	\$ 29,300.00	\$ 13,600.00	\$ 15,700.00	\$ 235.50	0.015	Personal Property equipment item assessed multiple times in error, resulting in overvaluation.
TOTALS							\$15,700.00	\$235.50		

Motion to approve as above by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

~~h) Consider Appointment of Warden for June 13th Election – Sue Look, Town Clerk~~

Added to the agenda in error, there is no State Election in June 2023 therefore we do not need an Election Warden. There will be a moderator elected at the beginning of the Annual Town Meeting Election.

2) Public Comment

Char Jewell spoke concerning protecting children from inappropriate materials in school libraries and encouraging Raymond residents to voice their concerns. The Select Board thanked Ms Jewell for her work on the RSU #14 Board of Directors.

The date for the RSU #14 Budget will be on May 17, 2023, at 6:30 at Windham High School.

3) Selectman Comment – none

4) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- May 9, 2023
- June 20, 2023 – If there is not a need to meet, this meeting may be cancelled.

* Taken out of order

b) 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

5) **Executive Session**

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

Motion to go into executive session at 6:39pm as listed above by Selectman Olsen. Seconded by Selectman Gifford.

Unanimously approved

Motion to leave executive session at 6:50pm by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

Motion to authorize the Chair of the Select Board to sign the consent agreement by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

b) Discussion of Code Enforcement with Attorney – pursuant to 1 MRSA §405 (6) (E)

Motion to go into executive session at 6:39pm as listed above by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

Motion to leave executive session at 7:07pm by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

6) **Adjournment**

Motion to adjourn at 7:07pm by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

*Respectfully submitted,
Susan L Look, Town Clerk*

* Taken out of order

Sue

George Bartlett / Sebago Lake Rotary

Would like to make presentation
to Town Council in May
thanking them for all the years
the town has help us w/ Derby

Thanks

George

Phone for 650-5065

Email gbartle20@gmail

Business License - Camp Crescent Cove



Business License Application

<u>OFFICIAL USE</u>	
Permit Fee:	\$25.00
Application Date:	4/6/23
Map-Lot:	_____
Zone:	_____

Business Name: CAMP CRESCENT COVE

Business Location: 198 RAYMOND HILL ROAD, RAYMOND, ME 04071

Applicant: JASON FEIG

Mailing Address: PO BOX 77, [redacted]

City State Zip: PLEASANTVILLE, NY 10570

Home Telephone: 917 968 3435 Work Telephone: 207 ~~000~~ 770 5540

Email Address: JASON@CAMPCRESCENTCOVE.COM

Description of Business: RESIDENTIAL YOUTH CAMP

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
NICOLE FEIG	SAME AS ABOVE	207 770 5540
DANIEL + MARCY ISDANER	" " "	" " "
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2
NICOLE FEIG	917 597 8680	917 968 3435
JASON FEIG	917 968 3435	917 597 8680

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:

YOUTH CAMP 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: [Handwritten Signature]

Business License - City Beer, Wine & Smoke



Business License Application

<u>OFFICIAL USE</u>
Permit Fee: <u>\$25.00</u>
Application Date: _____
Map-Lot: _____
Zone: _____

Business Name: Nikant 1223, LLC d/b/a City Beer, Wine, & Smoke

Business Location: 1233 Roosevelt Trail Unit 14, Raymond ME 04071

Applicant: Pawel Z. Binczyk, Esq. (Attorney)

Mailing Address: 991 Sidney St., STE 315

City State Zip: Cambridge, MA 02139

Home Telephone: _____ Work Telephone: 207-773-4775

Email Address: pbinczyk@thebennettlawfirm.com

Description of Business: Off-Premise Beer, Wine, and Tobacco Retailer

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
Nilesh Patel	91 Sidney St STE 315 Cambridge MA 02139	646-750-7492
Divyank Patel	91 Sidney St STE 315 Cambridge MA 02139	646-750-7492
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2
Pawel Z. Binczyk, Esq.	207-773-4775	

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:

Certificate of Occupancy (Raymond FD) Off-Premise Retail Beer & Wine License (BABLO)

Retail Tobacco License (DHHS) _____

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:

Business License - SAMP 1223 LLC



Business License Application

OFFICIAL USE
Permit Fee: \$25.00
Application Date: _____
Map-Lot: _____
Zone: _____

Business Name: SAMP 1223 LLC

Business Location: 1233 Roosevelt Trail, Raymond ME 04071

Applicant: Pawel Z. Binczyk, Esq. (Attorney)

Mailing Address: 991 Sidney St., STE 315

City State Zip: Cambridge, MA 02139

Home Telephone: _____ Work Telephone: 207-773-4775

Email Address: pbinczyk@thebennettlawfirm.com

Description of Business: Commercial Real Estate Leasing

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
Nilesh Patel	91 Sidney St STE 315 Cambridge MA 02139	646-750-7492
Divyank Patel	91 Sidney St STE 315 Cambridge MA 02139	646-750-7492
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2
Pawel Z. Binczyk, Esq.	207-773-4775	

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:

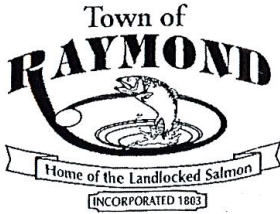
Certificate of Occupancy (Raymond FD) _____

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:

Business License - One 4 All Learning Center



Business License Application

OFFICIAL USE
Permit Fee: <u>\$25.00</u>
Application Date: _____
Map-Lot: _____
Zone: _____

Business Name: One 4 ALL Learning Center

Business Location: 1317 Roosevelt Trail, Raymond, ME

Applicant: Courtnee Benner, Bobby Sue Lowe

Mailing Address: 180 Webbs Mills Rd

City State Zip: Raymond, ME 04071

Home Telephone: (207) 572-7221 Work Telephone: _____

Email Address: cbenner93@yahoo.com

Description of Business: Childcare center

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
<u>Courtnee Benner</u>	<u>180 Webbs Mills Rd, Raymond ME</u>	<u>(207) 572-7221</u>
<u>Bobby Sue Lowe</u>		<u>(207) 699-8924</u>
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2
<u>Paul Gillespie</u>	<u>(207) 572-7252</u>	

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:

State Approved License (DHHS) Five Code Inspection Permit

Construction Permit _____

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: Courtnee Benner

Business License - Rugged Roots South LLC



Business License Application

OFFICIAL USE

Permit Fee: \$25.00

Application Date: _____

Map-Lot: _____

Zone: _____

Business Name: Rugged Roots South, LLC
 Business Location: 1259 Roosevelt Trail Raymond ME
 Applicant: Sean M Bowie
 Mailing Address: 225 First Flight Drive
 City State Zip: Auburn ME 04210
 Home Telephone: 207-576-7168 Work Telephone: Same
 Email Address: Sean @ Ruggedrootsinc.com
 Description of Business: Medical Cannabis Provider

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
Sean M Bowie	211 Beech Hill Auburn	207 576 7168
Ryan R Richards	322 N. Hatch Hill Greene	207 577 9760
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2
Sean M Bowie	207-576-7168	
Ryan R Richards	207-577-9760	

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:

DSP161 Secured 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: Sean M Bowie

Fire Dept Motor Vehicle Accident Billing Policy

Bruce Tupper
Chief



Lee T. O'Connor
Deputy Chief

Emergency 9-1-1

Chief's Office 207-655-1187

Dispatch 207-655-7851

Fire Department Motor Vehicle Accident Billing Service Policy

Section 1: Statement of Purpose

The Town of Raymond is engaged in providing fire suppression, fire rescue and fire safety services and is organized as a municipality under the laws of the State of Maine; and in consideration of services rendered hereby desires to set the following billing policy for the Fire Department Services. This Policy is adopted in pursuant to municipal home rule policy authority and 30-A M.R.S.A., §3001.

Section 2: Definition of Services

The Town of Raymond may seek payment for the cost of services provided by the Town of Raymond Fire Rescue Department including, but are not limited to:

- Scene and Safety Control at Traffic Accidents
- Disentanglement Operations and assist rescue with extrication from vehicles
- Fluid mitigation in traffic accidents
- Vehicle Fires
- Hazard Mitigation Operations

Section 3: Fees for Services

Upon adoption of this Policy, the Select Board shall be authorized to review and set fees they deem in the best interest of the Town of Raymond. Fees to be included in the *Town of Raymond Fee Schedule*.

Section 4: Explanation of Charges:

A. Command and Control Scene Safety:

Controlling scene safety is the positioning of fire apparatus and personnel to protect the scene from other traffic and to deny unauthorized personnel entry into the scene.

Law enforcement can move traffic around the area that the fire department has deemed as the safe zone for occupants of the vehicles and rescuers on the scene. Safely staging other incoming agencies responding to this incident may include a pulled hose line for protection of people on scene from possible fires and fumes, or residue from such things as gasoline and air bag propellants. The most important function is establishing incident command of the scene, which is the fire department's responsibility at emergency incidents of this nature, and to coordinate with other responding agencies for their needs at the scene. Patient care is the responsibility of Emergency Medical Service (EMS) personnel; however, assistance may be requested by the EMS personnel.

B. Disentanglement Extrication:

This is if the Raymond Fire Department must lift or remove a victim from an accident, especially if tools are used, or if forcible entry is necessary to gain proper access to victims. This could include, but is not limited to, car accidents, industrial accidents, confined spaces, below grade rescues, or even high angle rescues. Ropes, ladder devices, air monitoring equipment, self-contained breathing apparatus, hydraulic equipment, shoring, saws, cribbing, and air bags are just a few of the types of equipment used in extrication issues.

C. Fire Suppression:

Fire suppression at a traffic accident is when the Raymond Fire Department personnel must contain or extinguish a fire. It can also be the laying of hose lines and the positioning of a hand line for the protection of individuals at the scene due to fire, smoke, or leaking fluids, such as gasoline.

D. Hazard Mitigation:

Raymond Fire Department personnel must deal with any hazardous substances via containment or absorption with pads for carbon-based substances like gas or oil, or via removal with pads and sand or other means at a car accident, a trucking accident, or a fixed facility. The mitigation of all hazardous materials and substances is done in conjunction with the DEP.

E. Billing Procedures:

1. Every three (3) months a report will be generated from the incident reporting software of all calls that meet one of the requirements of response for Motor Vehicle Accidents that involve:
 - a. Command and Control of Scene Safety
 - b. Disentanglement Extrication
 - c. Fire Suppression
 - d. Hazard Mitigation
2. Each report must include:

- a. Incident Number
- b. Law Enforcement Accident Number
- c. Information of the person involved
 - i. Name
 - ii. Date of Birth
 - iii. Address
 - iv. Vehicle Information
- d. Detailed explanation of events that took place on scene

F. Reporting Company

1. Once a report is generated it will be sent to Medical Reimbursement in Windham for billing directly to the insurance company covering the vehicles involved.
2. All funds collected will be attributed to an account for Raymond Fire Rescue for extrication equipment improvement, replacement and training.

Section 5: Administration

It will be the duty of the Fire Chief or his designee to pursue the requirements of this Policy for payment of services rendered by the Fire Department as specifically outlined above.

Section 6: Effective Date

The policy shall take effect upon adoption by the Town of Raymond Select Board.

Section 7: Validity and Severability

If any section or provision of this Policy is declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Policy.

Section 8: Conflict with Other Policy

This Policy shall not in any way impair or remove the necessity of compliance with any other applicable rule, policy, regulation, by law, permit, or provision of law. Where this Policy imposes a greater restriction upon the use of Fire Department Services, the provisions of this Policy shall control.

Approved this 9th day of May, 2023, by the Raymond Select Board:

Joseph Bruno, Chair

Rolf Olsen, Vice Chair

Teresa Sadak

Samuel Gifford

Lawrence Taylor

Webroot Training - Cyber Security



Subject: Webroot Training Info
To: Cathy Gosselin <Cathy.Gosselin@raymondmaine.org>
From: Kevin Woodbrey <kevin@woodbreyconsulting.com>
Date: 05/04/2023 04:11 PM

Hi Cathy,

This what the Webroot Training invite e-mail will look like:



Security Awareness Training

Hi,

You have been invited to take part in this training session as part of our cybersecurity education programs in an effort to increase awareness and mitigate the risks associated with today's cybercrime.

[CLICK HERE TO START THE COURSE](#)

If you have any questions, please contact Cathy Gosselin at Cathy.Gosselin@raymondmaine.org

It will be sent from an e-mail address at webroottraining.com

We start sending them after May 14th



Kevin

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Kevin Woodbrey
Woodbrey Consulting Inc
20 Egypt Road
Raymond, ME 04071

207-221-2726 Office
207-807-4784 Cell

1 Attachments

[kevin.vcf](#) (0 kB)  

Spirit of America Award

From: Bruce Flaherty <bwflah@gmail.com>
To: ""Don Willard"" <don.willard@raymondmaine.org>, <sue.look@raymondmaine.org>
Date: 04/08/2023 02:50 PM
Subject: For Raymond SelectBoard: Spirit of America Update

Dear Don, Sue & Other Raymond Officials,

The 2023 privilege granted to Maine municipalities to choose Spirit of America Foundation Tribute winners expires on June 30. Please submit info about your community's pick - the local person, project or group you've selected to receive that award for outstanding community service using your own criteria – on spiritofamerica.website by that date. Info you enter will be relayed to Counties, Maine Legislative Offices and Secretary of State.

Spirit of America Foundation's (SOAF's) beautiful new website – built by Lauren Haven of Digital Marketing Success - is ready to use! Thanks for your patience, hoping you enjoy its new features and feel free to provide feedback so we can improve the website experience of others.

(Though Municipal Resolutions are nicer, you now can generate award certificates – which will show 'SpirAme', the award's official name everywhere outside Maine).

Make sure you enter its name correctly – spiritofamerica.website – to get to the new site. We are not the Spirit of America providing direct assistance to Ukrainians, boating safety education, or religious guidance to teenagers!

In our December email we mentioned the new policy adopted by our national organization:

“The selecting entity must verify (provide info about) a Spirit of America Foundation award winner to the Foundation on the Foundation's website before Spirit of America Foundation will acknowledge the winner.”

SoAF's Maine chapter will delay enforcing that policy in our state because of the new website, anticipated changes to that site in the months ahead, and to provide municipalities time to acclimate and provide feedback.

Though COVID-19 prevented counties from holding in-person Spirit of America ceremonies, several have resumed hosting such events. In any case, I believe more SoA winners than before are being honored with a Legislative Sentiment and/or a personal congratulatory letter from the Secretary of State!

“Don't wait for good things to happen to you. If you go out and make some good things happen, you will fill the world with hope.” (Barack Obama)

Happy National Volunteer Month (April) & thanks for all your help to volunteerism!

Best wishes,
Bruce Flaherty, President
Maine Spirit of America
622-7311

P.S. Municipalities were encouraged to present the Spirit of America award at their annual town meeting or in April, but they may do so at another occasion/time.

Despite message on the old website to stop entering data or creating an account on that site, some towns did. If yours was one, profuse apologies for any confusion – please 'try again' on spiritofamerica.website & thanks so much for your understanding and everything!

From: Bruce Flaherty <bwflah@gmail.com>
Sent: Monday, December 5, 2022 2:11 PM

To: 'Don Willard' <don.willard@raymondmaine.org>; sue.look@raymondmaine.org
Subject: For Raymond Selectmen: Spirit of America Holiday Greetings & 2023 Tribute

Dear Don, Sue & Other Raymond Officials,

“The estimated national value of a volunteer hour during 2021 was \$29.95.” (University of Maryland School of Public Policy)

Thanks Raymond for helping volunteerism by choosing a 2022 Spirit of America Foundation Tribute recipient!

185+ Maine towns picked Spirit of America winners this year!

In 2023:

Your Board of Selectmen is asked to pick (deadline 6/30/23) the local person, project or group to receive the 2023 Raymond Spirit of America Foundation Tribute for outstanding community service using your own criteria and to honor the recipient (presumably with a resolution or proclamation) at your annual town meeting or at a Selectmen’s meeting in April (National Volunteer Month). Many municipalities choose the one to whom their annual town report is dedicated as Spirit of America winner. Visit website <https://spirame.org> & click FAQ, etc. to find answers to any question you might have!

Important new policy, effective immediately:

“The selecting entity must verify (provide info about) a Spirit of America Foundation award winner to the Foundation on the Foundation’s website before Spirit of America Foundation will acknowledge the winner.” – on <https://spirame.org> ‘Submit Winner’

Congratulations to Raymond and this year’s other 75+ Gold Distinction towns!

2022 Spirit of America winners included: (to give you ideas for a 2023 selection)

Claire Collins & Helen Johnson for 46 years took calls & dispatched Fire Dept. to emergencies.

Jonesport Elementary School merits praise for outstanding WinterKids Winter Games efforts.

Amelia Kostin was a Yarmouth High student who showed empathy and courage to help others.

Andrew & Shelby Silvernail donated \$250,000 to Bucksport High to help its science programs.

Wishing you a happy, healthy holiday season & thank you for being part of the Spirit of America family!

Bruce Flaherty, President
Maine Spirit of America
(a Spirit of America Foundation chapter)
622-7311, bwflah@gmail.com

A municipality may achieve the most prestigious Gold Distinction by presenting its Spirit of America Foundation Tribute at the annual town meeting or inauguration, during an annual community festival, or during National Volunteer Month (April).