



Town of Raymond Select Board ePacket November 14, 2023 Table of Contents

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Agenda



SELECT BOARD Agenda

November 14, 2023

5:30pm – Regular Meeting

At Broadcast Studio &
Via Zoom & on YouTube

Resolution: We, the Raymond Select Board, 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 regular meeting to order

2) Minutes of previous meeting

- a) October 10, 2023

3) New Business

- a) Update of British Memorial Added to Veterans Memorial Park – David McIntire, Veterans Committee Chair
- b) Consideration of 2024 Ice Derby – Ingo Hartig, Lakes Region Rotary Club
February 17 & 18, 2024
- c) Consideration of Business License for Nicole Richman LCSW – Nicole Richman, owner
- d) Consideration of Changing Raymond Village Library Hours – Richard Dowe, Librarian
- e) Consideration of Extending Contract Assessor Curt Lebel's Contract Until June, 30, 2024 – Curt Lebel, Contract Assessor
Contract Assessor Lebel is proposing to extend his current contract until June 30, 2024, and then propose a new contract for the next 3 years that will encompass the revaluation process.
- f) Consideration of Abatement Request(s) – Curt Lebel, Contract Assessor
- g) Consideration of New Street Name – Tanglewood Circle – Bruce Tupper, E911 Addressing Officer
Tanglewood Circle was assigned sometime around when the house was built in 2006 and was not added to the E911, nor any other, address list. This is an administrative update to correct this omission.
- h) Consideration of Town Office Emergency Action Plan – Sue Look, Interim Town Manager & Cathy Gosselin, HR Administrator
- i) Discussion of Proposed Plans for New Public Works Garage and Upcoming Budget Process – Nathan White, Public Works Director
Looking for direction moving forward.

4) Public Comment

5) Selectman Comment

6) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- December 12, 2023
- January 9, 2024

7) Adjournment

Previous Meeting Minutes



SELECT BOARD Minutes

October 10, 2023

5:30pm – Regular Meeting

At Broadcast Studio &
Via Zoom & on YouTube

Resolution: We, the Raymond Select Board, 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: Joe Bruno – Chair, Rolf Olsen – Vice Chair, Teresa Sadak, Samuel Gifford, Derek Ray

Town Staff in attendance:

Alex Sirois – Code Enforcement Officer
Charisse Keach – Finance Director
Wayne Jones – Fire Inspector
Sue Look – Interim Town Manager & Town Clerk

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

- 2) **Presentation of Plans for New Middle School** – Chris Howell, RSU #14 Superintendent
 - a) District has received 161 million dollars for new middle school
 - b) State bonds estimated for 2025-2026
 - c) July 12th, 2023, State approved \$1,199,628 of \$1,500,000 purchase price
 - d) 61 Windham Center Rd, Windham
 - e) Sept 13th, 2023, State Board approved subsidy of \$131,712,845 for concept; local share \$39,838,444 – unanimously approved
 - f) Projected to open to students in fall of 2027

- 3) **Minutes of previous meetings**
 - a) September 12, 2023

Motion to approve as presented by Select Olsen. Seconded by Select Sadak.
Unanimously approved

4) Old Business

- a) Consideration of Liquor License Application – East Shore Tavern – Kyle Bancroft, owner



CEO Sirois said that there have been no changes in the status of the Notice of Violation (NOV) – for the expanded seating area and for the parking area on the abutting property (“leased parcel”). Mr. Bancroft did submit an after-the-fact permit application for the seating area which has been on hold since October 2022 because we still need proof of right title or interest in the property (a copy of the lease or an email from the property owner). We do have a copy of the lease agreement for the “leased parcel”.

Mr. Bancroft stated that the no parking signs were put up on the “leased parcel” the afternoon of this meeting (October 10, 2023).

The Select Board expected that Mr. Bancroft would have put up the no parking signs to stop people from parking on the “leased parcel” the day after their meeting on September 12, 2023, as he had said at that meeting.

Mr. Bancroft stated that since the no parking signs were a contingency of the approval of his liquor license, and the motion to approve was reversed and tabled instead of approved with contingencies, that he did not need to put up the no parking signs until this meeting.

Mr. Bancroft maintained that the “leased parcel” is zoned as residential and has no bearing on his liquor license renewal application and is not listed on his application. He is parking his own registered vehicles on the property and the Select Board is assuming with no proof that customers and/or staff are parking there. He maintains that he intended to expand his business on the “leased parcel” and he abandoned

those plans. He has been parking there, as have contractors who work for him, friends that use it as a park and ride, or anyone he allows to park there.

There has been a trailer parked on the "leased parcel" in which the customers of the Tavern participate in ax throwing.

There was discussion pertaining to the 2 dumpsters on the "leased parcel" and Mr. Bancroft maintained that the dumpsters are his and he rents the property so he can use them as he pleases. Mr. Bancroft asserted that the dumpsters are on residential property and have no bearing on the issues at hand. Furthermore, since the dumpsters are on residential property, he can use them for any waste he has including from the Tavern. He also stated that he is using the dumpsters for the waste from the Tavern, and he will move them to the parcel the Tavern is on if the Select Board wishes.

CEO Sirois was asked if the dumpsters, which are on residentially zoned property, are used for commercial waste does this constitute a commercial use? The answer was, "Yes."

Mr. Bancroft maintained that the report (in the epacket) of the Cumberland County Sheriff's Office (CCSO) calls was not "pulled properly" and that he "pulled one through the proper channels" which is the correct record. Interim Town Manager Look had contacted Officer Mark Marion and he asked the records department to send the data. Mr Bancroft said that he spoke to the patrol sergeants for CCSO and they told him there is no issue with his establishment.

CEO Sirois pointed out that the NOV could be appealed if Mr. Bancroft felt there were errors on it and Mr. Bancroft had not filed an appeal. At this point Mr. Bancroft could still file an appeal, but the Zoning Board of Appeals would no longer be under obligation to hear the appeal though they may choose to at their discretion.

Select Sadak made a motion to table until the next meeting. No second.

Chair Bruno told the Board that the question before them is whether the violations are sufficient to deny the liquor license renewal application.

There was discussion about whether to extend the license 30 days to the next meeting or to deny.

Motion to deny the renewal of the Liquor License application for East Shore Tavern and Mr Bancroft has 30 days to fix the issues in the NOV by Select Sadak. Seconded by Select Ray.

Unanimously approved

- b) Consideration of Special Amusement License Application – East Shore Tavern – Kyle Bancroft, owner

This item was not taken up by the Board.

- c) Consideration of Update of the Post Issuance Compliance Policy – Charisse Keach, Finance Director

Select Olsen would like to have the policy verbiage updated under General Procedures Section, #1, to read the Town Treasurer or the Town Manager's designee.

Motion to approve the policy as amended by Select Olsen . Seconded by Select Ray.

Unanimously approved

5) New Business

- a) Consideration of Liquor License Renewal – The Beacon – Pam & Robert Wing, owners

Fire Inspector Jones indicated that final inspection will be done after a scheduled Oct. 17th hood cleaning.

Motion to approve contingent upon completing any items from the Fire Inspection by Select Olsen . Seconded by Select Sadak.

Unanimously approved

- b) Consideration of Business License Application – Moon Enterprises LLC DBA Eclipse – Tyler Monahan, owner

Owner Monahan talked about plans for a medical marijuana dispensary where the for B&B Cultivation shop used to be. Discussed adult use not being allowed in Raymond.

Motion to approve by Select Sadak. Seconded by Select Ray.

Unanimously approved

- c) Introduction of New Librarian – Richard Dowe – Sue Look, Interim Town Manager

Librarian Dowe introduced himself to the Board and talked about future plans for the library

- d) Consideration of New Street Name – Sheila’s Way – Bruce Tupper, E911 Addressing Officer

New Street off Route 85

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

Unanimously approved

- e) Consideration of MOU with the New Raymond Professional Fire Fighters Association IAFF Local 5278 – Bruce Tupper, Fire Chief and Michael J Crouse, President

This change is due to the Raymond members getting approval from the IAFF to form their own local chapter. Formerly the Raymond members were in a local chapter with Windham.

Motion to approve as presented by Select Olsen. Seconded by Select Gifford.

Unanimously approved

- f) Consideration of Cyber-Security Policy – Sue Look, Interim Town Manager

There was discussion that this document is very thorough, and Kevin Woodbrey is to be commended.

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

Unanimously approved

g) Consideration of Quit Claim Deeds – Sue Carr, Tax Collector

Susan Stanley	015-078	184 Mountain Rd	\$9,070.76
Catherine McKenna Lipton	019-020-B	382 North Raymond Rd	\$4,890.85

Motion to approve the Quit Claim Deed for Susan Stanley as noted above by Select Sadak. Seconded by Select Olsen.

Unanimously approved

Motion to approve the Quit Claim Deed for Catherine McKenna Lipton as noted above by Select Sadak. Seconded by Select Olsen.

Unanimously approved

h) Consideration of the Warrant for the RSU #14 Referendum Vote – Sue Look, Interim Town Manager

By consensus the Select Board approved as presented.

6) **Public Comment** – none

7) **Selectman Comment** – Thank you to the Town Staff

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

A reminder that candy or monetary donations for the Main Street Halloween event can be made at the Raymond Village Library or the Town Office.

a) Confirm Dates for Upcoming Regular Meetings

- November 14, 2023

b) Reminder of Upcoming Events/Holidays

• **October 31, 2023 – Tuesday – 4pm to 9pm – Halloween on Main Street**

- Running shuttle from Sheri Gagnon Park to Main Street
- Main Street closed from Southern end at Route 302 to the intersection of Route 121
- RVL and Town Office will collect candy and monetary donations to help home owners along Main Street

• **November 7, 2023 – Tuesday – 7am-8pm – Referendum Election – JSMS Gym**

- November 2, 2023 – Thursday – 4pm – Deadline to request an absentee ballot

9) Adjournment

Motion to adjourn at 7:25pm by Select Olsen. Seconded by Select Sadak

Unanimously approved

Respectfully submitted,

Melissa McConkey, Town Manager Admin

Business License App - Nicole Richman LCSW



Business License Application

OFFICIAL USE	
Permit Fee: \$25.00	✓ #164
Application Date:	10/24/23
Map-Lot:	_____
Zone:	_____

Business Name: Nicole Richman, LCSW

Business Location: 1289 Roosevelt Trail, Unit 5B

Applicant: Nicole Richman

Mailing Address: PO Box 1003

City State Zip: Raymond, ME 04071

Home Telephone: 207-468-8108 Work Telephone: 207-839-3535 x1

Email Address: nicolerichmanlcsw@gmail.com

Description of Business: Clinical Social Work, Private Practice -

Individual, Family & Group Therapy (Mental Health)

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2
<u>Nicole Richman</u>	<u>207-636-6068</u>	<u>207-883-0083</u>
<u>KP Gagnon</u>	<u>207-317-1941 = LANDLORDS</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:

LC 5065 Social Work License / current & secured

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: Nicole Richman LCSW 10/17/2023

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

Code Enforcement Officer _____

Fire Inspector _____

Tax Collector _____

Conditions of Approval by Select Board:

Application Approved

Application Denied. Denial Reason:

Determination Date: _____

Expiration Date: March 1, _____

Select Board Signatures:

Joseph Bruno, Chair

Rolf Olsen, Vice Chair

Teresa Sadak

Samuel Gifford

Derek Ray

Raymond Village Library Hours

Richard Dowe
Library Director
Raymond Village Library
3 Meadow Road
Raymond, ME 04071
10/10/2023

To:
The Town of Raymond Select Board
Raymond, ME 04071

Subject: Proposed Changes to Library Hours

Dear Members of the Town of Raymond Select Board,

I am writing to formally propose changes to the operating hours of the Raymond Village Library, with the intention of enhancing library accessibility, accommodating staff needs, and optimizing services for the benefit of our community.

Proposed Library Hours:

- Sunday: Closed
- Monday: Closed
- Tuesday, Wednesday, Thursday: 9:00 AM - 6:00 PM
- Friday & Saturday: 9:00 AM – 2:00 PM

While senior hours are currently listed in our schedule, we are committed to providing an inclusive environment that welcomes patrons of all age groups. We will maintain our bridge and mahjong groups on Tuesday mornings, although we will refrain from labeling it as "senior hours" to ensure equitable access to our library facilities.

These changes will not alter the total number of weekly operating hours. In fact, being open to the general public instead of limiting it to "Senior Hours" will expand our operating hours from 34 to 37 hours. Furthermore, we will continue to offer three evenings of service until 6:00 PM, catering to individuals whose work schedules extend into the evening. Notably, the decision to close on Mondays aligns with the town's practice of numerous departments operating on a four-day workweek with Monday being the day town offices are closed. In the event of special programs or events on Fridays or

Saturdays, the library will remain open to accommodate community engagement. It is worth noting that our experience suggests that midweek evening programs tend to be the most popular among adults, while weekend mornings and midweek events for children are the most well-attended.

I firmly believe that these adjustments will significantly enhance library accessibility during our busiest hours, primarily midweek, while still providing a weekend day for our patrons. Moreover, it allows our dedicated staff to enjoy a deserved "weekend." The shorter hours on Fridays and Saturdays make it more manageable for staff to handle sick leave or vacation time, as covering for a 5-hour shift (whether as two 2.5-hour shifts or one 5-hour shift) aligns well with our part-time employee schedule and facilitates volunteer coverage if needed. On most occasions, Tuesday, Wednesday, and Thursday will already have three employees available to assist patrons.

One of the challenges associated with this change is the need to reschedule Baby Storytime, which is currently held on Mondays. However, with ample publicity and advance notice, we anticipate that this adjustment will not unduly inconvenience our youngest library visitors.

As part of our long-term objectives, we aim to hire a fourth part-time employee in Fiscal Year 2025. This will enable us to reopen on Mondays or expand our hours on Fridays and Saturdays, further benefiting our community.

I appreciate your consideration of these proposed changes, which have been carefully considered to better serve the residents of our town and has been approved by the Friends of the Raymond Village Library. I would welcome the opportunity to discuss this proposal further and address any questions or concerns you may have. Thank you for your time and support in ensuring that the Raymond Village Library remains a valuable resource for our community.

Sincerely,

Richard Dowe

September door, phone, and computer stats

Day	Date	9 to 11	11 to 1	1 to 3	3 to 6	curbside	phones	computers	Day Totals	
Friday	9/1/2023								0	
Saturday	9/2/2023	12			35				47	
Sunday	9/3/2023								0	
Monday	9/4/2023								0	
Tuesday	9/5/2023	10			12			7	29	
Wednesday	9/6/2023			7	25				32	
Thursday	9/7/2023								0	
Friday	9/8/2023								0	
Saturday	9/9/2023	13	31					6	50	
Sunday	9/10/2023								0	
Monday	9/11/2023	12	33	20	4			16	85	
Tuesday	9/12/2023	15	7						22	
Wednesday	9/13/2023	2	48			4			54	
Thursday	9/14/2023								0	
Friday	9/15/2023								0	
Saturday	9/16/2023	13			25			1	39	
Sunday	9/17/2023								0	
Monday	9/18/2023	9	42					5	56	
Tuesday	9/19/2023	9	15					5	29	
Wednesday	9/20/2023	3	52	37				15	107	
Thursday	9/21/2023								0	
Friday	9/22/2023								0	
Saturday	9/23/2023	11	28					6	45	
Sunday	9/24/2023								0	
Monday	9/25/2023	11	33					5	49	
Tuesday	9/26/2023	16						1	17	
Wednesday	9/27/2023	4	15	30				3	52	
Thursday	9/28/2023								0	
Friday	9/29/2023								0	
Saturday	9/30/2023	15	24					2	41	
Sunday									0	
Monday									0	
Hourly/activity totals		155	335	184	8	0		72	0	
Grand Total										754
Saturday Total										222
Sunday Total										0
Monday Total										190
Tuesday Total										97
Wednesday Total										245
Thursday Total										0
Friday Total										0

October door, phone, and computer stats

Day	Date	9 to 11	11 to 1	1 to 3	3 to 6	curbside	phones	computers	Day Totals	
Sunday	10/1/2023	0							0	
Monday	10/2/2023	4	20	5	15				44	
Tuesday	10/3/2023	13	0 x	x				1	14	
Wednesday	10/4/2023	42	17	16	10			10	7	102
Thursday	10/5/2023									
Friday	10/6/2023	4	12	11	8	0		5	3	43
Saturday	10/7/2023	13	18	10	1	0		2	2	46
Sunday	10/8/2023									0
Monday	10/9/2023									0
Tuesday	10/10/2023	14	8					4	1	27
Wednesday	10/11/2023	46	23	16	16			7	3	111
Thursday	10/12/2023									0
Friday	10/13/2023	8	10	9	9			7	1	44
Saturday	10/14/2023									0
Sunday	10/15/2023									0
Monday	10/16/2023	31	17	5	12			6	1	72
Tuesday	10/17/2023	15	2					1		18
Wednesday	10/18/2023	49	11	17	17			13	5	112
Thursday	10/19/2023									0
Friday	10/20/2023	5	10	12	12			6	0	45
Saturday	10/21/2023	31	13	17	5			6	6	78
Sunday	10/22/2023									0
Monday	10/23/2023	26	8	21	11			5	6	77
Tuesday	10/24/2023	15	4					1	1	21
Wednesday	10/25/2023	35	11	13				5	2	66
Thursday	10/26/2023									0
Friday	10/27/2023									0
Saturday	10/28/2023									0
Sunday	10/29/2023									0
Monday	10/30/2023									0
Tuesday	10/31/2023									0
Wednesday										0

Hourly/activity totals	351	184	152	116	0	79	38
Grand Total	920						
Saturday Total	124						
Sunday Total	0						
Monday Total	193						
Tuesday Total	80						
Wednesday Total	391						
Thursday Total	0						
Friday Total	132						

Contract Assessor's Extension

Curt E. Lebel, CMA
20 Popple Lane
Richmond, ME 04357
207-656-2391
celebel@myfairpoint.net

November 2, 2023

Sue Look
Interim Town Manager
Town of Raymond
401 Webbs Mills Rd
Raymond, ME 04071

RE: Proposed assessing services agreement extension

Dear Sue:

Thank you for the opportunity to provide assessment services to the Town of Raymond for the past 13 years. As you know, my current agreement with the Town was completed at the end of September 2023.

Given that the revaluation is slated to begin in the fall of 2024, I am proposing a further extension of the current agreement through fiscal year 2023-2024 (June 30, 2024) at the current rate and terms.

Over the coming months I will be analyzing the department's staffing needs during the revaluation project over the upcoming three-year period in order to provide proper oversight and implementation of the project through 2027.

I anticipate drafting a proposal for adequate support during that three-year time period beginning with the FY2024-2025 budget process in the spring.

I have attached to this letter a draft amending agreement extending the current agreement to June 30, 2024

Sincerely,



Curt Lebel

Curt E. Lebel, CMA

Page 1

AMENDING AGREEMENT

This Amending Agreement is made and entered on November 15, 2023, by and between the Town of Raymond, Maine (the “Town”) and Curt E. Lebel (“Contractor”) (collectively referred to as the “Parties”).

The Parties agree as follows:

BACKGROUND:

- A. The Town of Raymond and Curt E. Lebel (the “Parties”) entered into the Independent Contractor Agreement (the “Agreement”) dated October 1, 2021, for the purpose of contract assessing services.
- B. The Parties desire to amend said Agreement on the terms and conditions set forth in this Amending Agreement. The purpose of this amendment is to extend the agreement term through June 30, 2024
- C. This Agreement is the second amendment to the original Agreement dated October 1, 2021.

In consideration of the Parties agreeing to amend their obligations in the existing Agreement, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, both Parties agree to keep, perform, and fulfill the promises conditions and agreements below:

AMENDMENTS:

The Agreement is amended as follows:

- A. Section 1, part 2 of the Agreement titled “Services” is hereby amended by adding the phrase;
 - o October 1, 2023 through June 30, 2024 – 47 Days
- B. Section 2 of the Agreement title “Term” is hereby amended by deleting the phrase:

Contractor shall provide services to the Company pursuant to this Agreement for a term beginning on October 1, 2021, and ending on September 30, 2023 (the “Agreement Term”).

And replacing it with the phrase;

Contractor shall provide services to the Company pursuant to this Agreement for a term beginning on October 1, 2021, and ending on June 30, 2024 (the "Agreement Term").

B. Section 3 of the Agreement titled "Compensation" is hereby amended by adding the phrase;

October 1, 2023 through June 30, 2024- \$550.00 per day, 47 days= \$25,850

NO OTHER CHANGE:

Except as otherwise expressly provided in this Amending Agreement, all of the terms and conditions of the original "Agreement" and first "Amending" Agreement remain unchanged and in full force and effect.

MISCELLANEOUS TERMS:

Capitalized terms not otherwise defined in this Amending Agreement shall have the meanings ascribed to them in the original "Agreement".

GOVERNING LAW:

This Amending Agreement shall be governed by and construed in accordance with the laws of the State of Maine.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first written above.

THE COMPANY:

(Signature)

(Name – Please Print)

(Position)

CONTRACTOR:

(Signature)

(Name – Please Print)

New Street Name - Tanglewood Circle

From: "Bruce Tupper" <bruce.tupper@raymondmaine.org>
To: "Sue Look" <Sue.Look@raymondmaine.org>
Date: 10/10/2023 04:25 PM
Subject: Urgent road name issue

Hello Sue

Reference to today's conversation on a 911 issue, I have taken the following action.

An ANI ALI correction report was filed from CCRCC to State 911 reference an emergency call involving an address not recognized by 911. I researched the issue and found #1 Tanglewood Circle formerly 91 Sloans Cove Rd is listed in our tax database as 91 Tanglewood Circle. Tanglewood Cir. is not listed in the 911 database, road maps, and as you found not in the voter address registry for the Town of Raymond. Records indicate the home built in 2006 should actually be #1 Tanglewood Circle. Being required by ordinance to have a road name due to two separate living units being located on the same access road. Due to the urgency of this issue, I uploaded the address into the 911 database as #1 Tanglewood Circle the second residential building, a camp is now listed as #11. The second building a camp didn't have an address prior to today. Now the 911 center can recognize the address and have locators to reference cross streets and run card assignments specific for the address.

Today's corrective action will require the Selectboard to codify the name with an official vote in the near future to adopt it into town record.

Thank you.
Bruce

Bruce D Tupper
Chief / EMA Director
Raymond Fire & Rescue Department
1443 Roosevelt Trail
Raymond, Maine 04071
Bruce.Tupper@raymondmaine.org

Emergency Action Plan

**Raymond Town Office
401 Webbs Mill Road Raymond, ME 04071**

Adopted 11/14/2023

POLICY

It is the policy of the Town of Raymond to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

INDIVIDUAL ROLES & RESPONSIBILITIES

The Human Resource Administrator is responsible for making sure this emergency action plan is kept up to date, training provided and documented, and reviewed annually.

The following are responsible to ensure emergency personnel has been called and are point of contact for emergency personnel to provide information on the nature of the emergency.

Primary	Alternate	After Hours
HR Administrator	Town Manager	Public Works Director

Point of contact for the media:

Primary	Alternate
Town Manager	Fire Chief

In the event of an emergency at the Town Office, the following shall also be contacted.

Primary	Alternate	Responsible for
Public Works Director	Public Works Foreman	Building Issues
Fire Chief	Deputy Fire Chief	Fire/Emergency Issues

REPORTING PROCEDURES

Type of Emergency	How to Report
Fire or Explosion	Pull Fire Alarm, Exit Building and Call 911 for Fire and Rescue.
Weather	Call Fire Chief and/or Public Works Director for updates as needed
Bomb threat	Call 911 for Police and Fire
Toxic Spill/Leak	Call 911 for Fire and Rescue
Violence/Civil Disturbances	Use Panic Button or Call or test 911 for Police and Rescue
Medical	Call 911 for Rescue if needed
Flooded Basement	Call 911 for Fire and Rescue
Radiological & Biological Accidents	Call 911 for Fire and Rescue
Attempted Robbery	Use panic button if able to do without causing suspicion

EVACUATION PROCEDURES

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments must be posted in each work area, and all employees must be trained under supervision in the correct procedures to follow. New employees will be trained when assigned to a work area. Upon evacuation, employees shall muster at the far back corner of parking lot for a head count and to await further instruction. Employees, customers and visitors are to evacuate in an orderly fashion to the nearest and safest exit route. If personal belongings are not along your closest exit route, they must be left behind. Employees will not delay in evacuating for any reason. Department Heads should ensure all customers in their area are evacuated with staff.

In the event of a building fire, if the fire is not out of control or threatening the parking lot, employees and customers may be directed to immediately move their personal vehicles to the Broadcast Studio parking lot. All employees need to remain at the Broadcast Studio for accountability purposes. The moving of personal vehicles allows for easier access to the fire for fire apparatus and suppression and protects the employees' vehicles.

If the emergency results in evacuation of the building and it is determined to be a long-time event or during foul weather, the staff may be relocated to the Broadcast studio for future instructions, which may include being dismissed to go home. No employee is to go home until they are directed to by their Department Head or Town Manager.

B. Employee Accountability Procedures after Evacuations

The Town Manager is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to the predetermined assembly area and conducting a head count. All Department Heads are required to report that their employees are all accounted for, or who are missing, or need first aid to the Town Manager.

Title	Special Assignment
Town Manager	Take Attendance at assembly area
Admin Asst. CEO	Remain outside of staff entrance and direct people to assembly area.
Finance Director	Remain outside front entrance and direct people to assembly area.
HR Administrator	Provide information to Command upon arrival

EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION

Each Department Head is responsible for accounting for each assigned employee following an emergency evacuation. If the Department Head is not a Town Hall, the most senior employee in that area will take responsibility.

The following procedures apply:

1. The meeting place has been established for all evacuation routes.
2. Each employee is responsible for reporting to his or her Department Head so that an accurate head count can be made. Department Heads will report those missing to the Town Manager.
3. The Human Resources Administrator, will be the point of contact with fire/police and will be located at one of the following locations:
 - A. Primary: Outside of the front of building
 - B. Secondary: At the rear far side of parking lot.

A. Alarm System

The Raymond Town Office is protected by a burglar alarm and fire pull station, which are located on the wall inside of the employee entrance. The pull station is for early fire notification and will sound throughout the building and alert authorities. Emergency panic buttons, located in the Clerk's office and Finance Director's Office will quietly alert authorities.

Alarm systems for notifying all employees in case of an emergency are:

Action to be taken	Alarm system
In the Event of fire or smoke detectors sounding	Activate the fire pull station by pulling down the handle. Evacuate and call 911 from outside.
In a civil disturbance- such as a shooter, a person threatening harm to themselves or others or a person demanding money	Activate the panic button in your area if able to do so without causing suspicion. Call or text 911 when safe to do.

B. Sheltering in Place

Certain emergencies require employees not to evacuate, but to move to an interior, windowless room.

If something dangerous is outside, all need to lock outside doors, move away from windows, pay attention to the situation and account for all staff and customers.

In the event of a weather hazard such as a microburst, tornado or earthquake staff should take cover under a desk or doorway away from glass.

After the event has been resolved, all staff and customers must be accounted for, and first aid provided if needed.

C. Lockdown

If there is an emergency with someone who is dangerous that comes into the building, such as a possible shooter, the building needs to go into lockdown. All employees and customers should move away from the sight of the threat, maintain silence, lock your office door, and turn out your lights. Move out of site and take cover in your office and prepare to evade or defend. If an employee is safely able to get out of the building, they should run and take cover in the nearest woods or behind buildings or vehicles.

911 should be called ASAP, to maintain silence use your cell phone and text 911 and alert them to the emergency. The 911 dispatcher will text you back and ask questions.

After it is safe to do, all staff and customers must be accounted for and first aid provided if needed.

D. Attempted Robbery

If someone enters the building and demands money, the employee(s) should give in to their demands and give them all the monies that they ask for. If an employee can press the panic button without raising suspicion, they should press the button to alert authorities. If the panic button is not used, after the robber(s) leave, call 911 to report the robbery. Panic buttons are in the Town Clerk's office and the Finance Director's office.

E. Training

Training must be provided for employees when:

1. The plan is initiated; to include verbal, written instructions, and drills as needed.
2. Responsibilities or elements of the program have changed.
3. New employees are hired or transferred.

FIRE EXTINGUISHERS

Fire extinguishers are located throughout the facility. See evacuation map for locations (Appendix D). Fire extinguishers shall be kept accessible, mounted, and fully charged. Report to the Human Resources Administrator if fire extinguisher(s) are not readily accessible. Raymond Town Hall **does not** have a fire suppression system.

In the event of a small fire, such as a wastebasket, the expectation of fire extinguisher use is:

911 needs to be called ASAP. Only designated employees are expected to use fire extinguishers, if safe to do so. Designated employees will be trained in fire extinguisher use upon hire and annually thereafter (see Appendix A). In the event of any fire, employees shall immediately evacuate through their nearest exit and wait at the meeting place.

RESCUE AND MEDICAL DUTIES

It may become necessary in an emergency to render some specified medical duties, including first-aid treatment. Employees expected to perform such duties must be properly trained and equipped to carry out their assigned responsibilities properly and safely. 911 will be called in an emergency.

Only designated employees are expected to render first aid, if safe to do so. Employees will be trained in first aid, AED, and bloodborne pathogens upon assignment and annually thereafter.

APPENDIXES:

- A. Training to use for a Fire Extinguisher**
- B. Emergency Action Flyer**
- C. Review/Revisions Log**
- D. Fire Extinguisher Location Map**

A. Training to use a Fire Extinguisher:

EXTINGUISHER

HANDLE
PRESSURE GAUGE
NOZZLE
SIPHON TUBE
SAFETY PIN
COMPRESSED GAS
DRY CHEMICAL, CO₂, WATER etc

REMEMBER

PULL
AIM
SQUEEZE
SWEEP

HOW TO OPERATE

PULL PIN - This will also break the tamper seal.

AIM AT THE BASE OF THE FIRE - Point the extinguisher nozzle (or horn or hose) at the base of the fire.

SQUEEZE HANDLE - To release the extinguishing agent.

SWEEP FROM SIDE TO SIDE - Start at the front edge of the fire. Using a side-to-side sweeping motion, work toward the back edge of the fire.

Know your extinguisher
Use the correct fire extinguisher
(Check your own extinguisher's label for detailed instructions)

B. Emergency Action Flyer

C. Review/Revisions Log

The Emergency Action Plan shall be reviewed, at least annually to ensure this program is accurate and expectations have not changed. Revisions/changes in the program or responsibilities may require those effected to be provided with additional training.

Date Reviewed or Revised	Brief description of revision made, if applicable, or no changes	Date of Training, if applicable	Reviewed by

D. Fire Extinguisher Location Map

Adopted this 14th day of November 2023, by the Raymond Select Board:

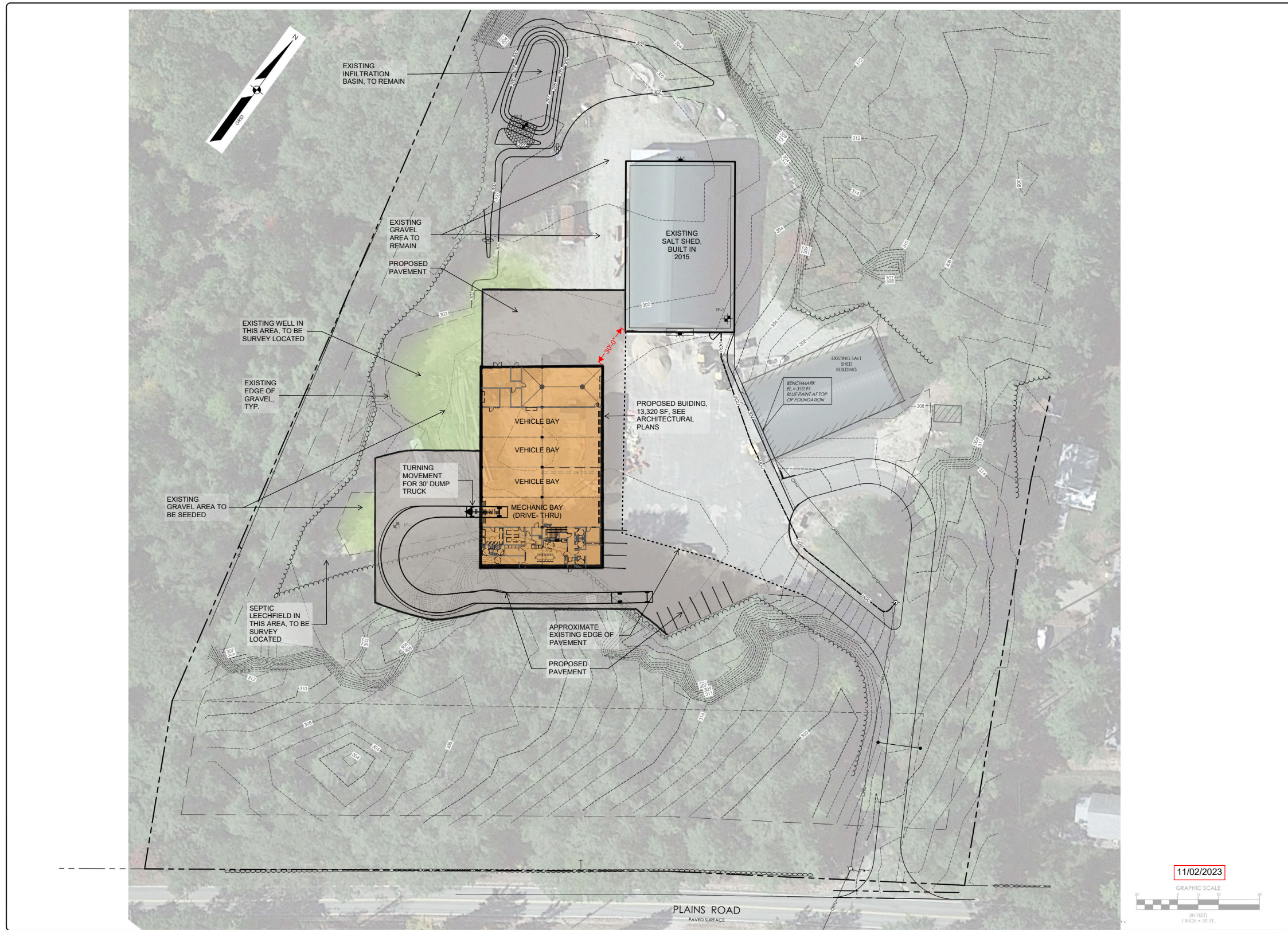
Joseph Bruno, Chair

Rolf Olsen, Vice Chair

Teresa Sadak

Samuel Gifford

Derek Ray



OWENS A. MCCULLOUGH, P.E./712

DESIGNED	CHECKED
CAB/ACh	OAM

REV.	BY	DATE	STATUS

NOT A CONTRACT DOCUMENT. ANY ALTERATIONS TO BE MADE AT THE USER'S SOLE RISK. REVISIONS SHALL BE THE RESPONSIBILITY OF SEBAGO TECHNICAL SERVICES, INC.

SEBAGO
 TECHNICAL SERVICES
 WWW.SEAGOTECHNICALSERVICES.COM
 75 John Roberts Rd., Suite 1A, Raymond, Maine 04071
 401 Wobbes Hill Road, Raymond, Maine 04071
 Tel: 207-280-2100 Tel: 207-783-5649

CONCEPT PLAN
 OF
RAYMOND PUBLIC WORKS
 170 PLAINS ROAD
 RAYMOND, MAINE 04071
 FOR
THE INHABITANTS OF THE TOWN OF RAYMOND
 401 WOBBS HILL ROAD
 RAYMOND, MAINE 04071

11/02/2023

PROJECT NO: 14056 SCALE: 1" = 30'

SHEET 4 OF 12

14056_04.dwg for Concept Plan.dwg 11/02/2023



GRANT HAYS
ASSOCIATES

ARCHITECTURE & INTERIOR DESIGN
P.O. BOX 6179 FALMOUTH MAINE 04103
207.871.5900 www.granthays.com

DATE

REV/NO

PROJECT NAME

PROPOSED
**PUBLIC WORKS
MAINTENANCE FACILITY**
RAYMOND MAINE

SHEET

CONCEPT
PLAN 'A'

DATE

30 OCT 2023

SCALE

1/8" = 1'-0"

DRAWN
MFH / mgk

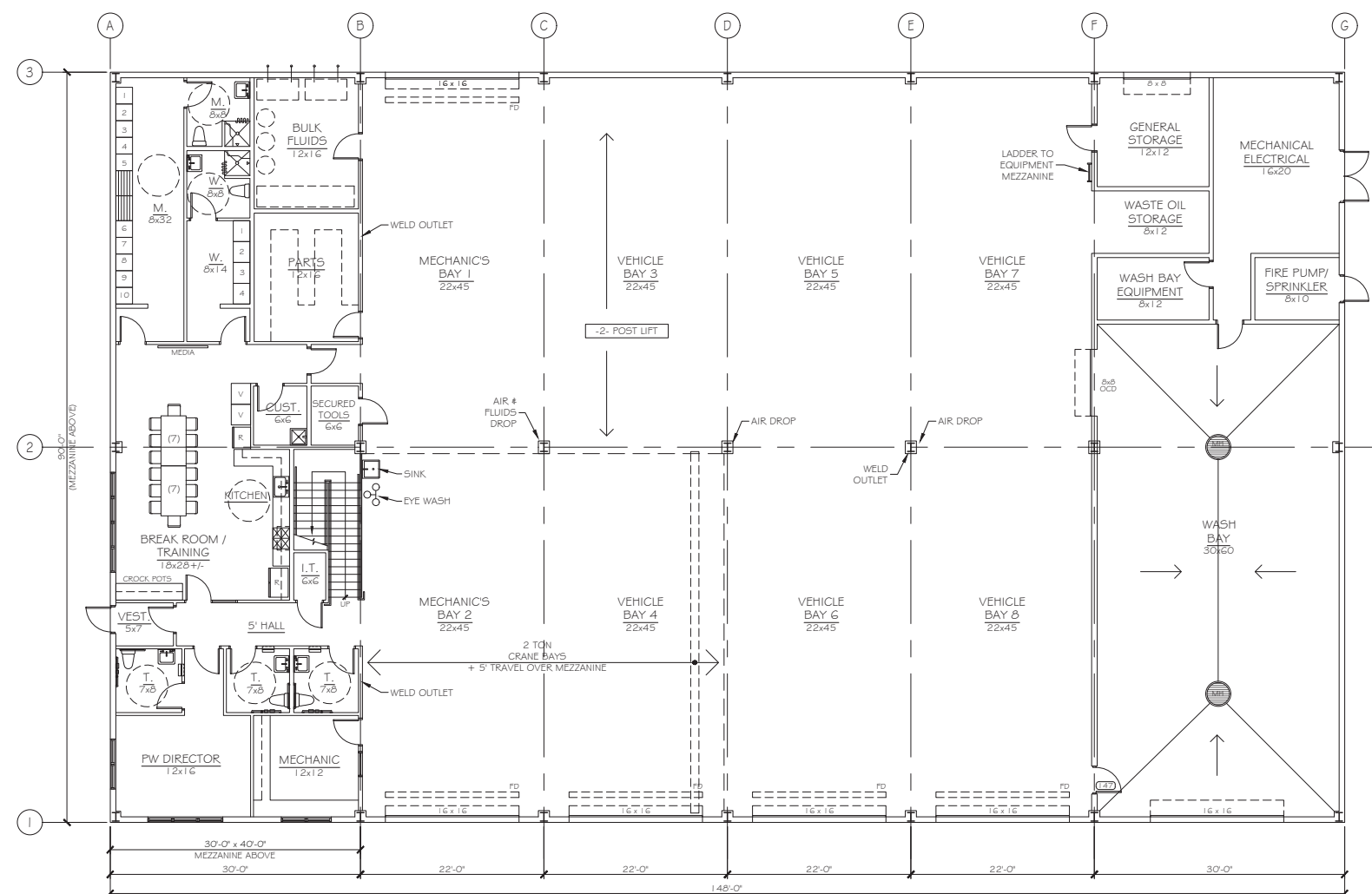
JOB NO.

230931

SHEET

A-1

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CONCEPT PLAN 'A' - 2 DEEP BAYS

SCALE: 1/8" = 1'-0"



	Unit	Quantity	Materials	Unit Cost	Total	Notes
Earth Work						
Erosion & Sedimentation Control	ls	1		\$10,000	\$10,000	ECM berm around construction area
Mass Site Grading	cy	2,500		\$25	\$62,500	Allowance based upon S.F. of Project Area
Clearing and Grubbing	ac	0.25		\$40,000	\$10,000	Allowance
Gravel Subbase	cy	750	18" Depth	\$35	\$26,250	18" section in new pavement
					\$108,750	Subtotal Earthwork
Pavement						
Bituminous Pavement 4"	ton	700	4" Thick	\$98	\$68,600	Allowance for approx. 29,000 s.f.
Parking Spaces Paint	ls	1		\$2,000.00	\$2,000	Allowance
					\$70,600	Subtotal Pavement
Water						
1.5 inch water	lf	100		\$85	\$8,500	Allowance for new water service from ex well
Fire Tank	ea	1		\$250,000	\$250,000	Allowance for tank / pump
					\$258,500	Subtotal Water System
Sanitary Sewer						
6-8 Inch PVC Pipe	lf	100		\$160	\$16,000	Allowance
Grit Chamber	ea	1		\$40,000	\$40,000	Allowance
Manholes	ea	1		\$4,500	\$4,500	Allowance
Septic System Modifications	ea	1		\$20,000	\$20,000	Allowance
					\$80,500	Subtotal Sewer
Site Electrical						
2" Conduit	lf	250		\$35	\$8,750	Allowance for re-routing ELE connection
4" Conduit (4)	lf	250		\$45	\$11,250	Allowance for re-routing ELE connection
Generator	ls	1		\$250,000	\$250,000	Allowance
Modify Electrical Service Entrance - CMP	ea	1		\$75,000	\$75,000	Allowance
					\$345,000	Subtotal Electrical
Landscaping						
Loam & Seed	sy	950		\$8	\$7,600	Allowance for 4" of loam and seed
					\$7,600	Subtotal Landscaping
New Building Construction						
Fleet Maintenance, Wash Bay, Admin	sf	13,320		\$275	\$3,663,000	Est. Per Square Foot
FFE (Furnishings Fixtures, Equip.)	ls	1		\$50,000	\$50,000	IT, Furnishing, Equip.
					\$3,713,000	Subtotal Building
Subtotal - Project Costs					\$4,583,950	
Contingency						
Solar	ls	1	15% of Const.	\$458,395	\$458,395	
General Conditions	ls	1	\$170,000	\$170,000	\$170,000	Allowance
Design, Permitting, Construction	ls	1	6% of Const.	\$275,037	\$275,037	
	ls	1	8% of Const.	\$297,040	\$297,040	Design, Geotech, Construction
Total Project Cost					\$5,784,422	Total