



Town of Raymond Select Board ePacket May 7, 2024

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Agenda



PUBLIC HEARING & SPECIAL TOWN MEETING & SELECT BOARD Agenda

May 7, 2024

5:30pm – Public Hearing &
Special Town Meeting &
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.

Public Hearing

1) Open Public Hearing

- a) Update to Tax Increment Financing District to Include Broadband

Special Town Meeting

- 2) **Special Town Meeting Warrant** – to add Broadband as an allowable expense to the TIF District Agreement (broadband was added as an allowable expense by the State after our TIF District Agreement was enacted).

Select Board Meeting

3) Call regular meeting to order

4) Minutes of previous meetings

- a) April 8, 2024 – Regular Meeting
- b) April 26, 2024 – Emergency Meeting

5) Public Hearings

- a) Annual Town Meeting Warrant Articles Including Ordinance Change Articles

6) New Business

- a) Discussion of Choice of Fiber Network Vendor – Sarah Davis questioned why her company was not chosen, COLAB committee wants to present their process for choosing Sebago Fiber

- b) Consideration of Awarding the Personal Property Revaluation to KRT – Curt Lebel, Assessing Agent
- c) Consideration of Authorizing Corporate Resolution for Access to Accounts at Portland Trust Co – Charisse Keach, Finance Director
- d) Consideration of Adding a Supplemental Warrant to the Annual Town Meeting Warrant for Changes to the Fire Protection Ordinance – Sprinkler Articles

Public Safety crafted an update to the sprinkler ordinance for the March 12, 2024, Select Board meeting which included allowing 2-hour fire rated separation walls to delineate compartments to include in calculations for whether or not a building requires sprinklers and adding an appeal process. However the meeting was cut short due to a storm, the item was not taken up, and therefore could not be sent to the Planning Board for consideration in time for the Annual Town Meeting Warrant.

- e) Consideration of Using Select Board Contingency for Public Safety Unforeseen Expenses – Bruce Tupper, Fire Chief
- f) Consideration of Proclamation for Veteran's Ceremony – Sue Look, Town Manager
- g) Consideration of Approving Warrant Calling the RSU #14 Election on June 11, 2024 – Melanie Fernald, Town Clerk
- h) Consideration of Changing the Open Hours of the Town Office – Sue Look, Town Manager

Suggesting changing the opening time from 8:30am to 8:00am and changing closing on Tuesday from 7:00pm to 6:00pm. This is a net increase for citizens of 1 hour.

7) Public Comment

8) Selectman Comment

9) Town Manager's Report and Communications

- a) Confirm Dates for Upcoming Regular Meetings
 - June 25, 2024
 - July 9, 2024
- b) Upcoming Election Schedule
 - May 15, 2024 – Budget Vote at Windham High School Auditorium – 6:30pm
 - May 24, 2024 – Deadline to change parties to vote in the Primary on June 11th
 - June 6, 2024 – Deadline to request absentee ballots
 - June 11, 2024 – State Primary, Municipal Officers, Annual Town Meeting Warrant & RSU #14 Budget Elections at Jordan Small Middle School Gym – 7:00am to 8:00pm

c) Reminder of Upcoming Holiday Schedule

- Monday, May 27th – Memorial Day

10) Executive Session(s)

- a) Consideration and Award of Scholarship Applications and Student Recognition - Pursuant to MRSA 1 §405 (6)(F)

11) Adjournment

Special Town Meeting Warrant

WARRANT FOR SPECIAL TOWN MEETING

on
May 7, 2024

To Don McClellan, a resident in the Town of Raymond in the County of Cumberland, 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, in said county and in said state, qualified to vote in Town affairs, to meet at the Broadcast Studio located at 423 Webbs Mills Road, in said Town, on May 7, 2024, at 5:30pm to act on articles 1 and 2, such article pursuant to the Order attached to this warrant and consistent with such Development Program document on file at the Town Office during business hours:

ARTICLE 1

To choose by written ballot a moderator to preside at said meeting.

ARTICLE 2

Shall the voters of the Town of Raymond, Maine adopt the First Amendment to the Portland Natural Gas Transition System Municipal Development and Tax Increment Financing District, such adoption to be pursuant to the following findings, terms and provisions?

WHEREAS, the Town of Raymond (the "Town") is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to amend previously established tax increment financing ("TIF") districts and development programs within the Town; and

WHEREAS, the Town designated the Portland Natural Gas Transmission System Municipal Development and Tax Increment Financing District (the "District") and adopted a Development Program for the District on September 15, 1998 and March 20, 1999 in order to capture the value of real and personal property improvements made within the District and to enable the use of TIF revenues for various municipal and other economic development projects, which received approval from the Maine Department of Economic and Community Development ("DECD") on March 31, 1999; and

WHEREAS, amending the Development Program for the District will help to continue to promote economic development within the Town and the surrounding region; improve and broaden the tax base of the Town; and improve the economy of the Town and the State of Maine; and, specifically,

will allow the Town the ability to use TIF funds for costs associated with broadband and fiber optics expansion projects.; and

WHEREAS, the Select Board has held a public hearing on May 7, 2024, upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town, on the question of adopting the First Amendment to the Development Program for the District in accordance with the requirements of 30-A M.R.S. § 5226; and

WHEREAS, the Town has considered the comments provided at the public hearing, both for and against the adoption of the First Amendment to the Development Program, if any; and

WHEREAS, it is expected that approval will be sought and obtained from DECD approving the First Amendment to the Portland Natural Gas Transmission System Municipal Development and Tax Increment Financing District and Development Program (the “First Amendment”).

NOW, THEREFORE:

Section 1. The Town hereby adopts the First Amendment to the Portland Natural Gas Transmission System Municipal Development and Tax Increment Financing District and Development Program, pursuant to the following findings, terms, and provisions:

a. Pursuant to Title 30-A M.R.S. Section 5226(5) pertaining to TIF district and development program amendments, this First Amendment to the Development Program does not result in the District being out of compliance with any of the conditions of 30-A M.R.S. Section 5223(3) which pertain to the percentage of area within the District that is suitable for commercial use, the TIF acreage caps for single TIF districts and for all TIF districts in the Town, and the total TIF district valuation cap.

b. The First Amendment to the Development Program will make a contribution to the economic growth and well-being of the Town and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the Town, including a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The Town has considered all evidence, if any, presented to it at the required public hearing with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the District and the Development Program.

Section 2. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town hereby amends the District designated and described more particularly set forth in the “First Amendment to the Portland Natural Gas Transmission System Development and Tax Increment Financing District Development Program” presented to the Town Meeting in the form attached hereto and such Development Program is hereby incorporated by reference into this vote as the First Amendment to the Development Program for the District.

Section 3. The Town Manager, or duly appointed representative, is hereby authorized, empowered and directed to submit the First Amendment to the Development Program to DECD for review and approval pursuant to the requirements of 30-A M.R.S. § 5226.

Section 4. The foregoing adoption of the First Amendment shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the First Amendment by DECD, without requirement of any further action by the Town, the Select Board, or any other party.

Section 5. The Town Manager, or duly appointed representative, is hereby authorized and empowered, at their discretion, from time to time, to make such revisions to the documents related to the First Amendment they may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the First Amendment by DECD, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Select Board in adopting the First Amendment.

Section 6. This Order shall take effect immediately upon adoption.

Give this 26 day of April 2024,

RAYMOND SELECT BOARD



Joseph Bruno, Chair

Rolf Olsen, Vice Chair & Parliamentarian



Teresa Sadak



Samuel Gifford



Derek Ray

A TRUE COPY OF WARRANT

ATTEST: 

Melanie Fernald, Town Clerk

Previous Meeting Minutes - April 8, 2024



SELECT BOARD Minutes

**April 4, 2024 – CANCELLED DUE TO
STORM**

RESCHEDULED TO April 8, 2024

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, Derek Ray
Absent: Samuel Gifford

Town Staff in attendance:

Sue Look – Town Manager
Melanie Fernald – Town Clerk
Nathan White – Public Works Director
Charisse Keach – Finance Director
Bruce Tupper – Fire Chief
Wayne Jones - Fire Inspector
Chris Hanson – Interim Code Enforcement Officer

1) **Called regular meeting to order** at 5:31pm by Chair Bruno with a quorum present

2) **Minutes of previous meetings**

a) March 25, 2024

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

Unanimously approved

3) ***Executive Session(s)**

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

Motion to enter executive session at 5:31pm as noted above by Select Sadak.
Seconded by Select Ray.

Unanimously approved

Motion to leave executive session at 5:47pm by Select Sadak. Seconded by Select Olsen.

Unanimously approved

Attorney Eric Wycoff described the Settlement Agreement with Management Controls, LLC, Q-Team, Inc., Durant Excavating, LLC, Big Lake Marine, LLC, and Robert

**Taken out of order*

Select Board Meeting Minutes

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April 4, 2024 April 8, 2024

Durant. A copy of the agreement in its entirety is posted on the Town's website. Q-Team agrees to pay the Town \$10,000 in penalties and the Town's lawsuit and claims against them will be dismissed. Management Controls, Robert Durant, Durant Excavating and Big Lake Marine will be jointly and severally liable for restoring the sites, in accordance with the restoration plan that was approved by the Maine Department of Environmental Protection and which the Town has agreed to. That restoration will be completed by October 31, 2025 (or October 31, 2026 if the Durant parties do not perform the restoration work). The parties have agreed to engage with a third-party Engineer to keep track of the restoration and to ensure that the work complies with the approved plan. The Management Controls and Durant parties have also agreed to be jointly and severally responsible to pay the Town a total of \$640,000 which will allow the Town to recover attorney's fees and the costs that it has incurred in connection with enforcement issues, which Maine statutes don't permit.

Chair Bruno recapped: \$540,000 will be paid by June 15, 2024 with the remaining \$100,000 to be paid by October 31, 2024. Q-Team will pay \$10,000 by April 15, 2024. As close to full restoration of the properties as possible, over the next two years. There are also penalties for non-performance of up to \$2,500/day.

4) New Business

- a) *Consideration of Approval of Settlement Agreement with Management Controls, LLC, Q-Team, Inc., Durant Excavating, LLC, Big Lake Marine, LLC, and Robert Durant

To resolve notices of violation relating to land use violations at 18 Fernwood Road that were issued to Management Controls on December 16, 2021, to Durant Excavating on December 21, 2021, to Q-Team on January 25, 2022, to Big Lake Marine on March 10, 2022, and to Durant, d/b/a "Big Lake Marine Construction," on March 10, 2022; and to resolve notices of violations relating to land use violations at 28 Whitetail Lane that were issued to Management Controls on January 28, 2022, to Durant Excavating in January 28, 2022, to Big Lake Marine on March 10, 2022, and to Durant, d/b/a "Big Lake Marine Construction," on March 10, 2022.

Motion to approve the Settlement Agreement with Management Controls, LLC, Q-Team, Inc., Durant Excavating, LLC, Big Lake Marine, LLC, and Robert Durant as presented and authorize the Town Manager to sign by Select Olsen. Seconded by Select Sadak.

Discussion:

Denis Morse, 340 Cape Road – asked about the fees; how much of the amount to be collected is penalty? Chair Bruno clarified that it depends on how you look at it. Restoration of the property is the biggest cost to the parties; these fees allow the Town to recover all the attorney's fees associated with the matter.

Peter Leavitt, 2 Leavitt Road – complimented everyone involved. Similar to the last question, he thinks we should send a message, put a name on it; use this situation as an example of what happens when Codes are violated. Chair Bruno summarized the breakdown as \$440,000 in recoverable attorney fees and a \$200,000 fine.

Chris Hanson spoke to those who had wished for higher fines on this matter. There are no guarantees on a judge ruling for recouperation of attorney fees. A straight-forward case in the past was ruled that the violation was to be corrected, but the Town was still out the attorney fees. This was the safest route for the Town to take.

Chair Bruno pointed out that the Mediator highly recommended that the Town resolve

**Taken out of order*

the issue this way, because it could be dragged out for another few years and we may not recover this amount.

Unanimously approved

- b) Consideration of New Business License Application – Jennifer Gillies, owner of Thrive Medical Aesthetics & Wellness

Chair Bruno asked Wayne Jones, Fire Inspector, about any deficiencies. Violations are being handled/improved. The annual fire alarm inspection expires on the 2nd, they have an appointment scheduled for June 3rd. The other item is the treatment of the materials in the exit passageway to reduce their combustibility. His recommendation is that the Select Board approve the license conditional on the successful fire alarm test and treating the materials in the exit passageway and waiting area.

The full building has one fire alarm which signals for the entire building.

Motion to approve conditionally by Select Sadak. Seconded by Select Olsen.

Unanimously approved

- c) Consideration of Appointment of New Town Clerk/Registrar – Sue Look, Town Manager

Melanie Fernald has accepted the position and comes to us as a Certified Clerk of Maine. She has been an Assistant & Deputy City Clerk of Westbrook, is originally from Westbrook and currently resides in Gorham. Her family has a place on Crescent Lake.

Mrs Look noted that she's excited about filling this position. There are differences in the forms of government in a City like Westbrook and a Town like Raymond, so there will be a lot to learn.

Ms. Fernald is excited to take the next step in her career and is grateful that Raymond is where the next step has led her. Grew up summering on Crescent Lake, so this community is special to her.

Motion to appoint Melanie Fernald as Registrar of Voters for Raymond by Select Sadak. Seconded by Select Ray.

Motion to appoint Melanie Fernald as Raymond Town Clerk by Select Sadak. Seconded by Select Ray.

Unanimously approved

- d) Consideration of Using TIF Funds and/or Bonding for Municipal Fiber Ring (Broadband) – Sue Look, Town Manager

Mrs. Look mentioned that the Town's attorney said TIF money can be used to pay for Broadband – but the way the TIF is written, we can only use monies for the portion within the TIF district itself. That would only cover a small percentage of the whole project's expenses. To change the wording of the TIF, so it could cover the whole cost, we would need to vote at a Special Town Meeting. We can bond but cannot use a tax-exempt bond; it would have to be a taxable bond. The Town does not pay the taxes on that, but the one issuing the bond does. They pass along the cost of those fees in the form of a higher interest rate.

**Taken out of order*

Chair Bruno asked Cherisse to speak on how much CIP money is available to help cover the cost of the project: \$363,000. The total cost of the project is \$805,000.

Discussion about whether to pull the article about Bonding the cost from the current Warrant and hold a Special Town Meeting in early May to change the wording of the TIF so it would allow the TIF funds to cover the costs. Chair Bruno and Mr. Olsen suggested to leave the bond item on the warrant for the June Annual Town Meeting, and to additionally hold a Special Town Meeting in May on the rewording of the TIF to allow the use of that money to cover the cost outside the TIF district. Keeping both options open will allow a choice of the better option.

By consensus item approved to remain on the warrant for bonding and to set a Special Town Meeting for May 7, 2024 to vote on rewording the TIF to allow monies to be used to fund the broadband project outside of the TIF district

e) Consideration of Recommendations for Ordinance Change Annual Town Meeting Warrant Articles – Select Board

ARTICLE 28: Referendum Question Z: Shall the Building Construction Ordinance be adopted as in Addendum 2?

(A copy of the full text of the proposed new ordinance 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 newly adopted ordinance would organize the existing enforced codes required by State law, with the intent of making the information easier to find for the general public, designers, engineers, etc.

Motion to recommend as presented above by Select Sadak. Seconded by Select Olsen.

Unanimously approved

*Taken out of order

ARTICLE 29: Referendum Question AA: Shall § 300-9.26. – Accessory Dwelling Units, and § 300-9.12.2. – Terms Defined, of the Land Use Ordinance, as adopted May 21, 1994, and amended through June 13, 2023; and § 350-6.27. – Accessory Dwelling Units, and § 350-8.2. – Terms Defined, of the Shoreland Zoning Ordinance, as adopted May 21, 1994, and amended through June 13, 2023, 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 29

Select Board recommends/does not recommend Article 29

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.A. § 4364-B. Additional changes are proposed, which will relax the current rules in place and allow for ADUs in parts of the shoreland zone where they are not currently allowed. Also included is an increase to the allowed square footage for an accessory dwelling unit.

Motion to recommend as presented above by Select Sadak. Seconded by Select Olsen.

Unanimously approved

ARTICLE 30: Referendum Question AB: Shall § 300-13.3. – General Requirements, and § 300-12.2. – Terms Defined, of the Land Use Ordinance, as adopted May 21, 1994, and amended through June 13, 2023, 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 30

Select Board recommends/does not recommend Article 30

Summary of Changes:

The proposed amendment would allow higher density development for Affordable Housing Development within an Open Space Subdivision.

Motion to recommend as presented above by Select Sadak. Seconded by Select Olsen.

Unanimously approved

**Taken out of order*

Select Board Meeting Minutes

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~~April 4, 2024~~ April 8, 2024

ARTICLE 31: Referendum Question AC: Shall § 300-9.27. – Solar Energy Systems, of the Land Use Ordinance, as adopted May 21, 1994, and amended through June 13, 2023, 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 31
Select Board recommends/does not recommend Article 31

Summary of Changes:

This amendment to the Land Use Ordinance would amend the existing solar energy systems section of the Land Use Ordinance to include specific buffering requirements from abutting residential uses.

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

ARTICLE 32: Referendum Question AD: Shall § 300-3 – Conformance with Ordinance, and § 300-12.2. – Terms Defined, of the Land Use Ordinance, as adopted May 21, 1994, and amended through June 13, 2023, be further amended by adding the underscored language and removing the language in strikeout text as 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 32
Select Board recommends/does not recommend Article 32

Summary of Changes:

This amendment to the Land Use Ordinance would amend sections in Article 9 that were found to be inconsistent or lacking clarity following a legal analysis performed by an independent contractor hired by the Town.

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

**Taken out of order*

Select Board Meeting Minutes

(Page 6 of 9)

~~April 4, 2024~~ April 8, 2024

ARTICLE 33: Referendum Question AE: Shall the Town of Raymond vote to repeal the “Building Code of the Town of Raymond for Flood Damage Prevention Requirements” adopted March 31, 1981, and amended through March 15, 1997, and replace with a new Floodplain Management Ordinance 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 33

Select Board recommends/does not recommend Article 33

Summary of Changes:

Repeal and replace the existing outdated ordinance to maintain mandatory compliance.

Motion to recommend as presented above by Select Sadak. Seconded by Select Olsen.

Unanimously approved

ARTICLE 34: Referendum Question AF: Shall the Business License Ordinance, as adopted July 14, 2020, be 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 34

Select Board recommends/does not recommend Article 34

Summary of Changes:

The proposed changes makes the license application one-time, removing the language for renewing the license.

Motion to recommend as presented above by Select Sadak. Seconded by Select Olsen.

Unanimously approved

ARTICLE 35: Referendum Question AG: Shall § 300-2.2. – Land Use Regulation Map, and § 350-2.1. – Districts And Zoning Map, as amended through June 13, 2023, be updated as shown in Addendum 9?

(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 35

Select Board recommends/does not recommend Article 35

Summary of Changes:

Change the zone from LRR2 to VR for a section of Main Street.

Motion to recommend as presented above by Select Sadak. Seconded by Select Olsen. Select Ray recused himself from the vote, due to owning property on Main Street.

Motion passed 3-0-1-1 (3 yeas, 0 nays, 1 absent, 1 abstaining)

f) Final Approval of Annual Town Meeting Warrant – Select Board

Select Olsen clarified the vote and motion made by the Budget-Finance Committee at their last meeting on Article 26 (referencing the Public Works garage) – their vote on failed motion was not reconsidered before the new motion was made; this makes the motion and vote on the motion to “not recommend” improper, according to Robert's Rules of Order. The warrant article will read “Budget-Finance Committee makes no recommendation on Article 26.”

Motion to approve the final Annual Town Meeting Warrant by Select Sadak. Seconded by Select Olsen.

Chair Bruno noted some misstatements made at the Budget-Finance Committee meeting on the item for the Public Works garage. He showed schematics and plans that have been created for the proposed garage. Nathan White noted the timeline for plans development, bids, etc. for the project.

Unanimously approved

g) *Consideration of Appointing Interim CEO – Sue Look, Town Manager

The CEO position has been posted as the Direct of Code Enforcement and Planning which better aligns with the role Alex Sirois had been filling. CEO Hanson has very graciously agreed to act as our Interim CEO while we are searching.

Motion to appoint Chris Hanson as the Interim Code Enforcement Officer by Select Sadak. Seconded by Select Olsen.

Unanimously approved

h) Consideration of Appointing a Representative to the Maine Waste to Energy Board – Sue Look, Town Manager

**Taken out of order*

Select Board Meeting Minutes

(Page 8 of 9)

~~April 4, 2024~~ April 8, 2024

I would like to nominate our Public Works Director, Nathan White as Raymond's representative to the Maine Waste to Energy Board.

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

Unanimously approved

5) Public Comment

Peter Leavitt, 2 Leavitt Road – in looking at the Interim CEO appointment item on the agenda, he noted the addition of "Planner" in the Code Enforcement position. Asked for some elaboration on that change. Alex Sirois helped shape the job description for his replacement and felt this addition would help bring in a much better candidate pool. This would not eliminate the need for the planner used through Sebago Technics

Fire Chief Tupper – overview of storm last week, number of calls for service. Public Works and Fire & Rescue were inundated with calls as a result of the storm. The Fire & Rescue Department had additional staff available and set up an Emergency Operations Center beginning at 5am the first morning and handled over 60 incidents of tree and wire issues, medical incidents and a large fire. Improved internet is needed to handle calls during power, phone and internet outages like we experienced during this storm. Chief needed to use his personal cell phone to help with communications. Those calls were not properly recorded, so the number of calls they handled will continue to rise as they are documented in the system. Thanked mutual aid communities that came out to help with the fire. Thanked Chair Bruno for pizza dinner, thanked Public Works for support through the storm, including Nathan who brought the Town's excavator out to the site to help knock down the dangerous portions of the building, so they could get to the rest of the active fire.

6) Selectman Comment

Select Sadak thanked Public Works & Public Safety staff for their long hours and hard work during the storm.

Chair Bruno thanked Fire Department team during the fire over the weekend. Seeing them in action opened his eyes to their bravery and their hard work.

7) Town Manager's Report and Communications

Budget season is almost done

a) Confirm Dates for Upcoming Regular Meetings

- May 7, 2024 – also a Special Town Meeting
- June 25, 2024 – later than usual, because of the Election earlier in the month.

8) Adjournment

Motion to adjourn at 7:23pm by Select Sadak. Seconded by Select Ray.

Unanimously approved

Respectfully submitted,

Melanie Fernald, Town Clerk

**Taken out of order*

Previous Meeting Minutes - April 26, 2024



SELECT BOARD Emergency Meeting Minutes

April 26, 2024

9:00AM – Emergency Meeting
Via Zoom

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, Samuel Gifford, Derek Ray
Absent: Rolf Olsen – Vice Chair, Teresa Sadak

Town Staff in attendance:

Sue Look – Town Manager
Melanie Fernald – Town Clerk

- 1) **Called Emergency Meeting to order** at 9:03AM by Chair Bruno with a quorum

- 2) **New Business**
 - a) Consideration of Approval of Special Town Meeting Warrant

**WARRANT FOR SPECIAL TOWN MEETING
on
May 7, 2024**

To Don McClellan, a resident in the Town of Raymond in the County of Cumberland, 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, in said county and in said state, qualified to vote in Town affairs, to meet at the Broadcast Studio located at 423 Webbs Mills Road, in said Town, on May 7, 2024, at 5:30pm to act on articles 1 and 2, such article pursuant to the Order attached to this warrant and consistent with such Development Program document on file at the Town Office during business hours:

ARTICLE 1

To choose by written ballot a moderator to preside at said meeting.

ARTICLE 2

Shall the voters of the Town of Raymond, Maine adopt the First Amendment to the Portland Natural Gas Transition System Municipal Development and Tax Increment Financing District, such adoption to be pursuant to the following findings, terms and provisions?

WHEREAS, the Town of Raymond (the "Town") is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to amend previously established tax increment financing ("TIF")

districts and development programs within the Town; and

WHEREAS, the Town designated the Portland Natural Gas Transmission System Municipal Development and Tax Increment Financing District (the “District”) and adopted a Development Program for the District on September 15, 1998 and March 20, 1999 in order to capture the value of real and personal property improvements made within the District and to enable the use of TIF revenues for various municipal and other economic development projects, which received approval from the Maine Department of Economic and Community Development (“DECD”) on March 31, 1999; and

WHEREAS, amending the Development Program for the District will help to continue to promote economic development within the Town and the surrounding region; improve and broaden the tax base of the Town; and improve the economy of the Town and the State of Maine; and, specifically, will allow the Town the ability to use TIF funds for costs associated with broadband and fiber optics expansion projects.; and

WHEREAS, the Select Board has held a public hearing on May 7, 2024, upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town, on the question of adopting the First Amendment to the Development Program for the District in accordance with the requirements of 30-A M.R.S. § 5226; and

WHEREAS, the Town has considered the comments provided at the public hearing, both for and against the adoption of the First Amendment to the Development Program, if any; and

WHEREAS, it is expected that approval will be sought and obtained from DECD approving the First Amendment to the Portland Natural Gas Transmission System Municipal Development and Tax Increment Financing District and Development Program (the “First Amendment”).

NOW, THEREFORE:

Section 1. The Town hereby adopts the First Amendment to the Portland Natural Gas Transmission System Municipal Development and Tax Increment Financing District and Development Program, pursuant to the following findings, terms, and provisions:

a. Pursuant to Title 30-A M.R.S. Section 5226(5) pertaining to TIF district and development program amendments, this First Amendment to the Development Program does not result in the District being out of compliance with any of the conditions of 30-A M.R.S. Section 5223(3) which pertain to the percentage of area within the District that is suitable for commercial use, the TIF acreage caps for single TIF districts and for all TIF districts in the Town, and the total TIF district valuation cap.

b. The First Amendment to the Development Program will make a contribution to the economic growth and well-being of the Town and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the Town, including a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The Town has considered all evidence, if any, presented to it at the required public hearing with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the District and the Development Program.

Section 2. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town hereby amends the District designated and described more particularly set forth in the “First Amendment to the Portland Natural Gas Transmission System Development and Tax Increment Financing District Development Program” presented to the Town Meeting in the form attached hereto and such Development Program is hereby incorporated by reference into this vote as the First Amendment to the Development Program for the District.

Section 3. The Town Manager, or duly appointed representative, is hereby authorized, empowered and

directed to submit the First Amendment to the Development Program to DECD for review and approval pursuant to the requirements of 30-A M.R.S. § 5226.

Section 4. The foregoing adoption of the First Amendment shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the First Amendment by DECD, without requirement of any further action by the Town, the Select Board, or any other party.

Section 5. The Town Manager, or duly appointed representative, is hereby authorized and empowered, at their discretion, from time to time, to make such revisions to the documents related to the First Amendment they may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the First Amendment by DECD, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Select Board in adopting the First Amendment.

Section 6. This Order shall take effect immediately upon adoption.

Give this _____ day of _____ 2024,

RAYMOND SELECT BOARD

Joseph Bruno, Chair

Rolf Olsen, Vice Chair & Parliamentarian

Teresa Sadak

Samuel Gifford

Derek Ray

Motion to approve the Warrant for a Special Town Meeting on May 7, 2024, by Select Gifford. Seconded by Select Ray.

Unanimously approved

3) Public Comment

none

4) Selectman Comment

none

5) Adjournment

Motion to adjourn at 9:05am by Select Gifford. Seconded by Chair Bruno.

Unanimously approved

Respectfully submitted,

Melanie Fernald, Town Clerk

Annual Town Meeting Warrant Articles for Public Hearing

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, 2024, and the 2nd half of taxes due to April 30, 2025;
2. Set the interest rate for unpaid balances and for abated taxes at eight and a half percent (8.5%) 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 Article 3

Budget-Finance Committee recommends Article 3

ARTICLE 4: Referendum Question B: To see if the Town will vote to raise and appropriate **\$1,803,516** for General Government Services (Administration; Assessing; Code Enforcement; Recreation; Technology; and General Assistance).

The budget figures will be assigned as follows:

<u>Administration</u>	<u>\$836,969</u>
<u>Assessing</u>	<u>\$114,870</u>
<u>Code Enforcement</u>	<u>\$340,034</u>
<u>Recreation</u>	<u>\$268,381</u>
<u>Technology</u>	<u>\$228,262</u>
<u>General Assistance</u>	<u>\$15,000</u>

Select Board recommends Article 4

Budget-Finance Committee recommends Article 4

ARTICLE 5: Referendum Question C: To see if the Town will vote to raise and appropriate **\$1,757,387** for Public Works.

The budget figures will be assigned as follows:

<u>Public Works</u>	<u>\$1,236,096</u>
<u>Town Buildings</u>	<u>\$51,237</u>
<u>Solid Waste</u>	<u>\$443,624</u>
<u>Cemeteries</u>	<u>\$26,430</u>

Select Board recommends Article 5

Budget-Finance Committee recommends Article 5

ARTICLE 6: Referendum Question D: To see if the Town will vote to raise and appropriate **\$1,887,305** for Public Safety.

The budget figures will be assigned as follows:

<u>Fire/Rescue Department</u>	<u>\$1,840,162</u>
<u>Animal Control</u>	<u>\$47,143</u>

Select Board recommends Article 6
Budget-Finance Committee recommends 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 **\$75,000**.

Select Board recommends Article 7
Budget-Finance Committee recommends 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 Article 8
Budget-Finance Committee recommends 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 Article 9
Budget-Finance Committee recommends 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 Article 10
Budget-Finance Committee recommends 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 **\$700,000**.

Select Board recommends Article 11
Budget-Finance Committee recommends Article 11

ARTICLE 12: Referendum Question J: To see if the Town will vote to appropriate **\$341,097** from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2024-2025 project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

Select Board recommends Article 12
Budget-Finance Committee recommends 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 **\$121,515** 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 Article 13
Budget-Finance Committee recommends Article 13

ARTICLE 14: Referendum Question L: To see if the Town will vote to appropriate from the Recreation Programs special revenue fund the amount of **\$130,350** for the administration of activities at the programs, and to allocate all revenues generated by program operations to be recorded in and retained by the Recreation Programs Enterprise fund.

Select Board recommends Article 14
Budget-Finance Committee recommends Article 14

ARTICLE 15: Referendum Question M: To see if the Town will vote to raise and appropriate **\$613,918** for Debt Services.

The budget figures will be assigned as follows:

<u>2013 Public Works Road Construction Bond</u>	<u>\$202,500</u>
<u>2015 Public Works Sand/Salt Construction and Public Safety Replacement Engine Bond</u>	<u>\$85,850</u>
<u>2022 Lease Purchase Rescue Pumper Truck</u>	<u>\$49,568</u>
<u>2023 Tassel Top Snack Shack & PW Garage Design</u>	<u>\$276,000</u>

Select Board recommends Article 15
Budget-Finance Committee recommends Article 15

\$215,925 for the Raymond Village Library.

Select Board recommends Article 16
Budget-Finance Committee recommends Article 16

ARTICLE 17: Referendum Question O: To see if the Town will vote to raise and appropriate **\$1,015,000** for the Capital Improvement Program.

The budget figures will be assigned as follows:

<i>Public Works Equipment Reserve</i>	<i>\$225,000</i>
<i>Public Works Paving/Road Reserve</i>	<i>\$410,000</i>
<i>Municipal Facilities Improvements</i>	<i>\$85,000</i>
<i>Technology</i>	<i>\$100,000</i>
<i>Revaluation Reserve</i>	<i>\$45,000</i>
<i>Public Safety Fire Apparatus</i>	<i>\$115,000</i>
<i>Playground Improvements</i>	<i>\$35,000</i>

Select Board recommends Article 17
Budget-Finance Committee recommends Article 17

ARTICLE 18: Referendum Question P: 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 Article 18
Budget-Finance Committee recommends Article 18

ARTICLE 19: Referendum Question Q: To see if the Town will vote to raise and appropriate **\$1,017,761** for the County Tax (\$80,574 is the second of five (5) annual, no-interest payments for six (6) months of taxes, January to June 2023, and \$937,187 is for the fiscal year July 2024 to June 2025 taxes, enabling Cumberland County to move from a calendar year to a fiscal year assessment).

Select Board recommends Article 19
Budget-Finance Committee recommends Article 19

ARTICLE 20: Referendum Question R: To see if the Town will vote to raise and appropriate **\$3,000** for Provider Agencies, \$2,000 for Crescent Lake Watershed Association and \$1,000 to be used at the Town Manager's discretion.

Select Board recommends Article 20
Budget-Finance Committee recommends Article 20

ARTICLE 21: Referendum Question S: To see if the Town will vote to appropriate the total sum of **\$2,155,288** 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 Article 21
Budget-Finance Committee recommends Article 21

ARTICLE 22: Referendum Question T: 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, 2024, 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 Article 22
Budget-Finance Committee recommends Article 22

ARTICLE 23: Referendum Question U: 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 Article 23
Budget-Finance Committee recommends Article 23

ARTICLE 24: Referendum Question V: LD1: To see if the Town will vote to increase the property tax levy limit of **\$3,935,385.36** established for the Town of Raymond by State law in the event that the municipal budget approved under the preceding articles will result in a tax commitment that is greater than that property tax levy limit.

Select Board recommends Article 24
Budget-Finance Committee recommends Article 24

ARTICLE 25: Referendum Question W: To see if the Town of Raymond will vote to change its plan with the Maine Public Employees Retirement System (MainePERS) to add coverage for full-time, non-union employees effective September 1, 2024, and:

- a) To offer Regular Plan AC to its regular, full-time, non-union employees who are paid at least 1,664 hours per year between paid vacation, paid holiday, and paid sick time effective September 1, 2024; and
- b) To continue to offer Special Plan 3C to its regular, full-time firefighters and emergency medical services employees who are paid at least 2,080 hours per year between paid vacation, paid holiday, and paid sick time; and
- c) To exclude all other employees, including all other elected/appointed officials, from participating in MainePERS; and
- d) To allow its newly eligible employees who are currently employed by the Town on September 1, 2024, who elect to join MainePERS on September 1, 2024, 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
- e) To authorize the Town Manager or the Select Board Chair to sign the amended agreement between the Town and the Maine Public Employees Retirement System.

Select Board recommends Article 25

Budget-Finance Committee recommends Article 25

ARTICLE 26: Referendum Question X: Shall the Town of Raymond (the "Town"):

1. **Approve** a capital project including engineering and design costs, transaction costs, construction costs, and other expenses reasonably related thereto (the "Project") consisting of the building of a public works garage to be located at 170 Plains Road at an estimated cost of **\$6,200,000**;
2. **Appropriate** the sum of **\$6,200,000**, 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 thereof) in an aggregate principal amount not to exceed **\$6,200,000**, 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

1. **TOTAL BOND INDEBTEDNESS**

a. Bonds outstanding and unpaid:	\$	* 1,435,000
b. Bonds authorized and unissued (other than this loan):	\$	0
c. Maximum amount to be issued if approved:	\$	6,200,000

* \$285,000 will retire in FY 2024-2025

2. **COSTS**

At an estimated maximum interest rate of 3% for a twenty (20) year maturity, the estimated cost of this government obligation bond will be:

<i>Principal</i>	\$	6,200,000.00
<i>Interest</i>	\$	<u>1,910,375.00</u>
<i>Total:</i>	\$	8,110,375.00

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 26

Budget-Finance Committee does not recommend Article 26

ARTICLE 27: Referendum Question Y: Shall the Town of Raymond (the "Town"):

1. **Approve** a capital project including engineering and design costs, transaction costs, construction costs, and other expenses reasonably related thereto (the "Project") consisting of the installation of a municipal fiber ring to connect all municipal buildings at an estimated cost of **\$667,000**;
2. **Appropriate** the sum of **\$667,000**, 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 thereof) in an aggregate principal amount not to exceed **\$667,000**, 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

5. **TOTAL BOND INDEBTEDNESS**

a. Bonds outstanding and unpaid:	\$	* 1,435,000
b. Bonds authorized and unissued (other than this loan):	\$	0
c. Maximum amount to be issued if approved:	\$	667,000

* \$285,000 will retire in FY 2024-2025

6. **COSTS**

At an estimated maximum interest rate of 3% for an eight (8) year maturity, the estimated cost of this government obligation bond will be:

<i>Principal</i>	\$	667,000.00
<i>Interest</i>	\$	<u>81,317.50</u>
<i>Total:</i>	\$	748,317.50

7. **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 27
Budget-Finance Committee recommends Article 27

ARTICLE 28: Referendum Question Z: Shall the Building Construction Ordinance be adopted as in Addendum 2?

(A copy of the full text of the proposed new ordinance 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 Article 28

Summary of Changes:

This newly adopted ordinance would organize the existing enforced codes required by State law, with the intent of making the information easier to find for the general public, designers, engineers, etc.

ARTICLE 29: Referendum Question AA: Shall § 300-9.26. – Accessory Dwelling Units, and § 300-9.12.2. – Terms Defined, of the Land Use Ordinance, as adopted May 21, 1994, and amended through June 13, 2023; and § 350-6.27. – Accessory Dwelling Units, and § 350-8.2. – Terms Defined, of the Shoreland Zoning Ordinance, as adopted May 21, 1994, and amended through June 13, 2023, 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 29
Select Board recommends Article 29

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.A. § 4364-B. Additional changes are proposed, which will relax the current rules in place and allow for ADUs in parts of the shoreland zone where they are not currently allowed. Also included is an increase to the allowed square footage for an accessory dwelling unit.

ARTICLE 30: Referendum Question AB: Shall § 300-13.3. – General Requirements, and § 300-12.2. – Terms Defined, of the Land Use Ordinance, as adopted May 21, 1994, and amended through June 13, 2023, 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 30
Select Board recommends Article 30

Summary of Changes:

The proposed amendment would allow higher density development for Affordable Housing Development within an Open Space Subdivision.

ARTICLE 31: Referendum Question AC: Shall § 300-9.27. – Solar Energy Systems, of the Land Use Ordinance, as adopted May 21, 1994, and amended through June 13, 2023, 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 31
Select Board recommends Article 31

Summary of Changes:

This amendment to the Land Use Ordinance would amend the existing solar energy systems section of the Land Use Ordinance to include specific buffering requirements from abutting residential uses.

ARTICLE 32: Referendum Question AD: Shall § 300-3 – Conformance with Ordinance, and § 300-12.2. – Terms Defined, of the Land Use Ordinance, as adopted May 21, 1994, and amended through June 13, 2023, be further amended by adding the underscored language and removing the language in strikeout text as 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 32

Select Board recommends Article 32

Summary of Changes:

This amendment to the Land Use Ordinance would amend sections in Article 9 that were found to be inconsistent or lacking clarity following a legal analysis performed by an independent contractor hired by the Town.

ARTICLE 33: Referendum Question AE: Shall the Town of Raymond vote to repeal the "Building Code of the Town of Raymond for Flood Damage Prevention Requirements" adopted March 31, 1981, and amended through March 15, 1997, and replace with a new Floodplain Management Ordinance 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 33

Select Board recommends Article 33

Summary of Changes:

Repeal and replace the existing outdated ordinance to maintain mandatory compliance.

ARTICLE 34: Referendum Question AF: Shall the Business License Ordinance, as adopted July 14, 2020, be 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 34

Select Board recommends Article 34

Summary of Changes:

The proposed changes makes the license application one-time, removing the language for renewing the license.

ARTICLE 35: Referendum Question AG: Shall § 300-2.2. – Land Use Regulation Map, and § 350-2.1. – Districts And Zoning Map, as amended through June 13, 2023, be updated as shown in Addendum 9?

(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 35

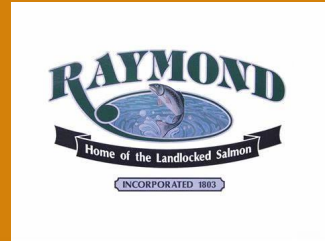
Select Board recommends Article 35

Summary of Changes:

Change the zone from LRR2 to VR for a section of Main Street.

Article 26 - Proposed Public Works Garage

TOWN OF RAYMOND PUBLIC WORKS FACILITIES PLANNING



PROJECT TEAM:
Sebago Technics, Inc.
Grant Hays Associates
Allied Engineering, Inc.

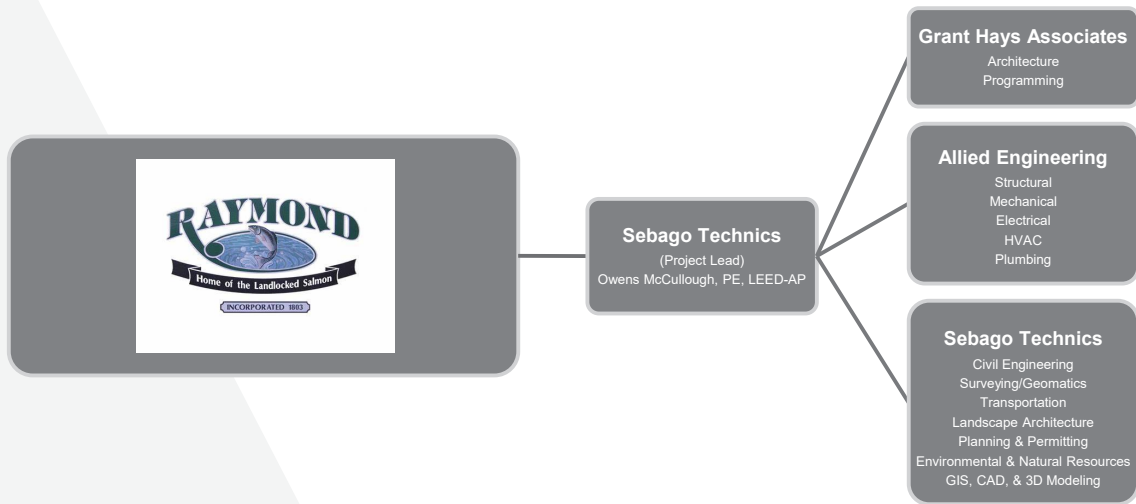


AGENDA

- Introductions
- Existing Conditions, Programming & Needs Assessment
- Current Public Works Facility Conditions Assessment
- Proposed Public Works Facilities
- Cost
- Timeline



INTRODUCTIONS



EXISTING CONDITIONS EVALUATION & PROGRAMMING

Existing Conditions Evaluation?

- An Existing Conditions Evaluation is an assessment to review a building's condition, usefulness, review code considerations, review mechanical, electrical, plumbing, structural heating and ventilation systems.

What is a Programming & Needs Study?

- A Programming & Needs Study is a comprehensive look at the needs and functional spaces needed for a specific use.

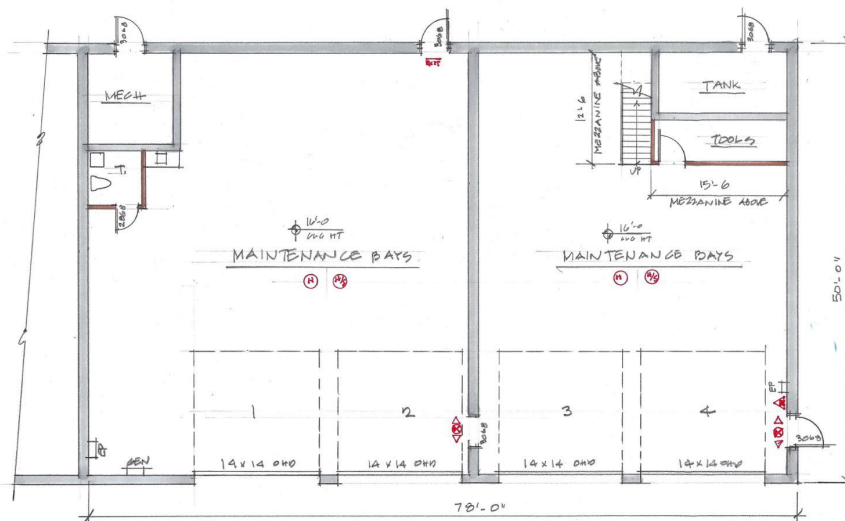


EXISTING PUBLIC WORKS WEBBS MILL ROAD – Shared with Fire Department

Building Attributes	Public Works
Square Footage	3,900 s.f. Public Works Portion of Building
Year Built	1989 Addition to Original Bldg.
Type of Construction	Masonry, Shingle Roof
Location	387 Webbs Mill Road
Parcel Size	7.84 Acres Assessor

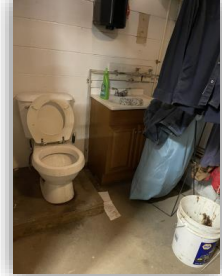


EXISTING PUBLIC WORKS, WEBBS MILL ROAD



Existing Conditions Assessment – Grant Hays and Allied Engineering

- Inadequate lateral support at roof eave level for top of 12" perimeter CMU walls along gable endwall.....
- Inadequate anchorage of roof truss ends to tops of 12" perimeter CMU walls for uplift loads on roof surface.....
- Inadequate shear wall capacity along front perimeter 12" CMU wall given almost entire front wall is made of overhead door openings.....
- Inadequate ability for perimeter 12" CMU walls to span vertically from foundation level to roof level for lateral loads.....
- Inadequate load capacity of 24" +/- wide portion of 12" CMU perimeter wall along front wall between the two 14' wide overhead doors.....
- It is reported that the domestic water is high in sulfur. Occupants of the facility are furnished bottle water for drinking.
- Plumbing fixtures at the end of their published useful service.
- The plumbing fixtures do not comply with ADA requirements for accessibility.
- Hot and cold water piping is uninsulated throughout and not in compliance with current energy requirements.
- The domestic water heater appears to be in good overall condition and sized appropriately for the current use.
- No air supply or ventilation.
- Refer to Allied Engineering Assessment.

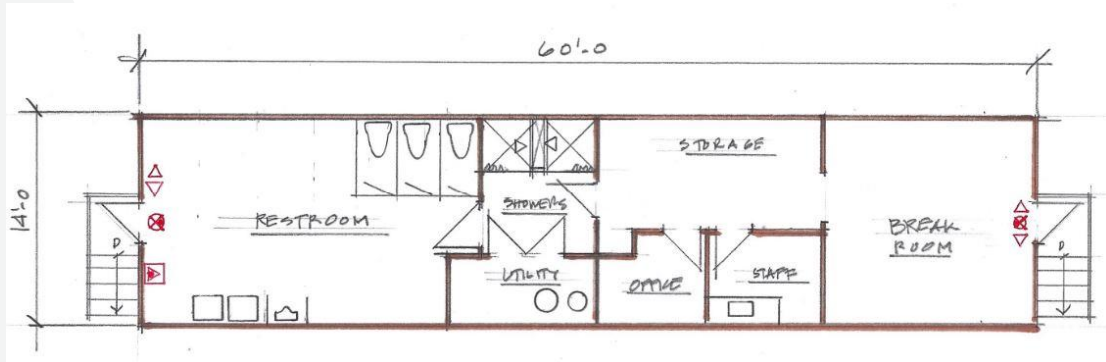


EXISTING PUBLIC WORKS PLAINS ROAD

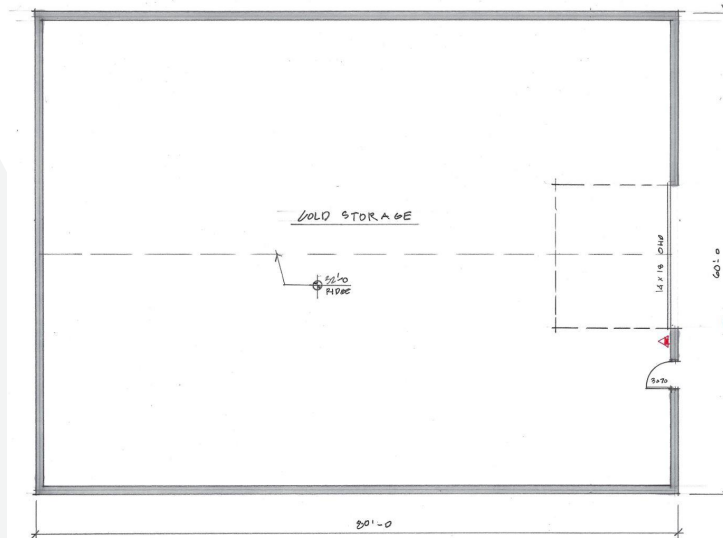
Building Attributes	Public Works
Square Footage	<ul style="list-style-type: none"> • 840 S.F. IRT Re-Purposed Trailer (14'x60') • Laminated Arch Cold Storage (60'x104') • Laminated Arch Sand/Salt Storage Building (80'x125')
Year Built	Laminated Arch Buildings (1989 and 2015)
Type of Construction	Laminated Arch and Portable Trailer
Location	170 Plains Road
Parcel Size	13.96 Acres



EXISTING PUBLIC WORKS, PLAINS ROAD TRAILER



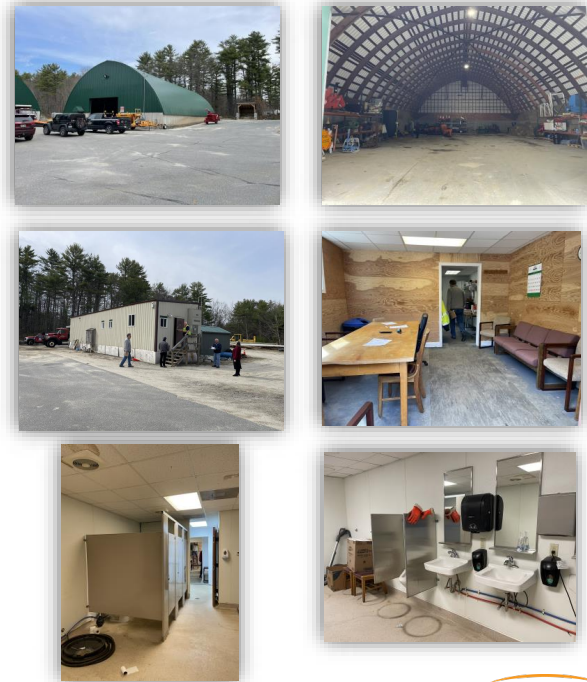
EXISTING PUBLIC WORKS PLAINS ROAD COLD STORAGE



Existing Conditions Assessment – Grant Hays and Allied Engineering

- In general, this is a trailer, there is not much we would recommend as a valuable electrical upgrade to it.....
- The lighting should be updated with new linear LED light fixtures.....
- Fire alarm and life safety deficiencies.
- ADA deficiencies.
- Portable trailer construction and not intended as a permanent facility.

Refer to Allied Engineering and Grant Hays Assessments.



PROGRAMMING & NEEDS ASSESSMENT

RAYMOND PUBLIC WORKS NEW MAINTENANCE FACILITY SPACE NEEDS ANALYSIS

ADMINISTRATIVE

Function	Size	Area (SF)
PW Director	12 x 18	216
Admin	8 x 10	80
Restroom	7 x 8	56
Break Room	18 x 28	504
Custodial	6 x 6	36
Men's Lockers/Bath	8 x 32	256
Women's Lockers/Bath	8 x 14	112
Circulation		240
Subtotal		1,500

WORK BAYS

Function	Size	Area (SF)
Bulk Fluids Room	12 x 16	192
Parts Room	12 x 16	192
Secured Tools Room	6 x 6	36
Storage	8 x 12	96
I.T.	6 x 6	36
Emergency Wash	2 x 6	12
Restroom	7 x 8	56
Mechanic Office	10 x 12	120
Bay 1 - Mechanic	22 x 45	990
Bay 2 - Mechanic	22 x 45	990
Bay 3 - Apparatus Lift	22 x 45	990
Bay 4 - Apparatus	22 x 45	990
Circulation		460
Safety Lane	8 x 90	720
Subtotal		5,880

APPARATUS STORAGE BAYS

Function	Size	Area (SF)
Bay 5	22 x 45	990
Bay 6	22 x 45	990
Bay 7	22 x 45	990
Bay 8	22 x 45	990
Subtotal		3,960

APPARATUS WASH BAY

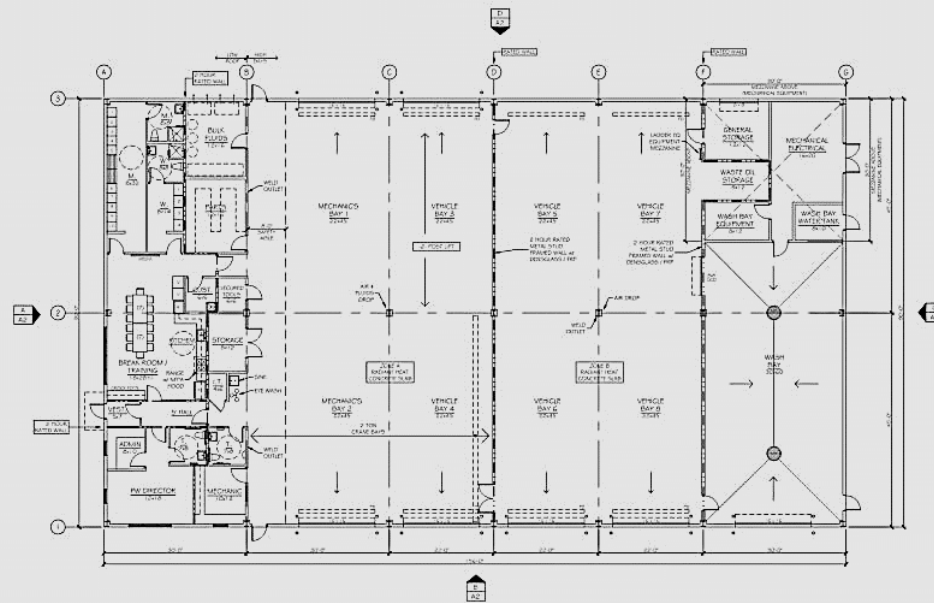
Function	Size	Area (SF)
Wash Bay	30 x 60	1,800
Wash Bay Equipment	8 x 12	96
Water	8 x 10	80
Waste Oil Tanks	6 x 8	48
General Storage	12 x 12	144
Mezzanine	30 x 30	900
Mechanical/Electrical	16 x 20 (+)	532
Subtotal		3,600

GRAND TOTAL 14,940 SF GROSS AREA

Existing Facilities Provide 4,740 s.f. +/-
Needed: 14,940 s.f.

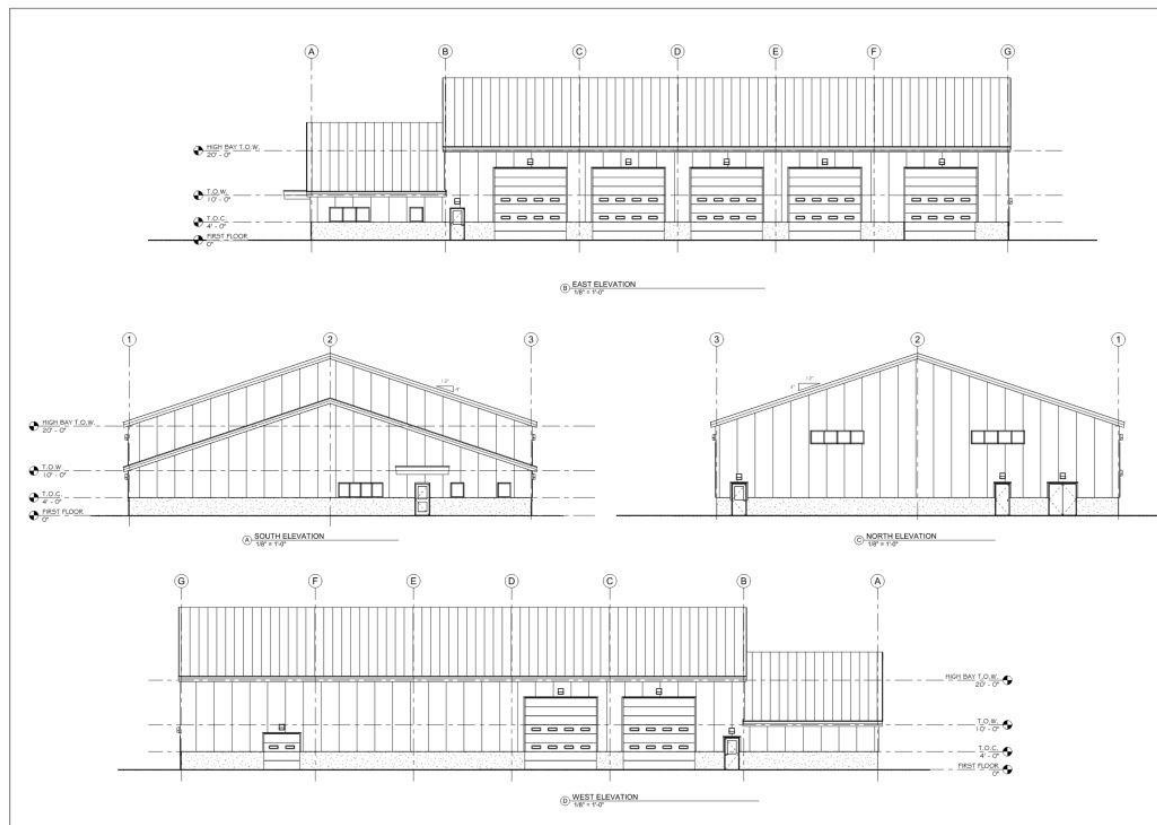


BUILDING LAYOUT RESPONSIVE TO PROGRAMMING & NEEDS ASSESSMENT

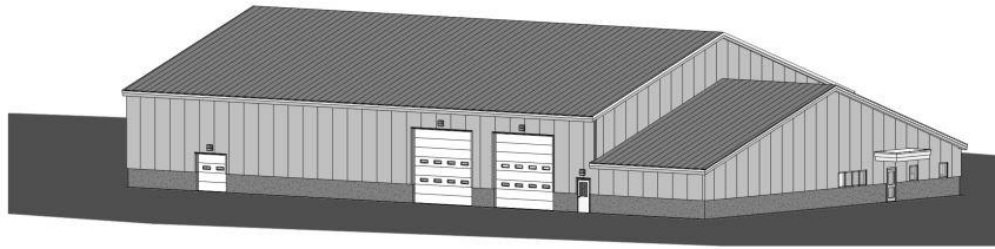


 CONCEPT PLAN
SCALE: 1/8" = 1'-0"

BUILDING ELEVATIONS



BUILDING PERSPECTIVE

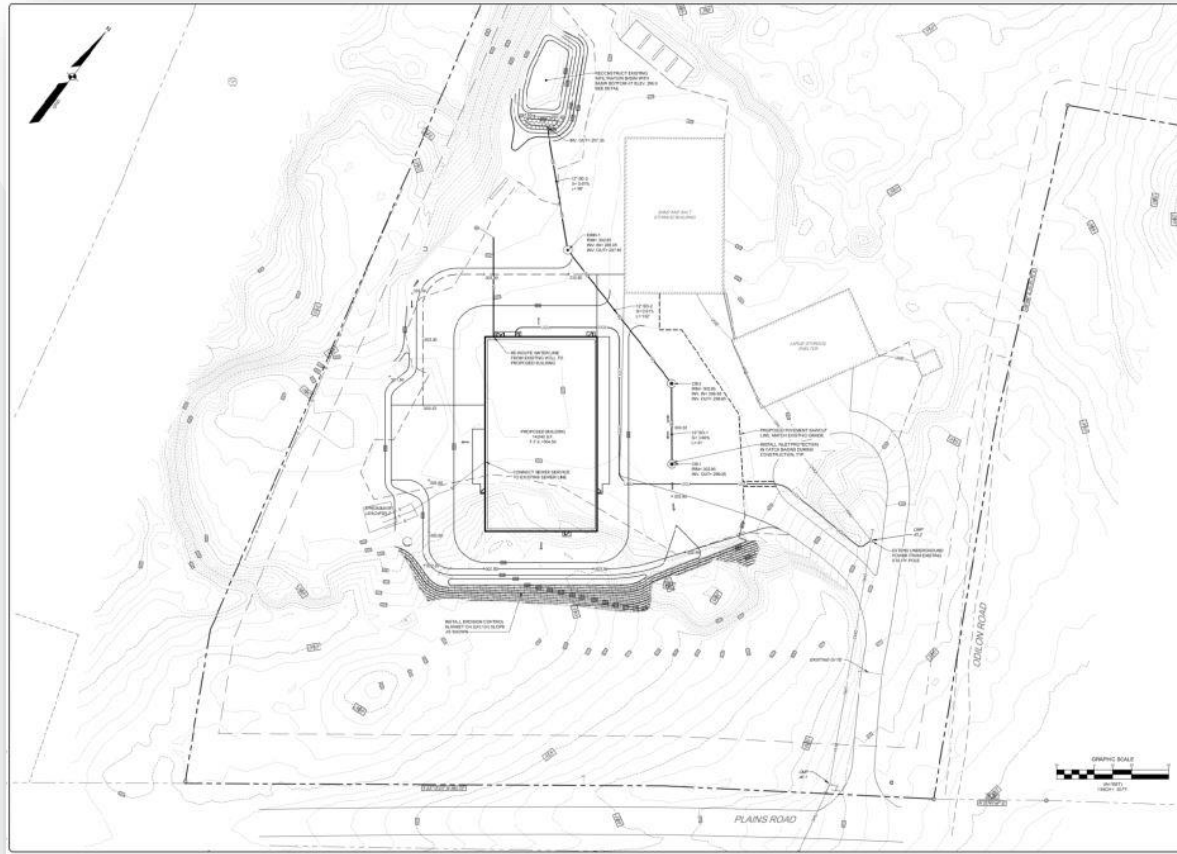


① Perspective 1



② Perspective 2

SITE PLAN

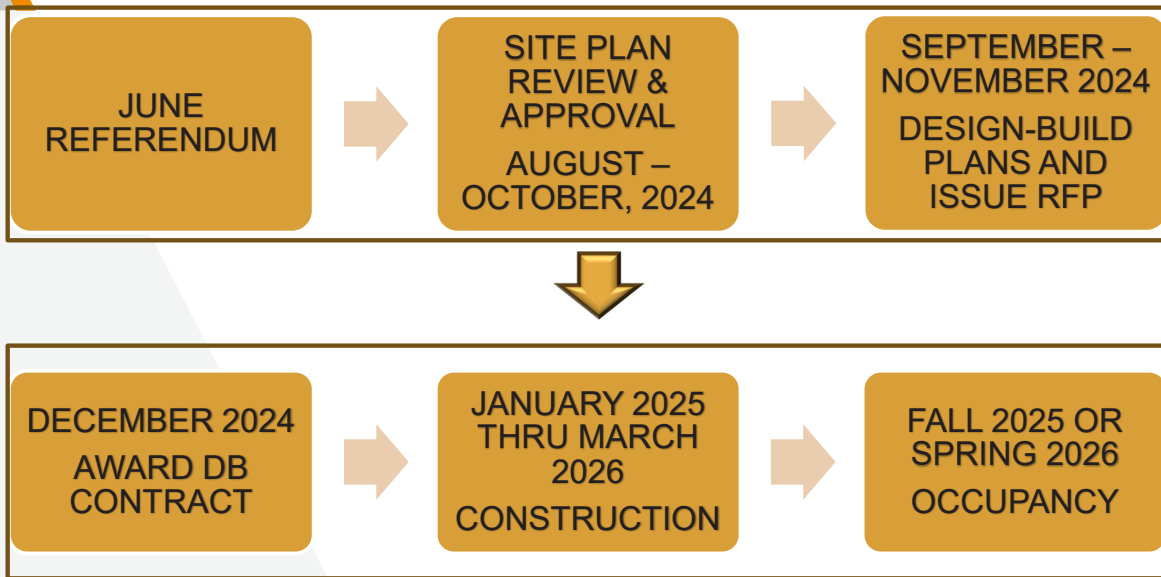


PROJECT COSTS

PROJECT NAME:		Raymond Public Works		SEBAGO		TECHNICS	
REVISED DATE:		5/3/2024					
PRELIMINARY OPINION OF CONSTRUCTION COSTS							
	Unit	Quantity	Materials	Unit Cost	Total	Notes	
Earth Work							
Erosion & Sedimentation Control	ls	1		\$15,000	\$15,000		
Mass Site Grading	cy	5,000		\$20	\$100,000	Allowance based upon S.F. of Project Area	
Ledge	cy	0		\$150	\$0	None Anticipated	
Cleaning and Grubbing	ac	1		\$15,000	\$15,000	Allowance	
Gravel Subbase	cy	1,700	18" Depth	\$30	\$51,000	Allowance for Full Depth (30,000 s.f.)	
Rip Rap	cy	100	14" Deep	\$75	\$7,500	Allowance	
Retaining Wall	cy	0		\$300	\$0	None Anticipated	
Gates	ea	0		\$30,000	\$0	Use Existing	
Fencing	lf	0		\$35	\$0	Use Existing - None	
Stormwater Treatment/Detention	ls	1		\$75,000	\$75,000	Allowance	
					\$263,500	Subtotal Earthwork	
Pavement/Curbing							
Bituminous Pavement 4"	ton	600	3.5" Thick	\$110	\$66,000	Allows for 28,000 s.f.	
Slipform Concrete Curb	lf	200		\$20	\$4,000	Sidewalk at building	
Concrete Sidewalk	sf	0	5" Thick	\$50	\$0	None Anticipated	
Reinforced Concrete Slab (Site)	cy	100	8" Thick	\$500	\$50,000	Apron at Wash Bay & Building and Site Slabs	
Painted Pavement Markings	ls	1		\$1,500	\$1,500	Allowance	
					\$121,500	Subtotal Pavement/Curbing	
Storm drain System							
6" Foundation Drain	lf	300		\$40	\$12,000	To Outlet	
4" MDOT Type "B" Underdrain	lf	260		\$25	\$6,500	Backfill Drainage	
15" storm drain	lf	250		\$80	\$20,000	Allowance	
New 4" Catch Basins	ea	4		\$5,000	\$20,000	Allowance	
					\$58,500	Subtotal Storm Drain System	

Water							
1.5" Domestic Line	ea	2		\$3,000	\$6,000	New Service	
					\$6,000	Subtotal Water System	
Sanitary Sewer							
6 Inch PVC Pipe	ea	200		\$120	\$24,000	Allowance	
Grit Chamber	ea	1		\$30,000	\$30,000	Allowance	
Holding Tank for Washbay	ea	1		\$75,000	\$75,000	Allowance	
					\$129,000	Subtotal Sewer	
Site Electrical							
Electrical Service	ls	1		\$50,000	\$50,000	Allowance	
4" Conduit (4)	lf	2000		\$30	\$60,000	Allowance	
Generator	ls	1		\$15,000	\$15,000	Use the Existing 75 KW Nathan	
					\$125,000	Subtotal Electrical	
Landscaping							
Signage	ls	1		\$7,500	\$7,500	Allowance	
Trees	ea	6		\$500	\$3,000	Allowance	
Loam & Seed	sy	3500		\$8	\$28,000	\$38,500 Subtotal Landscaping	
New Building Construction							
Fleet Maintenance, Wash Bay, Admi	sf	14,040		\$275	\$3,861,000	Est. Per Square Foot - No Mezzanine	
FFE (Furnishings Fixtures, Equip.)	ls	1		\$75,000	\$75,000	IT, Furnishing, Equip. - Allowance	
					\$3,936,000	Subtotal Building	
					\$4,678,000	Subtotal Site and Building	
Contingency							
General Conditions - Contractor	ls	1	1% of Const.	\$842,040	\$842,040	18% is a minimum contingency	
Bonds/Insurances/Temp Heat/Contractor Jobsite Trailer/Supervision/Project Administration/Oversite of Subs							
Design, Geotechnical, Materials Testing, Special Inspections, Permitting, Construction	ls	1	1% of Const.	\$280,680	\$280,680		
					\$393,600	Design, Geotech, Construction	
Total Project Cost					\$6,194,320	Total Project Budget	

POTENTIAL TIMELINE



QUESTIONS,
COMMENTS, &
CONVERSATION!

CODE ANALYSIS – EXISTING 4-BAY MAINTENANCE BUILDING

NFPA 101 Life Safety Code - 2021 Edition

Building Classification: Existing 4-Bay Public Works Garage Facility – 4,000 sf
 Hazard Classification: Ordinary Hazard
 Construction Type: Type III (000)
 Occupant Loads: 4,000 sf Storage @ MP = 4 occupants
 Total Occupant Load = 4 occupants
 Separation of Use Rating: 2 hours
 Janitor, Mech, Stor Rating: 1 hour
 Minimum Headroom: 7'-6" at occupied areas

Building Uses / Non-Sprinkled

Storage

Max. Allowable Travel Distance: 200'
 Max. Allowable Common Path: 50'
 Max. Dead End Corridor Length: 50'
 Minimum Egress Corridor Width: 44"/36" (if under 50 occ.)
 Minimum Number of Required Exits: 2
 Minimum Horz Egress Enclosure rating: none
 Minimum Separation of exits: 0.5 diagonal'
 Minimum Egress Door Width: 36"
 Exit Lighting: Required
 Emergency Lighting: Required
 Fire Alarm System: Not Required
 Fire Sprinkler System: Not Required
 Portable Fire Extinguishers: Required
 Exit Devices/Panic Hardware: Not Required (less than 50 occ.)
 Smoke Detection/Alarm System: Required

Finishes Class (Minimum)

Corridors

Rooms

Storage A B

2015 International Building Code

Building Classification: Existing 4-Bay Public Works Garage Facility – 4,000 sf
 Hazard Classification: Ordinary Hazard
 Construction Type: Type 3B
 Occupant Loads: 4,000 sf Storage @ 300 sf / occ. =14 occupants
 Total Occupant Load = 14 occupants

Building Limitations – Non-Sprinkled

Construction Type: 3B Unprotected
 Maximum Height: 55' / 3 stories
 Maximum Area / Floor: 17,500 sf
 Actual Area/Height: 4,000 sf / 30' max / 1 story

Fire Resistance Ratings

Load Bearing Exterior Walls: None
 Structural Frame: None
 Load Bearing Floors: None

Roof Structure:	None
Load Bearing Interior Walls:	None
Fire Separation of Uses:	2 hours
Exit Corridors:	1 hour
Minimum Number of Exits:	2
Maximum Dead End Corridor Length:	20'
Maximum Common Travel Path:	75'
Maximum Travel Distance:	200'
Minimum Corridor Width:	44"/36" (if less than 50 occ.)

Fire Alarm System:	Not Required
Fire Sprinkler System:	Not Required
Portable Fire Extinguishers:	Required
Exit Lighting	Required
Emergency Lighting	Required

Building Live Loads

Storage:	125 psf @ light; 250 psf @ heavy
----------	----------------------------------

<u>Finishes Class (Minimum)</u>	<u>Corridors</u>	<u>Rooms</u>
Storage	C	C

End of Analysis

CODE ANALYSIS – PROPOSED NEW MAINTENANCE FACILITY

NFPA 101 Life Safety Code - 2021 Edition

Building Classification: New Public Works Facility – 14,040 sf – Non-Sprinkled
 Hazard Classification: Ordinary Hazard
 Construction Type: Type II (000)
 Occupant Loads: 11,340 sf Storage @ MP = 10 occupants
 1,112 sf Business @ 150 sf/occupant = 8 occupants
 450 sf Assembly @ 15 sf/occupant = 30 occupants
 Total Occupant Load = 48 occupants
 Separation of Use Rating: 2 hours
 Janitor, Mech, Stor Rating: 1 hour
 Minimum Headroom: 7'-6" at occupied areas

Building Uses / Non-Sprinkled	Storage	Business
Max. Allowable Travel Distance:	200'	200'
Max. Allowable Common Path:	50'	75'
Max. Dead End Corridor Length:	50'	20'
Minimum Egress Corridor Width:	44"/36" (if less than 50 occ.)	44"/36" (same)
Minimum Number of Required Exits	2	2
Minimum Horz Egress Enclosure rating:	none	none
Minimum Separation of exits:	0.5 diagonal'	0.5 diagonal'
Minimum Egress Door Width:	36"	36"
Exit Lighting:	Required	Required
Emergency Lighting:	Required	Required
Fire Alarm System:	Not Required	Not Required
Fire Sprinkler System:	Not Required	Not Required
Portable Fire Extinguishers:	Required	Required
Exit Devices/Panic Hardware	Required	Required
Smoke Detection/Alarm System	Required	Required
Finishes Class (Minimum)	Corridors	Rooms
Business/Assembly	A	B
Storage	A	B

2015 International Building Code

Building Classification: New Public Works Facility – 14,040 sf – Non-Sprinkled
 Hazard Classification: Ordinary Hazard
 Construction Type: Type 2B
 Occupant Loads: 11,340 sf Storage @ 300 = 38 occupants
 1,112 sf Business @ 100 sf/occupant = 12 occupants
 450 sf Assembly @ 15 sf/occupant = 30 occupants
 Total Occupant Load = 80 occupants

Building Limitations – Non-Sprinkled
Construction Type: 2B Unprotected
Maximum Height: 55' / 3 stories
Maximum Area / Floor: 17,500 sf

GHA RAYMOND PUBLIC WORKS 1

Actual Area/Height: 14,040 sf / 30' max / 1 story

Fire Resistance Ratings

Load Bearing Exterior Walls: None
 Structural Frame: None
 Load Bearing Floors: None
 Roof Structure: None
 Load Bearing Interior Walls: None
 Fire Separation of Uses: 2 hours
 Exit Corridors: 1 hour
 Minimum Number of Exits: 2
 Maximum Dead End Corridor Length: 20'
 Maximum Common Travel Path: 75'
 Maximum Travel Distance: 200'
 Minimum Corridor Width: 44"/36" (if less than 50 occ.)

Fire Alarm System: Not Required
 Fire Sprinkler System: Not Required
 Portable Fire Extinguishers: Required
 Exit Lighting: Required
 Emergency Lighting: Required

Building Live Loads

Office: 50 psf
 Corridors: 80 psf
 Storage: 125 psf @ light; 250 psf @ heavy

Finishes Class (Minimum)	Corridors	Rooms
Business	B	C
Storage	C	C

MUBEC (Maine Uniform Building Energy Code) MINIMUM INSULATION VALUES

Per 2021 IECC; Table C402.1.3, C402.1.4 & C402.4

ZONE 6A	R-VALUE	U-FACTOR	SHGC
Roof (above deck)	30.0 ci	0.032	NA
Exterior Wall	13+14 ci	0.050	NA
Mass Wall (above Grade)	16.7 ci	0.080	NA
Slab (24" band)	20.0	F-0.051	NA
Heated Slab (36" band)	15.0	F-0.62	NA
Frost Wall	10 ci	0.092	NA
Doors – Swinging	-	0.37	NA
Doors – Overhead	-	0.31	NA
Windows	-	0.34	0.38-0.46

2015 Maine State Plumbing Code/UPC – PER IBC OCCUPANTS LOADS

Occupancy Classification: Storage
Occupants: 80 @ Storage

<u>FIXTURES</u>	<u>TOILETS</u>	<u>URINALS</u>	<u>LAVS</u>	<u>SHOWERS</u>
40 Men	1-100 1	0	1-200 1	0
40 Women	1-100 1	0	1-200 1	0
Total Required Fixtures	2	0	2	0

1 Service Sink required.
1 Drinking Fountain or Water Dispenser required.

End of Analysis

CODE ANALYSIS - EXISTING COLD STORAGE BUILDING

NFPA 101 Life Safety Code - 2021 Edition

Building Classification: Existing Public Works Cold Storage Building – 4,800 sf
 Hazard Classification: Ordinary Hazard
 Construction Type: Type V (000)
 Occupant Loads: 4,800 sf Storage @ MP = 5 occupants
 Total Occupant Load = 5 occupants
 Separation of Use Rating: 2 hours (NA)
 Janitor, Mech, Stor Rating: 1 hour (NA)
 Minimum Headroom: 7'-6" at occupied areas

Building Uses / Non-Sprinkled

Storage

Max. Allowable Travel Distance: 200'
 Max. Allowable Common Path: 50'
 Max. Dead End Corridor Length: 50'
 Minimum Egress Corridor Width: 44"/36" (if less than 50 occ.)
 Minimum Number of Required Exits: 2
 Minimum Horz Egress Enclosure rating: none
 Minimum Separation of exits: 0.5 diagonal'
 Minimum Egress Door Width: 36"
 Exit Lighting: Required
 Emergency Lighting: Required
 Fire Alarm System: Not Required
 Fire Sprinkler System: Not Required
 Portable Fire Extinguishers: Required
 Exit Devices/Panic Hardware: Not Required (less than 50 occ.)
 Smoke Detection/Alarm System: Required

<u>Finishes Class (Minimum)</u>	<u>Corridors</u>	<u>Rooms</u>
Storage	A	B

2015 International Building Code

Building Classification: Existing Public Works Cold Storage Building – 4,800 sf
 Hazard Classification: Ordinary Hazard
 Construction Type: Type 5B
 Occupant Loads: 4,800 sf Storage @ 300 = 16 occupants
 Total Occupant Load = 16 occupants

Building Limitations – Non-Sprinkled

Construction Type: 5B Unprotected
 Maximum Height: 40' / 1 story
 Maximum Area / Floor: 9,000 sf
 Actual Area/Height: 4,800 sf / 32' max / 1 story

Fire Resistance Ratings

Load Bearing Exterior Walls: None
 Structural Frame: None
 Load Bearing Floors: None

Roof Structure:	None
Load Bearing Interior Walls:	None
Fire Separation of Uses:	2 hours (NA)
Exit Corridors:	1 hour (NA)
Minimum Number of Exits:	2
Maximum Dead End Corridor Length:	20'
Maximum Common Travel Path:	75'
Maximum Travel Distance:	200'
Minimum Corridor Width:	44"/36" (if less than 50 occ.)

Fire Alarm System:	Not Required
Fire Sprinkler System:	Not Required
Portable Fire Extinguishers:	Required
Exit Lighting	Required
Emergency Lighting	Required

Building Live Loads
Storage: 125 psf @ light; 250 psf @ heavy

<u>Finishes Class (Minimum)</u>	<u>Corridors</u>	<u>Rooms</u>
Storage	C	C

End of Analysis

CODE ANALYSIS – EXISTING OFFICE TRAILER

NFPA 101 Life Safety Code - 2021 Edition

Building Classification: Existing Public Works Facility Office Trailer – 840 sf gross
 Hazard Classification: Ordinary Hazard
 Construction Type: Type V (000)
 Occupant Loads: 840 sf Business @ 150 sf/occupant = 6 occupants
 Total Occupant Load = 6 occupants
 Separation of Use Rating: 2 hours (NA)
 Janitor, Mech, Stor Rating: 1 hour (NA)
 Minimum Headroom: 7’-6” at occupied areas

Building Uses / Non-Sprinkled	Business	
Max. Allowable Travel Distance:	200’	
Max. Allowable Common Path:	75’	
Max. Dead End Corridor Length:	20’	
Minimum Egress Corridor Width:	44”/36” (if less than 50 occ.)	
Minimum Number of Required Exits:	2	
Minimum Horz Egress Enclosure rating:	none	
Minimum Separation of exits:	0.5 diagonal distance	
Minimum Egress Door Width:	36”	
Exit Lighting:	Required	
Emergency Lighting:	Required	
Fire Alarm System:	Not Required	
Fire Sprinkler System:	Not Required	
Portable Fire Extinguishers:	Required	
Exit Devices/Panic Hardware:	Not Required – (less than 50 occ.)	
Smoke Detection/Alarm System:	Required	
<u>Finishes Class (Minimum)</u>	<u>Corridors</u>	<u>Rooms</u>
Business/Assembly	A	B

2015 International Building Code

Building Classification: Existing Public Works Facility Office Trailer– 840 sf gross
 Hazard Classification: Ordinary Hazard
 Construction Type: Type 5B
 Occupant Loads: 840 sf Business @ 100 sf/occupant = 9 occupants
 Total Occupant Load = 9 occupants

Building Limitations – Non-Sprinkled	
Construction Type:	5B Unprotected
Maximum Height:	40’ / 2 stories
Maximum Area / Floor:	9,000 sf
Actual Area/Height:	840 sf / 16’ max / 1 story
<u>Fire Resistance Ratings</u>	
Load Bearing Exterior Walls:	None
Structural Frame:	None
Load Bearing Floors:	None

Roof Structure:	None
Load Bearing Interior Walls:	None
Fire Separation of Uses:	2 hours (NA)
Exit Corridors:	1 hour
Minimum Number of Exits:	2
Maximum Dead End Corridor Length:	20'
Maximum Common Travel Path:	75'
Maximum Travel Distance:	200'
Minimum Corridor Width:	44"/36" (if less than 50 occ.)
Fire Alarm System:	Not Required
Fire Sprinkler System:	Not Required
Portable Fire Extinguishers:	Required
Exit Lighting	Required
Emergency Lighting	Required

Building Live Loads

Office:	50 psf
Corridors:	80 psf

<u>Finishes Class (Minimum)</u>	Corridors	Rooms
Business	B	C

MUBEC (Maine Uniform Building Energy Code) MINIMUM INSULATION VALUES
Per 2021 IECC; Table C402.1.3, C402.1.4 & C402.4

<u>ZONE 6A</u>	<u>R-VALUE</u>	<u>U-FACTOR</u>	<u>SHGC</u>
Roof (above deck)	30.0 ci	0.032	NA
Exterior Wall	13+14 ci	0.050	NA
Mass Wall (above Grade)	16.7 ci	0.080	NA
Slab (24" band)	20.0	F-0.051	NA
Heated Slab (36" band)	15.0	F-0.62	NA
Frost Wall	10 ci	0.092	NA
Doors – Swinging	-	0.37	NA
Doors – Overhead	-	0.31	NA
Windows	-	0.34	0.38-0.46

2015 Maine State Plumbing Code/UPC – PER IBC OCCUPANTS LOADS

Occupancy Classification: Business
Occupants: 9

<u>FIXTURES</u>	<u>TOILETS</u>	<u>URINALS</u>	<u>LAVS</u>	<u>SHOWERS</u>
5 Men	1-50	1	1-100	0
4 Women	1-15	1	0	0
Total Required Fixtures	2	0	2	0
1 Service Sink required.				
1 Drinking Fountain or Water Dispenser required.				



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SCALE

REVISION

DRAWING NAME

RAYMOND
PUBLIC WORKS
RAYMOND # MAINE

PROJECT

EXISTING 4-BAY
MAINTENANCE
GARAGE PLAN

DATE 6 MAY 2024

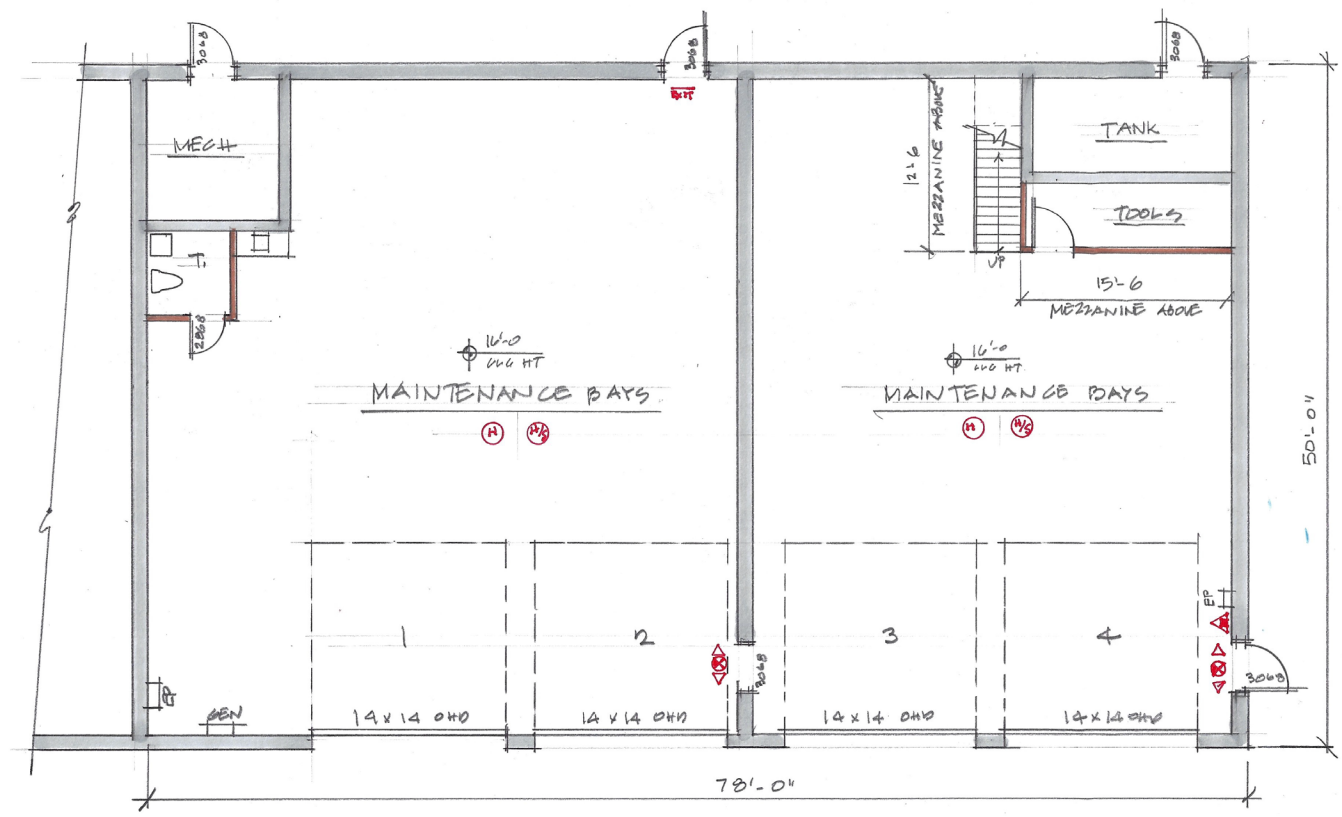
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207.842.0900 www.grantmaxx.com

SCALE

REVISIONS

DRAWING NAME

RAYMOND
PUBLIC WORKS
RAYMOND MAINE

PROJECT

EXISTING
COLD STORAGE
BUILDING

DATE 6 MAY 2024

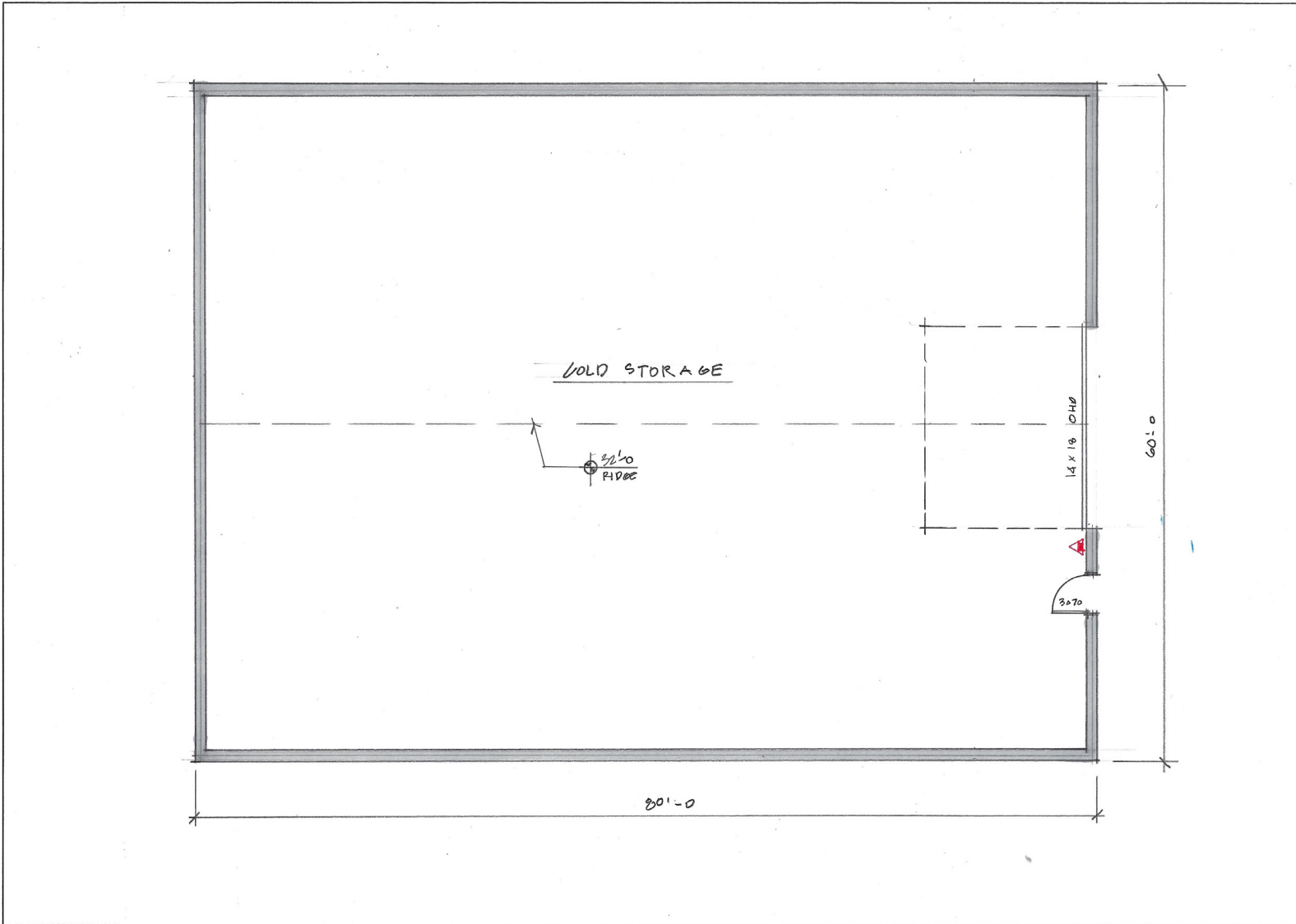
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JTL

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DRAWING NAME

RAYMOND
PUBLIC WORKS
RAYMOND MAINE

PROJECT

EXISTING
OFFICE
TRAILER

DATE 6 MAY 2024

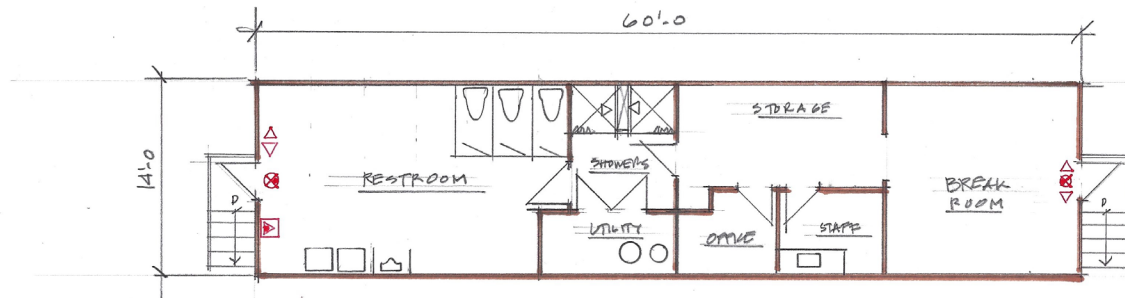
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RAYMOND PUBLIC WORKS NEW MAINTENANCE FACILITY SPACE NEEDS ANALYSIS

ADMINISTRATIVE

Function	Size	Area (SF)
PW Director	12 x 18	216
Admin	8 x 10	80
Restroom	7 x 8	56
Break Room	18 x 28	504
Custodial	6 x 6	36
Men's Lockers/Bath	8 x 32	256
Women's Lockers/Bath	8 x 14	112
Circulation		240
<i>Subtotal</i>		<i>1,500</i>

WORK BAYS

Function	Size	Area (SF)
Bulk Fluids Room	12 x 16	192
Parts Room	12 x 16	192
Secured Tools Room	6 x 6	36
Storage	8 x 12	96
I.T.	6 x 6	36
Emergency Wash	2 x 6	12
Restroom	7 x 8	56
Mechanic Office	10 x 12	120
Bay 1- Mechanic	22 x 45	990
Bay 2- Mechanic	22 x 45	990
Bay 3- Apparatus Lift	22 x 45	990
Bay 4- Apparatus	22 x 45	990
Circulation		460
Safety Lane	8 x 90	720
<i>Subtotal</i>		<i>5,880</i>

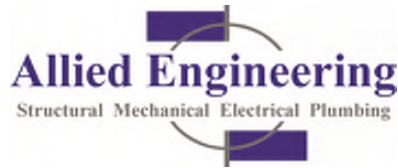
APPARATUS STORAGE BAYS

Function	Size	Area (SF)
Bay 5	22 x 45	990
Bay 6	22 x 45	990
Bay 7	22 x 45	990
Bay 8	22 x 45	990
<i>Subtotal</i>		3,960

APPARATUS WASH BAY

Function	Size	Area (SF)
Wash Bay	30 x 60	1,800
Wash Bay Equipment	8 x 12	96
Water	8 x 10	80
Waste Oil Tanks	6 x 8	48
General Storage	12 x 12	144
Mezzanine	30 x 30	900
Mechanical/Electrical	16 x 20 (+)	532
<i>Subtotal</i>		3,600

GRAND TOTAL**14,940 SF GROSS AREA**



TOWN OF RAYMOND PUBLIC WORKS FACILITIES – EXISTING CONDITIONS ASSESSMENT

Summary

This report is issued to document our conditions assessment report for the mechanical, electrical, plumbing, structural/roofing, and fire protection (MEPSFP) systems serving the existing Public Works facilities for the Town of Raymond, Maine. Facilities included in the assessment include the existing Public Works Garage and the existing portable Administrative Office Trailer.

The scope for this report includes an assessment of the existing Mechanical, Electrical, Plumbing, Structural/Roofing, and Fire Protection systems within each facility and documents the condition, capacity, and code compliance for the systems based upon current facility usage.

Services included in conducting this assessment are as follows:

1. Meet with designated representatives of the facility to gain an understanding of the use and environmental requirements of each functional space as well as current programming and systemic shortfalls associated with each facility based upon current occupancy.
2. Conduct field visits to assess the configuration and condition of existing systems, analyze existing building design documentation, become familiar with prior renovations and functional space changes throughout the facility, and interview occupants within each of the spaces to gain an understanding as to the adequacy of the current systems to maintain acceptable conditions based upon use and occupancy.
3. Collaboration with Sebago Technics and Grant Hays Architects to understand the potential for programming changes/expansion and/or occupancy changes.

The assessment incorporates the following items:

1. Visual assessment of systems condition and operation
2. Interview of designated facility personnel to gather information relative to space comfort, systems efficiency, maintainability, and other relevant information.
3. Review of system design documentation to analyze the ability for systems to meet current code requirements and industry standards for occupant comfort, indoor air quality, and efficiency of operations.

MUBEC, Maine's adopted Building and Energy Code although currently based upon the 2015 International Building Code, is scheduled to be updated in the Spring of 2024. As such, codes cited herein shall be as referenced in the upcoming updates to the MUBEC code.

Facility Overview

Public Works Garage

The existing Public Works Garage is located at 387 Webbs Mills Road. It comprises four Work Bays, a restroom, and tool room with two small equipment mezzanines.

The facility is connected to the existing Fire Station, was originally constructed as a two bay facility in approximately 1980, and received a two bay addition in approximately 1989.

The facility comprises approximately 4,000 sf.

**160 Veranda Street
Portland, ME 04103**

**T 207.221.2260
F 207.221.2266
www.allied-eng.com**



Administrative Building

The Administrative Building is located at 170 Plains Road. It is a single story portable Office Trailer originally used for Military housing and re-purposed by the Town of Raymond for Administrative functions for the Public Works Department.

The facility houses a large Conference/Meeting Room, Break Room, Locker Room, and Restroom areas.

The facility comprises approximately 840 sf.

Structural

Applicable Codes:

International Building Code – 2015

American Society of Civil Engineers Minimum Design Loads for Buildings and other Structures -2010

Public Works Garage:

Public Works Garage at 387 Webbs Mills Road consists of three different construction vintages. An original Fire Station reportedly built in the late 1970's, a Bus Garage portion of the Public Works Garage reportedly constructed in the early 1980's as a two-bay addition to the original Fire Station, and a final portion of the existing facility currently housing fire trucks added in 1989 as a two-bay addition to the Bus Garage. The structural scope here is a review of the structural condition and current building code compliance of the Bus Garage addition and the two-bay space currently housing fire trucks referred to here as the Fire Truck addition. The original Fire Station is not part of the current review.

A drawing was available from 1989 for the Fire Truck addition showing some structural/framing data including some design load information. No structural/framing drawing data was available for the Bus Garage addition.

Fire Truck Addition

Drawing from 1989 by Dearborn/Whited Architects & Engineers shows framing for Fire Truck Addition to consist of pre-fabricated wood roof trusses spaced at 24" on center with 6:12 roof slope to centered ridge line. Insulation is located at the bottom chord of roof trusses. Roof trusses span about 51' +/- and are supported on 16' +/- tall perimeter 12" CMU walls. CMU walls are shown to have horizontal joint reinforcing in mortar joints at 16" on center for full wall height, but not to have any vertical reinforcing steel. Drawing indicates that small CMU segments along front wall between two existing 14' wide overhead doors are to be grouted solid, and indicate 12" deep steel beam headers supporting wood trusses over tops of two 14' wide overhead doors. There is a small wood-framed mezzanine space in one corner of the Fire Truck addition. Part of the mezzanine consists of a 6" thick concrete slab over an oil tank enclosure. Remaining portion of mezzanine consists of 2X10 @ 16" on center framing supported on interior wood walls and by ledger to inside face of portion of perimeter 12" CMU wall.

The wood roof trusses were observed from an access hatch above the mezzanine area. No signs of distress, damage, or overload conditions were observed for the existing wood roof trusses.

The existing 12" CMU perimeter walls are in decent condition, given the age and exposure conditions for the building. There are a number of areas of the CMU wall with some signs of thermal cracking along mortar joints, and some signs

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of damage along low areas of walls from snow accumulation and freeze/thaw action over repeated winters. The small CMU segments between existing overhead doors along the front wall are protected from damage with bollards.

Concrete slab-on-grade surface appears to be free of major signs of cracking due to soil settlement/upheaval, or overload from vehicle traffic.

Visible portions of tops of perimeter concrete foundation walls show similar signs of damage as observed for the CMU walls from snow accumulations and freeze/thaw action over repeated winters.

Mezzanine framing appears to be in good condition.

A portion of rear perimeter 12" CMU wall at the existing oil tank room was removed and replaced with 8" CMU up to perhaps 8' above slab level at some point in time when the current oil tank was installed

Asphalt roof shingles are reportedly 15 years old. They appear to be in poor condition.

Building code requirements have changed for applicable load provisions since the existing Public Works Garage areas were constructed. The current 2015 International Building Code requires that buildings be able to withstand specified snow, wind, earthquake and other load conditions that vary by location, and for series of other parameters.

The current building code requires the roof framing for the Raymond Public Works Garage be able to support a uniform roof snow load of 62 +/- pounds per square foot plus the weight of all framing/roofing/suspended elements, and also an unbalanced roof snow load condition with greater than the uniform roof snow load value accumulating for a distance close to the roof ridge representing snow blowing across one side of ridge to opposite side of ridge. The 1989 drawing indicates that the existing wood roof trusses were to be designed for a 60 pounds per square foot snow load which compares well to current requirement of 62 pounds per square foot. There is no mention on the existing drawing on unbalanced roof snow loading condition. The new unbalanced roof snow load condition will most likely generate localized overstress levels in truss top chord members located to either side of roof ridge.

The building code also requires building framing to be able to resist lateral loads generated from wind speeds up to 115 miles per hour, and lateral loads from code-specified earthquakes. The major issues for the existing building for lateral loads are summarized below.

-Inadequate lateral support at roof eave level for top of 12" perimeter CMU walls along gable endwall for lateral loads applied perpendicular to gable endwall surface.

-Inadequate anchorage of roof truss ends to tops of 12" perimeter CMU walls for uplift loads on roof surface and to provide support for lateral loads on CMU sidewalls applied perpendicular to front and back walls.

-Inadequate shear wall capacity along front perimeter 12" CMU wall given almost entire front wall is made of overhead door openings for lateral loads applied perpendicular to gable endwall surface.

-Inadequate ability for perimeter 12" CMU walls to span vertically from foundation level to roof level for lateral loads applied perpendicular to CMU walls. Ability of existing CMU walls to span vertically from foundation to roof levels at perimeter Oil Tank Room compromised by replacement of original 12" CMU with 8" CMU up to 8' +/- above slab level when current oil tank was installed.

-Inadequate load capacity of 24" +/- wide portion of 12" CMU perimeter wall along front wall between the two 14' wide overhead doors to support gravity loads from snow loads on roof surface, and winds loads applied perpendicular to face of CMU front wall.

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The existing mezzanine railing does not meet building code lateral loading requirements. We recommend that the mezzanine floor be rated and posted for allowable load capacity.

The existing concrete slab-on-grade appears free from major cracking due to load from vehicle travel across the slab surface. The thickness of the existing concrete slab is not known. The trend in fire equipment is that new trucks are often much heavier than older trucks. If any new trucks are planned it is recommended that the existing slab thickness be determined and reviewed for any new loads.

Bus Garage Addition

No framing drawings were available for the Bus Garage addition. Review was limited to existing framing components that were visible at the time of the site visit. Perimeter walls were 16' +/- tall 12" CMU like for the Fire Truck addition. It is not known if the CMU walls contain any horizontal or vertical reinforcing but given the age of the addition it is most likely that the existing CMU walls are unreinforced. The front wall contains the same small 2' +/- segment of CMU between two 14' +/- overhead doors with other short 3' +/- segments of CMU wall extending from outboard overhead door jambs to the building corners. It is assumed here that the roof framing for Bus Garage addition consists of pre-fabricated wood roof trusses, most likely spaced at 24" on center, like for the Fire Truck addition. Trusses have 6:12 roof slope to centered ridge line. Insulation is most likely located at the bottom chord of roof trusses. Roof trusses span about 51' +/- and are supported on the perimeter 12" CMU walls, and most likely on steel beam headers over the two 14' +/- overhead doors along the front wall. There is a small wood-framed mezzanine space in one corner of the Bus Garage addition. Most of the mezzanine has a hard ceiling so framing was not visible.

No observations were made on condition of wood roof trusses as there was no access to the roof framing during the site visit.

The existing 12" CMU perimeter walls are in decent condition, given the age and exposure conditions for the building. There are a number of areas of the CMU wall with some signs of thermal cracking along mortar joints, and some signs of damage along low areas of walls from snow accumulation and freeze/thaw action over repeated winters. The small CMU segments between existing overhead doors along the front wall are not protected from damage with bollards.

Concrete slab-on-grade surface appears to be free of major signs of cracking due to soil settlement/upheaval, or overload from vehicle traffic.

Visible portions of tops of perimeter concrete foundation walls show similar signs of damage as observed for the CMU walls from snow accumulations and freeze/thaw action over repeated winters.

No observations were made on condition of mezzanine framing as most of framing was not visible during site visit.

Asphalt roof shingles are reportedly 15 years old. They appear to be in poor condition.

Building code requirements have changed for applicable load provisions since the existing Public Works Garage areas were constructed. The current 2015 International Building Code requires that buildings be able to withstand specified snow, wind, earthquake and other load conditions that vary by location, and for series of other parameters.

The current building code requires the roof framing for the Raymond Public Works Garage be able to support a uniform roof snow load of 62 +/- pounds per square foot plus the weight of all framing/roofing/suspended elements, and also an unbalanced roof snow load condition with greater than the uniform roof snow load value accumulating for a distance close to the roof ridge representing snow blowing across one side of ridge to opposite side of ridge. At the time of the Bus Garage addition in the early 1980's the most likely building code used for Raymond was the 1981 edition of the BOCA Building Code. A review of the provisions of the 1981 BOCA code shows that the roof trusses

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were most likely designed for as much as a uniform roof snow load of 56 pounds per square foot and an unbalanced roof snow load condition with 70 pounds per square foot over ½ of the roof truss span from ridge down to eave. The 56 pounds per square foot uniform design load compares reasonably well to current 62 pounds per square foot uniform snow load requirement. The new unbalanced roof snow load condition will most likely generate localized overstress levels in truss top chord members located to either side of roof ridge.

The building code also requires building framing to be able to resist lateral loads generated from wind speeds up to 115 miles per hour, and lateral loads from code-specified earthquakes. Assuming that the existing CMU walls have no vertical reinforcing the major issues for the existing building are the same as those presented for the Fire Truck addition.

We recommend that the mezzanine floor should be rated and posted for allowable load capacity.

The existing concrete slab-on-grade appears free from major cracking due to load from vehicle travel across the slab surface. Reportedly the slab is 6" thick, at least in the area of an installed lift. If any new trucks are planned it is recommended that the existing slab thickness be verified and reviewed for any new loads.

Summary Public Works Building

Given the age and type of usage of the building the existing Public Works facility appears to be in decent condition with no visible major signs of distress, deterioration and/or significant overload. There are a number of deficiencies as noted relative to current building code load provisions. The building should not be expected to respond well if ever subjected to the worst-case load provisions required to meet the current building code. Especially those related to lateral loads generated by code-specified wind load and earthquake load events.

Administrative Building:

The Administrative Building is located at 170 Plains Road. It is a single-story portable Office Trailer originally used for Military housing, and re-purposed by the Town of Raymond for Administrative functions for the Public Works Department. The structural scope here is a review of the structural condition and current building code compliance of the Administrative Building.

The existing building has wood framed roof, walls and floors. Wood roof framing was observed to be 2X8's @ 24" on center spanning 13' +/- across the entire short direction of the building footprint. Walls are 2X4's. Existing base skirting made access/viewing of the floor framing, and support framing/foundations below the floor framing, not possible. Reportedly the building sits on perimeter steel beams with the beams bearing on CMU blocks directly on the ground surface without any concrete foundation elements, or hard tie-offs to the ground surface.

The visible framing components appear to be in good condition, free of any signs of damage, distress or overload conditions.

The building code requires roof framing support uniform roof snow load of 56 pounds per square foot plus weight of all framing/roofing elements. The existing 2X8 roof framing is not adequate to support the code-specified uniform roof snow loads.

The building code requires building framing to be able to resist loads generated from wind speeds up to 115 miles per hour. Building is not anchored down so existing conditions will not meet current building code lateral load requirements.

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Sprinkler

Codes, Standards and Authorities Having Jurisdiction:

NFPA 1, Fire Code with amendments
NFPA 13, Standard for the Installation of Sprinkler Systems
NFPA 101, Life Safety Code
NFPA 1225 Standard for Emergency Center Communications
NFPA 75 Standard for Fire Protection
State of Maine Fire Marshal 's Office
Town of Raymond Fire Department
Owner's Insurance Agent

Public Works Garage

Existing Systems:

The Public Works Garage does not contain a system of automatic sprinkler protection.

Issues/Discussion:

Based upon current NFPA 13 and IBC requirements, it is not anticipated that a sprinkler system is required for this facility.

Administrative Building

Existing Systems:

The Administrative Building does not contain a system of automatic sprinkler protection.

Issues/Discussion:

Based upon current NFPA 13 and IBC requirements, it is not anticipated that a sprinkler system is required for this facility.

Plumbing

Applicable Codes:

ASHRAE Standard 90.1 – 2019
IECC - 2021
Maine Internal Plumbing Code – UPC 2021

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Public Works Garage

Existing Systems:

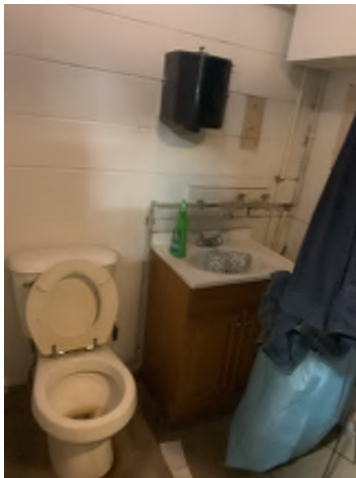
The Public Works Garage shares an on-site well with the adjacent Fire Station. The well incorporates a submersible pump which delivers water to the Fire Station to a hydro-pneumatic pressure tank with control switch.

From the entrance in the Fire Station, a ¾” diameter branch line is extended into the Public Works Garage for service throughout.

Domestic hot water for the PW Garage is provided by a storage type electric water heater, sized at 20 gallons, and located on the mezzanine above the restroom.

Domestic hot and cold water piping is distributed to fixtures and hose bibs within the facility using a combination of copper piping with soldered joints, PEX tubing, and schedule 40 PVC with solvent cemented joints.

Plumbing fixtures consist o a floor mounted, flush tank style water closet, vanity style lavatory with two handle faucet, and counter mounted composite utility sink with two handle faucet.



Compressed air for the facility is provided by a 2-stage reciprocating air compressor sized at 5 hp with a vertical 80 gallon receiver. Compressed air is distributed throughout the work bays to overhead hose reels and wall mounted outlets via schedule 40 black iron pipe with threaded fittings.



Sanitary sewer for the facility is served by an on-site septic system. The above grade piping, where accessible appears to be constructed of schedule 40 PVC piping with solvent cemented joints.

One of the work bays within the original section of the facility contains a trench drain which has been filled with concrete and capped.

Issues/Discussion:

- It is reported that the domestic water is high in sulfur. Occupants of the facility are furnished bottle water for drinking.
- The existing plumbing fixtures throughout appear to be original to the facility, are at the end of their published useful service lives and showing signs of dilapidation.
- The plumbing fixtures do not comply with ADA requirements for accessibility.
- Hot and cold water piping is uninsulated throughout and not in compliance with current energy requirements.
- The air compressor for the facility was installed in approximately 2015 and is in good overall condition, of adequate size for the current facility requirements.
- The domestic water heater appears to be in good overall condition and sized appropriately for the current use.

Administrative Building

Existing Systems:

Domestic water service for this facility is provided by an on-site well with a submersible pump. The water from the well enters the Administrative Building as a 3/4" service to a hydro-pneumatic tank with a pressure switch for pump control.



Domestic hot water is generated through the use of a storage type, 50 gallon electric water heater manufactured by



Whirlpool.

Domestic hot and cold water piping throughout is primarily constructed of PEX tubing.

Sanitary sewer piping is concealed throughout and not accessible for viewing.

Plumbing fixtures consist of white vitrous china, wall mounted lavatories with single lever handles, floor mounted flush tank style water closets, wall mounted flush valve urinals, stainless steel break room sink with two handle faucet and pull out spray, and fiberglass shower enclosures with single hand mixing valves.



An exterior hose bib with hot and cold water service is used for washing vehicles.

Issues/Discussion:

- Flow and capacity for the on-site well is reported to be more than adequate to meet the needs of the facility. In fact, on the date of the visit, the hydrostatic pressure of the well was observed to be pushing water out of the well head onto grade.
- The existing plumbing fixtures throughout are at the end of their published useful service lives and showing signs of dilapidation. Many fixtures have actually been removed with sanitary and domestic water branches capped at the mains.
- The plumbing fixtures do not comply with ADA requirements for accessibility.
- Hot and cold water piping is uninsulated throughout and not in compliance with current energy requirements.
- The domestic water heater appears to be in good overall condition and sized appropriately for the current use.

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Mechanical

Applicable Codes:

Maine Uniform Building and Energy Code (MUBEC) consists of the following codes:

- IBC, International Building Code – 2021
- IMC, International Mechanical Code – 2021
- ASHRAE Standard 62.1 – 2019
- ASHRAE Standard 90.1 – 2019
- IECC, International Energy Conservation Code, 2021
- Maine Internal Plumbing Code – UPC 2021
- NFPA 1, Fire Code with amendments
- NFPA 54, National Fuel Gas Code
- NFPA 90A, Standard for the Installation of Air-Conditioning and Ventilating Systems
- NFPA 101, Life Safety Code

Public Works Garage

Existing Systems:

Heating for the original two Work Bays is provided by a York, #2 fuel fired hot air furnace located in the Mechanical Room. The furnace is sized at 190,000 BTU/hr and conveys hot air to the Work Bays via a ducted supply and return system and is controlled by a Honeywell temperature sensor located in the Work Bay.



Heating for the 1989 Work Bay addition is provided by a waste oil furnace suspended from the ceiling structure. This furnace, like the York unit, is controlled through the use of a Honeywell thermostat located in the Work Bay.

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#2 fuel for the original bays is stored in a 330 gallon above ground tank located in the Mechanical Room.



Waste oil for the 1989 addition is deposited into a 55 gallon storage tank located in one of the Work Bays and transferred to a 500 gallon above-ground storage tank located in a tank room at the end of one of the Work Bays.



There is no ventilation in the original section of the building except for an inline exhaust fan serving the restroom which is operated by a wall switch and ducted to a roof jack at the roof above.

Ventilation for the 1989 addition consists of a sidewall exhaust fan which is manually energized "as needed".



Originally, a utility set style exhaust fan, located at the mezzanine above the fuel tank room, was used to ventilated the tank room. However, the fan has since been disconnected from the ductwork and no longer functions.

There is no capture exhaust for vehicle exhaust.

Issues/Discussion:

- As noted above, the original section of the facility has no mechanical ventilation. Based upon reports that vehicles, from time to time, are run within the space during maintenance procedures, a system for both general ventilation and vehicle exhaust ventilation is required by current code requirements.
- Although the added Work Bays incorporate an exhaust fan for ventilation, the fan is manually energized and has no source of makeup air. Reportedly, when the fan is energized, the lack of makeup air causes so much negative pressure in the building that the furnaces will not operate.
- Based upon the reported maintenance activities within the added Work Bays, like the original Work Bays, an automated or continuously operating general ventilation system is required to serve the space. Additionally, a vehicle exhaust system is required to meet current code requirements.
- The tank room should be ventilated per International Mechanical Code requirements.

Administrative Building

Existing Systems:

Heat for the Administrative Building is provided by two wall mounted Rinnai LP gas fired heaters, each sized at 36,500 BTU/hr. LP gas to serve the heaters is provided by two 100 lb containers located at the West side of the facility.



There is no mechanical cooling in the Administrative Building. Originally the portable trailer utilized two package terminal heating/cooling units, one at each end wall to provide heating and cooling throughout. However, both units have been taken out of service and are no longer functional.

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There is no supply air ventilation within the facility.

Bathroom/Shower Room/Locker Room exhaust is provided by three in line fans mounted in the ceiling and controlled from a single wall switch at the South end of the facility.



Issues/Discussion:

- As noted above, there is currently no supply air ventilation within the facility. A system of ventilation is required by current International Mechanical Code.
- The Rinnai heaters are currently controlled by single, stand-alone thermostats. They do not have the capacity for occupied/unoccupied programming as required by current energy standards.

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Electrical

Applicable Codes:

Maine Uniform Building and Energy Code (MUBEC) consists of the following codes:

- IBC, International Building Code – 2021
- IECC, International Energy Conservation Code, 2021
- NEC 2023
- NFPA 72, Fire Alarm and Signaling Systems
- NFPA 101, Life Safety Code

Public Works Garage

Existing Systems:

The electrical service to the building is shared with the adjacent fire department building. The power is supplied by a single phase 200 Amp, 120/240-volt pole mounted CMP 25 kVA utility transformer (exact size TBC) located on a pole on the opposite side of Webbs Mills Road. The secondary lines are run overhead from the utility pole to the building.

The electrical service then runs from a service mast down the outside of the building through a utility meter then into the 200 Amp main panel mounted to the exterior wall within the garage bay. The panel is wired through the service entrance rated 200 Amp automatic transfer switch (ATS). The panel serving the fire department building (located in their portion of the building; rating unknown) along with a 100A sub panel in the last work bay area are both also served by this ATS.

The building is served by a stand-by power emergency generator which runs off propane fuel. The unit has recently been replaced/installed. The generator capacity is 48 kW/48 kVA/200Amp output and back-ups the entire 200 Amp service to the combined DPW and FD building. The generator provides emergency power to the ATS unit described above.

The emergency egress lighting utilizes AC powered devices with integral DC back up power. The illuminated exit signs utilize mostly combo sign with dual light heads units and are only located at one egress door and two at the work bay adjoining door. The rear egress door is missing an illuminated exit sign. There isn't any exterior emergency egress lighting at the egress doors.

The interior lighting consists of legacy linear T8 lamped fluorescent fixtures throughout. Lighting control utilizes simple manual switching only.

Work bench power is split across two separate work benches; several power strips are being utilized.

Mechanic floor mounted equipment power relies primarily on receptacles mounted along the perimeter walls. There were no power cord reel drops in the work bays. The receptacles that exist (welding and duplex) appeared to be wired properly from the op and were mounted at the required 48" AFF.

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Fire alarm system initiation devices; one smoke detector in each work bay building section, no manual pull stations were observed

Fire alarm system indication devices; one ceiling mounted horn/strobe device in each work bay building section.

Issues/Discussion:

- The building is currently supplied with a single-phase electrical service; however, it could benefit from having a three-phase electrical service which is typical of commercial applications like this one. The three-phase electrical service allows for more options when selecting mechanic tool equipment or HVAC and plumbing equipment with motor loads greater than 5 HP. It also allows for improved load balancing across the phases which will help improve the efficiency of the power consumption in the building.
- The existing 200 Amp single phase electrical service size will not be capable of supporting the existing loads plus loads associated with the required HVAC upgrades, proposed mechanic equipment procurement loads or allow for future growth of programs needs in the building. This facility should consider a 225 Amp 3 phase or 400 Amp single phase service (depending on the proposed HVAC loads, new and future program needs). The generator may need to be replaced with larger unit (single or three phase) and sized based on running a load starting analysis using calculation software.
- The existing 200 Amp, single phase, electrical service and 48 kW stand-by power single phase generator may be sufficient for the facility if the entire facility was left for the fire department to expand into. It would be valuable to review their needs and provide a service and generator capacity analysis.
- The lighting should be updated with new linear LED light fixtures; higher illumination output, lower power consumption and less maintenance. The existing light fixture layout does not provide sufficient illumination levels nor does it have consistent illumination distribution throughout the space. This is especially true in the front entry portion of the work bays where the garage doors are raised when opened; fixtures should be placed in this location so that when the bay doors are closed there is sufficient lighting in that portion of the work bay.
- Wall and ceiling mounted light fixtures should be utilized to help with supplemental lighting when the overhead lighting is shadowed by the vehicle being repaired. The lighting control should utilize both an automatic (vacancy and occupancy sensor configurations) and a manual switching configuration. Automatic switching could be utilized for safe walk-in entry by controlling select fixtures. Manual switching, zoned better for wall or overhead lighting in each work bay section to allow for additional light in certain areas when needed.
- Power cord reels should be added at the front and rear of each work bay so to minimize the tripping hazard of power cords on the floor running from wall mounted receptacle.
- Provide additional duplex receptacles at work benches and set up a shelf / charging system area for a higher density of duplex receptacle to support all the battery chargers for tools and radios being used in these types of facilities. Weatherproof in-use type covers should be utilized for receptacles that may be subject to fluid splashing under normal conditions (e.g. oil bath equipment)
- Emergency egress lighting (dual head wall packs) should be added to the side walls of each work bay in order to provide a safe egress path when repair vehicles are in the work bays. Emergency egress lighting is required above the exterior of each egress door and should be added to this facility. Provide illuminated exit sign at each egress door from each work bay or the building.
- Fire alarm system and devices; provide manual pull station at each egress door, provide more smoke detectors in each work bay (high ceilings change/lessen the detector coverage capability) unless building is provided with full fire protection sprinkler coverage, provide additional strobe only devices at each egress door (ceiling mounted unit has limited visibility due to repair vehicles), provide strobe only device and a smoke detector in the locker/bath room, ensure a smoke detector and strobe only device are located in each storage room and provide a smoke detector above the location of each electrical distribution panel.

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- The fuel tank and pump located adjacent to the building has an emergency power off (EPO) button mounted on the exterior wall of the DPW building; it is not labeled as to what its purpose is and should be.

Administrative Building

Existing Systems:

The electrical service to the site is shared between the trailer and the adjacent salt storage and cold storage buildings. The power to the site is supplied by a single phase 200 Amp, 120/240-volt pole mounted CMP 25 kVA utility transformer (exact size TBC) located on a customer utility pole in the entry drive to the site from Plains Road. The secondary lines are run overhead from the utility pole on Plains Road down the entry drive to a customer transformer pole then a customer service pole on site.

The electrical service then runs from the service pole in two directions;

1. first sub-service is a 200 Amp riser down the pole to a meter and 200 Amp main service circuit breaker which is routed underground from the pole to the exterior 200 Amp double throw service disconnect switch at the trailer. The double throw switch allows the trailer service to choose between utility power and plug-in generator power.
2. second sub-service runs overhead to the cold storage shed and down a service mast at the storage shed to a meter and 100 Amp main service circuit breaker in an exterior mounted feed through MLO panel. The 100 Amp cold storage feed thru panel serves an underground 100 Amp feeder routed to a 100 Amp exterior mounted panel (with a 100 Amp main circuit breaker) at the salt shed. The cold storage and salt sheds are not supported by generator power.

The trailer is served by a plug-in mobile stand-by power emergency generator which runs off diesel fuel. The unit is parked behind the trailer ready to be plugged into the exterior mounted 200 Amp double throw disconnect switch. The generator capacity is 40 kW/40 kVA/168Amp output and back-ups the entire 200 Amp service to the trailer. The generator provides emergency power to the ATS unit described above.

The emergency egress lighting utilizes (2) AC powered devices with integral DC back up power. There are two illuminated exit signs and two emergency lighting dual head wall packs (one at each egress door). There isn't any exterior emergency egress lighting at the egress doors.

The interior lighting consists of legacy 2'x4' T8 lamped fluorescent fixtures throughout. Lighting control utilizes simple manual switching only.

Receptacle power exists in the provisional locations by the trailer manufacturer with some additions over the years.

A Fire alarm system or stand-alone smoke detector devices are non-existent in this trailer.

Issues/Discussion:

- In general, this is a trailer, there is not much we would recommend as a valuable electrical upgrade to it.
- The building is currently supplied with a single-phase electrical service; it would not benefit from a larger single-phase service or a three-phase electrical service. It's load growth potential beyond its current electrical service is minimal.
- The lighting should be updated with new linear LED light fixtures; higher illumination output, lower power consumption and less maintenance.

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- The lighting control should utilize automatic switching configuration (vacancy sensors; manual ON, auto OFF).
- Set up a shelf / charging system area for a higher density of duplex receptacle to support all the battery chargers for IT equipment and radios being used by staff in this trailer.
- Emergency egress lighting is required above the exterior of each egress door and should be added to this facility.
- Provide a simple addressable fire alarm system; provide manual pull station at each egress door, provide horn/strobe devices at each egress door, ensure a smoke detector is located in each room and provide a smoke detector above the location of the electrical distribution panel.
- Similar to the other existing location if a new DPW facility were placed here a three-phase electrical service should be considered for the reasons identified in the other facility assessment.
- The existing 200 Amp single phase electrical service size will not be capable of supporting the existing loads plus loads associated with the required HVAC upgrades, proposed mechanic equipment procurement loads or allow for future growth of programs needs in a future DPW building. The new DPW single location facility (if provided in this location) should consider a 400 Amp 3 phase or 800 Amp single phase service (depending on the proposed HVAC loads, new and future program needs). The mobile generator may need to be replaced with larger unit (single or three phase) and sized based on running a load starting analysis using calculation software.

Closing

It is with pleasure that this report is submitted for your use and consideration. We look forward to working with Sebago Technics, Grant Hays Architects, and the Town of Raymond in the design development for this exciting project.

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Discussion of Choice of Fiber Network Vendor

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<derek.ray@raymondmaine.org>
Cc: "kevin@woodbreyconsulting.com" <kevin@woodbreyconsulting.com>, "sue.look@raymondmaine.org"
<sue.look@raymondmaine.org>
Date: 05/03/2024 03:03 PM
Subject: Municipal Fiber Town of Raymond

Good Afternoon:

I am writing today about information I have gathered regarding a town allocation of money for a municipal fiber network in Raymond. I have tried to gather as much information as possible and to the extent I have anything wrong, it is inadvertent and likely a result of me missing a particular discussion on the matter. I did speak with Kevin a few weeks back to try to understand as much as I could.

As most of you know, in addition to my role as VP Market Development for Consolidated Communications, I am also a resident of Raymond. I live at 85 Tenny Hill Rd. I have spent the last 17 years of my life working with federal, state and local governments on expanding broadband. My focus has been on primarily on Maine, although through my latest promotion, I handle all 22 states that Consolidated operates in. I am a huge supporter of fiber expansion and I support the change in the TIF District to allow for broadband. That said, I do not support the allocation to any particular provider without an RFP for exactly the services we are seeking and full and fair vetting of all of those responses in order to achieve the best result for the town at the lowest price. It is my belief that the town will find that the best path forward is not with Sebago Fiber. To demonstrate that and "put my money where my mouth is," my company has reviewed the information that the town has received on costing and my company would be willing to perform this work at a significantly reduced price.

Here is what I understand the costs to be:

The total estimated cost for the project is \$887,445, which breaks down as follows:

- Municipal Ring: \$667,487
- Electronics/Optics: \$75,000
- Public Safety Tower Extension: \$138,778
- Electronics/Optics: \$6,180

We have reviewed the fiber requirements and would be willing to provide the town 12 dark fibers on two diverse routes to the town office and the fire station at a cost of \$470,000, an amount over \$200,000 less than what I understand Sebago Fiber's price to be (\$667,487). Similarly I am certain we could provide any other required items listed above at a reduced price, however, in order to do so we would need more detail on electronic specifications and the specific locations of the tower. Through this work, Consolidated would also bring fiber to the premise broadband to all residential and business locations along the fiber route. Consolidated would also look to expand to the entire town. Consolidated currently has a central office in Raymond and would not require space in the fire station.

In addition to significant cost savings, the reason I believe Consolidated is a superior choice is because we offer higher speeds (symmetrical 2G as opposed to only 1G), we offer lower prices (see <https://www.fidiumfiber.com/fiber-internet>), we have a significant work force within the state (over 580 employees) and we are tested; we are a top 10 fiber provider nationally and we have over 9,100 miles of fiber in Maine, and we currently offer fiber to over 200,000 residents and business locations in Maine (Sebago Fiber currently only serves Frye Island). Consolidated pays property taxes for its building in Raymond and employs at least 4 residents I am aware of.

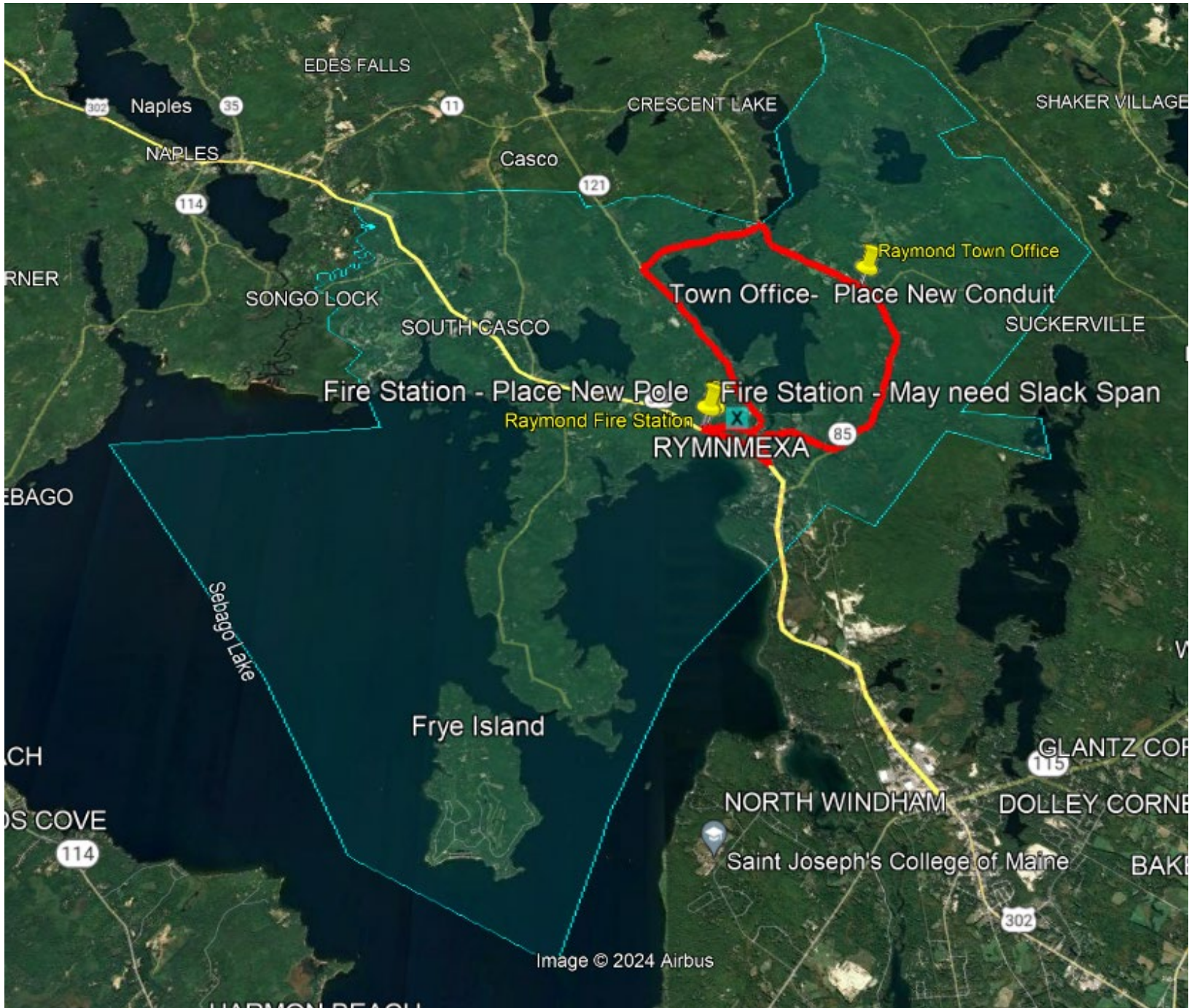
As a resident, I question the ability of Sebago Fiber to expand deep into Raymond, like Tenny Hill where I live. Allowing them to cherry pick the dense area would just make it harder for another provider to come in. Or worse, if Consolidated expanded fiber before Sebago Fiber, it would make it tough for Sebago to compete, thereby putting the maintenance of the town's critical infrastructure at risk. I live and breath broadband and understand very well the challenges of rural fiber expansion.

As I state above, I tell you all this in order that you understand there are alternatives to Sebago Fiber with some real numbers and comparisons. While GPCOG put out an RFP, they were looking for something very different than the town of Raymond is looking for now. Consolidated responded to that RFP, however, a municipal dark fiber ring for a couple locations is much different than a complete FTTP network for all residents in 4 towns. With this change, there should be a competitive process in order to ensure the best use of town resources.

I am always available to answer any questions and I will also be present on Tuesday at the meeting. I have attached Consolidated's design to the extent it is helpful.

AS always, thanks for your help and service.

Thanks,
Sarah Davis | *Vice President Market Development*
Consolidated Communications | 5 Davis Farm Rd, Portland, ME 04103 |
sarah.davis@consolidated.com
207.535.4188 office | 207.272.7541 cell | 207.797.5022 fax
Consolidated.com | NASDAQ: CNSL |



Personal Property Revalutaion - KRT

KRT Appraisal

191 Merrimack St, Suite 701
Haverhill, MA 01830
Tel (877) 337-5574
Fax (978) 914-7201

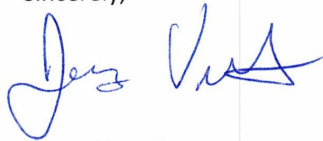
March 13, 2024

Curt Lebel
Assessors Agent
401 Webbs Mills Rd
Raymond, ME 04071

Dear Mr. Lebel:

Please find the enclosed price proposal in response to the Request for Proposal for the Personal Property Revaluation Project for the Town of Raymond. If you have any questions, please feel free to contact me.

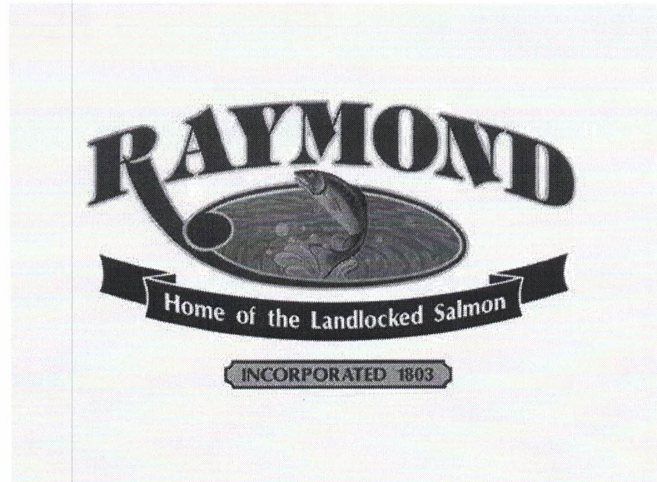
Sincerely,



James Venuti
Personal Property Specialist

www.krtappraisal.com

Town of Raymond, ME



Personal Property Revaluation Project

KRT Appraisal

191 Merrimack St, Suite 701
Haverhill, MA 01830
Tel: (877) 337-5574
Fax: (978) 914-7201

March 13, 2024

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March 13, 2024

Curt Lebel
Assessors Agent
401 Webbs Mills Rd
Raymond, ME 04071

Price Proposal

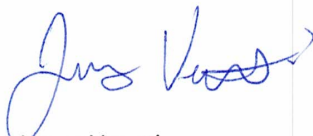
Dear Mr. Lebel:

KRT Appraisal (KRT) is pleased to submit a proposal in response to your Request for Proposal (RFP) for a Personal Property Revaluation Project. KRT will provide all services necessary to complete the revaluation, while conforming to all Maine State Laws.

The total cost for a 2025 Personal Property Revaluation is Twenty Thousand Dollars **(\$20,000.00)**. This includes all the services requested in the RFP plus three (3) days for defense of value. Any days beyond the three will be charged at \$800.00 per day.

I look forward to the opportunity to discuss this proposal with you. If you have any questions or need more information, please do not hesitate to call.

Sincerely,



James Venuti
Personal Property Specialist
KRT Appraisal
Office: (877) 337-5574
Fax: (978) 914-7201
james_venuti@krtappraisal.com
www.krtappraisal.com

March 13, 2024

Curt Lebel
Assessors Agent
401 Webbs Mills Rd
Raymond, ME 04071

Letter of Transmittal

Dear Mr. Lebel:

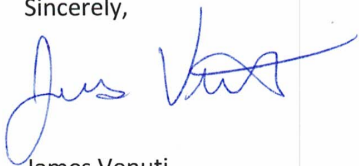
The following report is submitted in response to your Request for Proposals (RFP), for the Town of Raymond, ME. This proposal will remain in effect for at least ninety (90) days from the deadline for this proposal. KRT has read the RFP and fully understands the scope of services requested. KRT shall provide all of the services needed to ensure a successful personal property revaluation.

This proposal will serve to provide the Town with our qualifications and experience in providing similar services in the past. KRT has the capability to perform the services requested in the RFP while meeting all established deadlines and quality expectations in an effective and efficient manner.

KRT's Personal Property Specialist will be solely responsible for all aspects of the valuation process. Our experience, solid references, and proven track record make KRT an excellent candidate to complete the revaluation.

KRT is pleased to provide this proposal and we look forward to the opportunity to discuss it with you. Please do not hesitate to call if there are any questions or if more information is necessary.

Sincerely,



James Venuti
Personal Property Specialist
KRT Appraisal
Office: (877) 337-5574
Fax: (978) 914-7201
james_venuti@krtappraisal.com
www.krtappraisal.com

Why Hire KRT Appraisal?

It is with great pleasure that KRT Appraisal (KRT) submits a proposal for a multi-year Personal Property Revaluation Project. When it comes to selecting a revaluation firm, KRT knows you have many choices, so what sets KRT apart from the competition? KRT has some of the most experienced team members in New England. KRT offers a personalized approach and level of service that is unmatched by any firm, large or small. KRT is dedicated to completing projects on time and with the utmost quality. KRT is always client focused and takes pride in our work and the relationships we build with clients. KRT's goal is to offer a superior product at a competitive price.

Strengths and Advantages of KRT Appraisal

Personal Property Experience

KRT has a Personal Property Specialist with over 25 years of experience that includes working in over 70 Massachusetts communities. His extensive experience with diverse commercial properties and knowledge of unique equipment makes him an ideal Project Manager to handle any given municipality.

Education and Experience

KRT strives to bring attained knowledge and experience to clients and provide quality over quantity, shedding the large overhead of CEO/CFO salaries. KRT's employees are all certified in the individual states they work in. On average, each appraiser and manager complete over fifteen hours of continuing education credits annually. KRT's upper management has on average almost thirty years of appraisal experience and has successfully implemented over one hundred revaluations of all scopes and sizes. KRT has extensive experience with waterfront properties, knowledge of both commercial and residential properties, and has valued both rural and urban communities. Having a team with extensive knowledge and specialties allows us to ensure the project is done correctly from the ground up to completion. We are one of the only companies in the area that uses a **Zeb 3D Laser Scanner** and employees are trained to use it. It allows us to precisely measure complex commercial or residential properties with speed and accuracy to minimize errors that can result in a loss of revenue or costly abatements.

CAMA Versatility

All KRT employees are experienced and trained on multiple CAMA systems including Vision's Appraisal Vision (all versions), Patriot's AssessPro (all versions), Avitar, RRC FoxPro and Trio.

KRT Appraisal is a small company that treats its employees like family and each client like they are the only client. This mindset, along with unwavering principles, has helped build KRT from a company of two owners and a client list of zero in 2010, to a family of twenty employees and a growing list of over sixty past and current clients.

STATEMENT OF SERVICES
FY2025 PERSONAL PROPERTY REVALUATION
COLLECTION AND VALUATION SERVICES

1) SCOPE OF THE PROJECT

1.1: Subject to the terms and conditions of this Statement of Services, KRT shall inspect, list and update the value for all personal property located in the Town of Raymond as identified in the RFP while conforming to Maine State Laws and the guidelines in determining “Fair Market Value”.

1.2: For the purposes of this proposal, the scope will be divided into three (3) main groups of project requirements, each extensively detailed. The three (3) main groups are as follows: Data Collection, Declaration Review, and Defense. KRT welcomes Assessor involvement in any of these phases to ensure the project is being completed in a manner sufficient to the City.

A) Data Collection

1.A.1: Before starting the revaluation, KRT shall meet with the Town Assessor and local officials to discuss the Data Collection Methods to ensure that all data will be collected according to the Town’s established specifications.

1.A.2: KRT will conduct an on-site interior inspection of all applicable accounts within the Town. All KRT employees will have proper identification (KRT Badge or Town ID) as well as a letter from the Town with a vehicle description and purpose for visiting the property. Two attempts will be made to perform an inspection. If neither attempt is successful a phone call will be placed to schedule an appointment at the owner's convenience. If an appointment is not granted a reasonable estimate will be made at the data collectors' discretion.

1.A.3: KRT will verify all information on the existing data card. This includes ownership, mailing address, location and tangible assets. A visit history code with the KRT employee’s initials and date will be added for each visit to the property.

1.A.4: KRT will input all data changes at each stage of the revaluation project into the Vision system.

B) Declaration Review

1.B.1: KRT will review all Declarations, BETE and BETR applications.

C) Defense of Values

1.C.1 KRT shall provide three (3) days of defense of value services for appeals to any Local or State Board as described in the price proposal.

2) PUBLIC RELATIONS

2.1: KRT will take measures at all stages of the project to foster and maintain good relations with the Town of Raymond’s taxpayers, Town Officials, Agents, and Town Employees.

3) PROGRESS AND CONTROL

3.1: It is recognized that the plan for operation may require alteration from time to time and the Town shall not unreasonably require strict adherence to the plan, however, any change in starting date or completion date must be requested in writing by KRT and must be approved by the Town. Below is the proposed revaluation timeline:

<u>Task</u>	<u>Start Date</u>	<u>Completion Date</u>
Execution of Contract	02/10/25	02/14/25
Start-Up Meeting	02/24/25	02/28/25
Public Relations	On-going	
Data Collection/Callbacks	08/04/25	11/03/25
Data Entry	08/10/25	11/14/25
Review	07/06/26	07/10/26
Final Valuations	07/13/26	07/17/26
Town Review	07/20/26	07/24/26
Final Products Delivered	07/27/26	07/28/26
Project Completion		08/01/26

3.2: The Town may grant an extension of the completion date not to exceed thirty (30) days to conclude any additional work required under the terms herein specified with respect to alterations, additions, subdivisions, where circumstances beyond KRT’s control, and not due to its own acts or omissions, tend to delay completion of the project. Such extension shall only be made after written submission by KRT stating the reasons for an extension request.

3.3: The Town shall charge KRT a penalty of \$200 per calendar day for failure to turn over all deliverables required by the contract deadline date of August 1, 2026.

4) EQUIPMENT AND SUPPLIES

4.1: The Town will provide KRT with the following equipment and supplies available for the duration of the project:

- a) Adequate office space with furniture and chairs.
- b) Remote access to the Vision database.
- c) Access to a telephone for local calls.

4.2: The Town shall cooperate with KRT by providing the following from current records if requested:

- a) All available business certificate information
- b) All available ownership records.
- c) Prior assessed values.

The Town shall further assist KRT in providing or making available any information in its' possession or is conveniently available that may be required for the execution of the project.

4.3: KRT will be responsible for delivering the following to the Town:

- a) Database in good working order with updated values.

4.4: All records, computations, maps, manuals, cards, computer discs and other electronic data, photographs, schedules, tables, reports, etc. of KRT in respect to any work related to the project shall be left in custody and become property of the City.

5) PAYMENT SCHEDULE

5.1: In addition to monthly status reports, KRT will submit a monthly invoice based on the portion of work completed during the preceding month. The invoice shall include the percentage relationship of all work completed thus far in relation to the total contract, the total payment previously made, the payment requested for the month, and the total payment requested to date.

5.2: The Town may require KRT to submit substantiating production reports from the project manager prior to making any payments on the contract.

5.3: The Town is required to make timely payments on the contract to KRT, within thirty (30) days, equal to the amount billed for that month, less fifteen percent (15%) for retainage.

5.4: If the Town determines that KRT's invoice is inaccurate, the Town shall give written notice specifying exactly which portion(s) is found to be unsatisfactory. KRT shall make every effort to correct the inaccuracy. The Town shall retain the right to delay payment only for the specified item(s), until said item(s) is resolved to the satisfaction of both the Town and KRT. Upon satisfactory resolution, the Town shall pay KRT said amount due.

6) INSURANCE

6.1: KRT, working as an independent contractor, shall carry and maintain in force professional and general liability insurance, as well as worker's compensation insurance. KRT shall save the City, its agents, servants, and employees harmless, at KRT's sole expense, to any liability or legal proceeding occurring as a result of KRT's actions or omissions, including injury, death, property damage, or any associated expense(s) including costs of defense and reasonable attorney's fees.

6.2: KRT's general liability policy has limits of two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) aggregate. This policy provides comprehensive coverage against claims for personal injury, death, or property damage.

6.3: KRT's professional liability policy has limits of one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) aggregate.

6.4: All of KRT's employees shall carry adequate automobile insurance to provide comprehensive coverage of one million dollars (\$1,000,000) each person/each occurrence for bodily injury liability.

6.5: All insurance documentation shall be made available within thirty (30) days if awarded a contract.

7) TERMINATION

7.1: Force Majeure: Neither party shall be liable to the other or deemed to be in breach under the agreement for any failure to perform including, without limitation, a delay in rendering performance due to causes beyond its reasonable control, such as an order, injunction, judgment, or determination of any Court of the United States, or the Commonwealth of Massachusetts, an Act of God, war, civil disobedience, extraordinary weather conditions, labor disputes, shortages or fluctuation in electric power, heat, light, or air conditioning. Dates or time of performance will be extended automatically to the extent of such delays provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay. It is agreed, however, that since the performance dates of this contract are important to the implementation of ongoing property value update programs, continued failure to perform for periods aggregating sixty (60) or more days even for causes beyond the control of KRT, shall be deemed to render performance impossible, and the Town shall thereafter have the right to terminate this agreement in accordance with the provisions of the section entitled, "Termination."

7.2: Subject to the provisions of the section entitled "**Force Majeure**", if KRT shall fail to fulfill in a timely and satisfactory manner its obligations under this agreement, or if KRT violates any covenants, conditions, or stipulations of this agreement, which failure or violation shall continue for twenty-one (21) business days after written notice of such failure or violation is received by KRT, then the Town shall thereupon have the right to terminate this agreement by giving written notice to KRT of such termination and specifying the effective date thereof, at least seven (7) days before the effective date of such termination.

8) ASSIGNMENT OF CONTRACT

8.1: KRT shall not assign or in any way transfer any interest in this agreement without the prior written consent of the City, provided however, that claims for money due or to become due to KRT from the Town here under may be assigned to a bank, trust company, or other financial institution without such consent, so long as notice of any such assignment is furnished promptly to the City, any such assignment shall be expressly made subject to all defenses, set offs, or counterclaims which would have been available to the Town against KRT in the absence of such assignment.

KRT APPRAISAL
COMPANY PROFILE

Located in Haverhill, Massachusetts, and founded in April 2010, KRT provides superior revaluation services for municipalities throughout New England. KRT brings a fresh and innovative approach to revaluation services by listening to the client's needs and working with them to produce a high-quality product. Our goal is to exceed the expectations of every client by offering competitive pricing, on time project completion, and outstanding customer service. Our associates are distinguished by their technical expertise combined with their hands-on experience, thereby ensuring that our clients receive the most effective and professional service. Typically, we are on-location handling client contact and providing technical training and support to the office staff. KRT offers a wide variety of services. These services include:

- ❖ Data Collection
- ❖ Digital Imaging
- ❖ Building Permit Review
- ❖ Field/Desk Reviews
- ❖ Data Quality Studies
- ❖ Consulting
- ❖ Abatement Review
- ❖ Full Revaluations
- ❖ Statistical Updates
- ❖ Personal Property Listing and Valuation
- ❖ Contract Assessing

KRT believes in harnessing technology, which is why we give our associates the tools and training they need to get the project done in the most effective manner. We pride ourselves on our proven track record for administering multiple projects. This is due to successfully managing team members to utilize all the technology that is available to them.

Over the last decade or so, many Municipal budgets have been strained. This has dramatically changed the way local governments operate. In attempting to be more fiscally conscious, all budgeted items have come under great scrutiny. This is especially evident in appraisal and assessment administration. KRT was created with this in mind. As a small company, KRT can offer more hands-on services at competitive prices.

KRT APPRAISAL
QUALIFICATIONS/REFERENCES

1) PROJECT STAFFING

KRT will be responsible for the supervision of all phases of the revaluation and will employ the following organizational structure to manage the project:

Title	Name	Years of Experience
Project Manager/PP Specialist	James Venuti	25 Years
Data Collector	Doug Rollins	9 Years
Data Collector	Gerry Lortie	7 Years
Data Collector	Ed Kiczek	1 Year
Data Collector	Liam Duran	1 Year

The resume of the Personal Property Specialist is provided in Section G. This resume contains prior work experience, positions held, responsibilities of each position, appraisal/assessing education and professional affiliations for the individual. All KRT associates employed on this project shall be at least eighteen years old.

Proposed changes in the project staffing plan will be submitted to the Town, in writing, for review and approval. The Town shall notify KRT of the acceptance or rejection of any staff substitutions within ten (10) business days of the receipt of the proposed changes. The Town shall reserve the right to make a final determination regarding the acceptability of the proposed personnel changes.

2) REFERENCES/CURRENT ASSIGNMENTS

KRT's Personal Property Specialist has completed dozens of revaluations/updates over the past twenty years. He has valued some of the most diverse communities in New England, including many Municipalities of similar size. The following page contains a complete list of those projects as well as KRT's current commitments.

Community	Assessor	Contact #	Total # Accounts
Lexington	Robert Lent	781-698-4578	717 Accounts
Franklin	Kevin Doyle	508-520-4920	737 Accounts
Leominster	Rena Gagne	978-534-7531	2000 Accounts
Worcester	Sam Kniecny	508-799-1098	4100 Accounts
Springfield	Patrick Greenhalgh	413-736-3111	4700 Accounts
Lee	Sarah Navin	413-243-5512	520 Accounts
Peabody	Susan Antonellis	978-538-5716	1850 Accounts
Everett	B.J Devereaux	617-394-2205	332 Accounts
Ashland	Richard Ball	508-881-0100	217 Accounts
Littleton	Katherine Miller	978-540-2410	193 Accounts
Marlborough	John Valade	508-460-3779	717 Accounts
Sheffield	Tammy Blackwell	413-229-7001	430 Accounts
Gardner	Christine Kumar	978-630-4004	312 Accounts
Nantucket	Rob Ranney	508-228-7200	700 Accounts
Woburn	John Connotly	781-897-5830	2300 Accounts
Rowley	Sean M. McFadden	978-948-2021	200 Accounts
W. Springfield	Alex Villar	413-263-3050	830 Accounts
Hudson	Joanne F McIntyre	978-568-9620	567 Accounts
Dedham	Kevin Doyle	781-751-9130	736 Accounts
Lunenburg	Rena Swezey	978-582-4145	244 Accounts
Norwood	Timothy McDonough	781-762-1240	1400 Accounts
Tewksbury	Joanne Foley	978-640-4330	800 Accounts

*KRT is currently expanding its Personal Property side of services. The communities listed above were completed at a previous firm.

The following Revals were completed in 2023

Longmeadow	Maria Cataldo	413-565-4115	245 Accounts
Oxford, ME	Donna Hayes	207-539-4431	240 Accounts
Andover, ME	Town Administrator	207-392-3302	100 Accounts

James Venuti

MASS APPRAISAL EXPERIENCE

KRT APPRAISAL, HAVERHILL, MA

05/2023- Present **Personal Property Specialist**

Responsible for the data collection of commercial accounts regarding personal Property valuations. Specific duties include data collection, data entry, form of list review, abatement review, fixed asset review, conducting taxpayer hearings, scheduling, training, and supervision of overall value accuracy. Working with City Assessors in a joint effort to deliver a true and accurate account of all taxable accounts within their district. Meeting with Department of Revenue representatives to discuss the City's final committed values. Conducted and delegated areas of street canvassing to determine additional accounts that needed to be added to the existing Tax roll. Determined and verified accounts that needed to be removed from the existing Tax roll.

WORK EXPERIENCE

Real Estate Research Consultants Inc., North Andover, MA

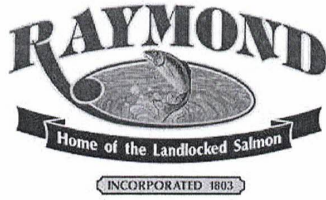
05/1996-11/2022 **Project Director for Personal Property**

Supervised, Trained, and mentored a crew of six for ongoing data collection. Responsible for job scheduling and meeting strict deadlines. Reviewing Form of lists, and fixed asset reports. Reviewing abatement applications and resolving taxpayer issues. Scheduling and conducting taxpayer hearings. Working with City Assessors in a joint effort to deliver a true and accurate account of all taxable accounts within their district. Meeting with Department of Revenue representatives to discuss the City's final committed values. Conducted and delegated areas of street canvassing to determine additional accounts that needed to be added to the existing Tax roll. Determined and verified accounts that needed to be removed from the existing Tax roll. Assisted in sales and marketing of the company's services.

EDUCATION

Danvers High School, Danvers, MA (1990-1993)

Diploma



Town of Raymond | 401 Webbs Mills Rd, Raymond, ME 04071 | 207-655-4742 | www.raymondmaine.org

Request for Proposals Personal Property Revaluation Project

PROJECT SUMMARY

In conjunction with an already contracted real property revaluation, the Town of Raymond seeks competitive proposals for a complete revaluation of all taxable and tax-exempt personal property within the Town of Raymond, Maine (Town) effective **no later than** April 1, 2026 (The effective date). The expected tax commitment date, using these values, is mid-September immediately following the effective date.

BACKGROUND

The “Home of the Landlocked Salmon,” Raymond is located on beautiful Sebago Lake and has six other lakes and ponds within its boundaries. The town offers a uniquely peaceful and healthy living environment yet is also an easy commute to both Portland and Lewiston-Auburn metropolitan centers. An active and diverse business community is located along Route 302.

Raymond is an all-season recreational center close to the Western Maine and New Hampshire Mountain regions. Many lakes and easy access to the mountains create an ideal environment for outdoor enjoyment. Travel is enhanced by major commuter routes, which lead to other opportunities for health, arts, and business.

The Town welcomes its summertime residents and guests who swell the population nearly three-fold as vacationers gravitate to Raymond to experience the way life should be!

Raymond spans 44.75 square miles, 11.57 of which are lakes, ponds, and rivers. According to the 2020 U.S decennial Census, the Towns full time population is 4,536.

The last full revaluation was in 2005.

The Town uses Vision (VGSI) CAMA system Version 8 for both real and personal property, which is hosted and maintained on the Towns local server system. This system is utilized for the valuation of both real and personal estates. VGSI also serves as the web host of Raymonds assessment data online.

There are currently approximately 215 business personal property accounts with BETE accounts averaging approximately 25 per year. Approximately 100 of the 215 accounts are camper/park model trailers located at one campground and one seasonal camper subdivision development.

1.0 PROJECT SCOPE

The scope of the project (Revaluation Project or Project) requires the complete discovery and appraisal of all taxable personal property and all (BETE) tax exempted personal property located within the corporate limits of the Town of Raymond, Maine as of the effective date of the project.

The Company shall furnish all labor, materials, supplies, and equipment, except as otherwise specified and shall perform all work for the Project in strict accordance with the project scope, section 5 and appendix A of this RFP.

The values to be determined shall be “just value” as defined in Maine Statutes and Maine Supreme Court decisions. The basis of valuation shall be the recognized methods of appraising personal property. It is anticipated that property will be valued at 100% of full market value, however a final determination of the ratio assigned will be determined by the Board of Assessors dependent upon market conditions at the time of the effective date of the project.

2.0 SUBMISSION REQUIREMENTS

All proposals shall include:

1. **Cover Letter:** A brief introductory letter
2. **Company Personnel:** Provide relevant information regarding your project team including:
 - a) Overview of the Firm: Number of years engaged as a Company, corporation, partnership, or individual specializing in governmental tax revaluation services.
 - b) Experience: List of all municipal revaluations completed during the past five (5) years, including client contact, and telephone number, A list of Equalization Contracts for which the Company is currently committed.
 - c) Project Team Member(s): Name(s) of project team members, including the supervisor to be assigned to this project, along with project team member resumes/qualifications.
 - d) Contact Details: Name and telephone number of person(s) to be contacted for further information and clarification.
3. **Understanding:** Provide a (brief) summary of your understanding of the project
4. **Approach:** Describe your recommended approach to complete the tasks outlined in the scope of services (above) including:
 - a) Specifics of Company’s revaluation plan for Raymond.
 - b) Description of the Company’s public relations program that would be used during the Project such as scheduling, staffing, and conducting informal hearings.

c) Description of total cost and quality controls including:

- i. Total cost of Personal Property Revaluation
- ii. Effective date of proposed Project, with rationale for proposed effective date
- iii. Time schedule filled out according to the Revaluation Schedule
- iv. Staged fee payments filled out according to the Revaluation Schedule
- v. Detailed Cost of appeals to State Board and Court

5. **References:** Names, addresses (including e-mail), and telephone numbers of representatives of current or recent clients familiar with the services your firm and project team (three suggested).

6. **Additional Information:** Any other supplementary information that in the opinion of the Company may assist the Town in evaluating the Proposal.

PROPOSAL DEADLINE AND BID OPENING

Sealed Proposal shall be clearly marked “**PROPOSAL–PERSONAL PROPERTY REVALUATION PROJECT**” and addressed to **Assessors Agent, Town of Raymond, 401 Webbs Mills Rd, Raymond, ME 04071** and shall be supplemented by an electronic copy sent to curt.lebel@Raymondmaine.org.

Anticipated RFP Timeframe:

Proposal Deadline	Wednesday, March 13, 2024 4 PM EST
Proposal/Bid Opening	Thursday, March 14, 2024
Proposal Evaluations/Selection of Company	Tuesday, May 14, 2024
Execution of Contract by Company	Thursday, June 13, 2024
Performance Bond ¹	Agreed upon percentage with Town

¹ Said bond or check shall be given as security, that if the Proposal is accepted a Contract will be entered into. The proposal bond or check shall be forfeited and the principal amount of said proposal bond shall be paid to the Town. The agreed upon amount with the Town shall cover liquidated damages in case of failure to enter Contract.

Proposals received prior to the time of opening will remain sealed. All Proposals shall be delivered by **4:00 P.M. on March 13, 2024**. Proposals shall be opened publicly at 10:00 am on Thursday, March 14, 2024.

3.0 FINAL SELECTION EVALUATION CRITERIA

The Assessors Agent and the Town of Raymond project staff will evaluate each proposal based upon the documentation requested herein using criteria which include but are not necessarily limited to or in the order of the following:

1. Organization, qualifications, and experience: 35%

- i. Describe the Proposer's experience providing services similar to those requested for this project. Identify at least 5 projects on which your company has performed work comparable to that required in this RFP in the last 5 years. Include company name, contact name, address, and phone number, as well as a description of the project, dates of the project and results.
- ii. Identify the **key** staff who will be assigned to fulfill the contract requirements. Provide resumes describing their educational and/or work experiences.

2. Project/Proposal Approach: 30%

- i. Describe how the proposed revaluation plan addresses the project scope.
- ii. Describe how the public relations plan addressed the project scope.
- iii. Describe how the proposal addresses any additional considerations outlined in the project scope.

3. Anticipated Schedule: 10%

- i. Stated Effective date of the project. April 1, 2026
- ii. Provide a schedule of deliverables and any other relevant milestones.
- iii. Describe how the firm will manage its overall workload to meet deadlines for the deliverables and other relevant milestones listed above.

4. Fee Statement: 25%

- i. Proposed cost of services
- ii. Describe how the firm will control and monitor its costs

5. Proposer's References: Provide at least 3 work references with contact information and descriptions of resulting projects, with dates. The results of reference checks will be used in scoring proposals.

The Town reserves the right to reject any, or any part of, or all Proposals; to waive informalities and technicalities and to accept that Proposal which the Town deems to be in the best interest of the Town whether it is the lowest dollar Proposal or not. On or before **May 31, 2024**, the Town will notify the selected Company that it has been selected.

4.0 GENERAL CONTRACT CONDITIONS

On or before **June 30, 2024**, the selected Company shall execute with the Town a Contract based on the General Contract Conditions the following contract conditions, as outlined below, shall be included in greater detail in the contract between the Company and the Town.

- Changes in the contract
- Subletting to specialists
- Performance surety bond
- Indemnification
- Insurance
- Severability, Waiver, Cancellation and Misrepresentation Clauses

Periodic Payments: The Town will pay the Company amounts as billed less a ten (15%) percent retainage through conclusion of the local appeal process.

Indemnification and Insurance:

1. The Company agrees to defend and indemnify the Town against claims for bodily injury, accidental death, and property damage, which may arise during the Company's performance of the contract, and, in all other respects, to hold the Town harmless from both inadvertent and negligent acts of the Company, its employees, and agents.
2. The Company shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the contract caused by special or unusual circumstances beyond its reasonable control, such as acts of God or force majeure.
3. The Company shall maintain public liability insurance, automobile liability insurance and workmen's compensation insurance, with appropriate endorsements to the Town, as its interests may appear. The municipality and its officers, employees, and agents, other than those agents working for the Company must be named as additional insureds.
4. The public liability insurance shall be in the form of a standard commercial general liability policy with the inclusion of contractual liability coverage and shall provide coverage against claims for personal injury, death, or property damage with limits of at least:
 - a) \$400,000, each person
 - b) \$400,000, each occurrence, for bodily injury liability, and
 - c) \$400,000, each occurrence, for property damage liability.
5. The automobile liability insurances shall be in the form of a standard comprehensive automobile liability policy.

6. The Company shall not deny liability because of any legal defense to which the municipality is entitled by reason of being a municipality.
7. The Company shall carry valuable papers insurance on any and all records applicable to the project against the loss or destruction of such records in an amount of not less than the contract price.
8. Liability limits shall not be less than the limits established in the Maine Tort Claims Act, 14 M.R.S.A §8101-8166, as they may be amended from time to time.
9. The Company shall provide to the Town:
 - a) Certificates of insurance, written by an insurer or insurers licensed to do business in the State of Maine, confirming the required insurance coverage is in effect on the date of execution of the Project Contract, and
 - b) An agreement by insurer(s) that a 10-day written notice of impending cancellation or material change in insurance coverage by insurer(s) will be provided to the Town before cancellation or change should occur.

Liquidated Damages/Penalties: Failure of the Company to meet contracted deadlines for completion of work and approval by the Board of Assessors and or Assessors Agent as having met the standards of these Specifications and the Contract, shall be cause for payment of liquidated damages by the Company, on demand by the municipal officers of \$500 per day.

- a) All account assets entered into the Towns CAMA system for valuation.
- b) All completed assessments and BETE applications delivered to Assessors Agent/Board of Assessors for approval.
- c) All assessment notices addressed and mailed.
- d) Informal hearings completed.
- e) Final values in Vision and all revaluation records, items and systems are delivered to the Assessor's Office in accordance with the General Contract Conditions

The Company shall not be liable for delays caused by reason of war, terrorism, strike, explosion, Acts of God, Orders of Court, or other public authority.

Town Contact: Unless otherwise indicated in this RFP, all correspondence to be sent to the Town shall be sent to the following address:

Curt Lebel
Assessors Agent, Town of Raymond
401 Webbs Mills Rd
Raymond, Maine 04071

Additional Requirements: The Town reserves the right to specify additional requirements for inclusion in the final agreement with the Company.

5.0 RESPONSIBILITIES OF REVALUATION COMPANY

The Company's Project Manager and Assessor shall regularly discuss the progress and various other details of the Project. These discussions may be scheduled to occur more frequently if they are found to be necessary by the Town.

Property data, and/or appraisals and records shall not be made public until after the assessment notices are mailed.

Equipment and Supplies: The Company shall provide all equipment and supplies at the Company's expense except as otherwise provided herein.

Deliverable Products: All documents, records, data, and other materials procured or produced in the performance of the Project will become the sole property of the Town. The documents, records, data, and other materials will include:

1. Documentation of procedures used throughout the Project.
2. All manuals used in any phase of the Project.
3. Any data collection and valuation manuals used in maintaining and updating values.
4. Source information used in the development of depreciation schedules utilized.
5. Property Declarations filed by taxpayers listing equipment.
6. Digital photos of all recreational vehicles assessed as personal property.
7. Field review documents reflecting preliminary values, adjusted preliminary values, and any notes relative to informal review actions.
8. A report on all informal hearings. Each meeting with property owners shall be documented stating the property owners' issue(s) and the Company representatives' response(s). A final report showing the number of hearings, the number and amounts of values changed.
9. Valuation list of new values
10. All documents shall be delivered as digital files, unless otherwise specified by the Assessor.
11. The Company shall provide training for appropriate Town personnel, adequate to provide them with the knowledge necessary to understand and use the appraisal system and/or other software installed by the Company, if necessary.

Public Relations: The parties to this Project recognize that a good public relations program is required. The Company shall support the Assessors in conducting a public information program. All public information releases shall be approved by the Assessor prior to release. The Company shall submit a detailed public relations plan to the Town with its proposal.

Conduct of Company Employees: As a condition of this Contract, the Company's employees shall treat residents and Town employees with respect and courtesy. The Company shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision and shall immediately remove any employee from the project if requested to do so by the Assessor.

Inspections: Properties containing business equipment shall be inspected and equipment identified and listed.

Assessment Notices: A notice shall be sent, at the Company's expense, by first class mail, to each owner of record as of the effective date of the project, setting forth the new valuation that has been placed upon the property identified in the notice. If possible, at the time of the notice, an estimated tax rate will be included. The notice shall be prepared in duplicate and conformity with the Maine Law and approved by the Board of Assessors and/or Assessors Agent prior to mailing. The duplicate copies will be delivered to the Assessor in electronic form (i.e. pdf) and arranged in map/lot sequence.

Further, the notices shall include information specifying the dates, times, and place of the informal hearings. Such notices and information shall be subject to approval by the Town. Prior to sending notices, the Company shall memorialize the proposed new values in the CAMA's Assessment History section as Interim values.

Informal Hearings: The Company shall hold informal hearings, at such times and locations as the Town may specify, so that owners of property, or legal representatives of owners, may discuss with qualified members of the Company's staff the assessed valuations of their property. The Company's personnel shall explain the manner and methods of arriving at value. Informal hearings, at the discretion of the Town, may be held on weeknights and Saturdays as well as during business hours. Members of the Town's Assessing Department staff may also be present at hearings.

The Company, in conjunction with recommendations of the Town, shall schedule a sufficient number of hearings and provide sufficient qualified personnel certified by the State of Maine and approved by the Town to handle said hearings expeditiously and fairly.

Any information offered by the taxpayer shall be given consideration, and adjustments shall be made where warranted. The Company shall notify in writing each taxpayer who has appeared at an informal hearing of the results of that hearing whether the assessment has been changed or not. The content and form of such notices shall be subject to the prior approval of the Assessor.

Defense of Values: For requests for abatements or appeals of assessments, the Company will follow the following procedures.

The Company agrees that the Project Manager or Field Appraiser of the Raymond project shall be present or available at the request of the Board of Assessors and or Assessors Agent for the period of time necessary to assist in considering abatement requests and to assist the Board of Assessors and/or Assessors Agent in explaining the basis of the revaluation to property owners.

The Company agrees that the Project Manager in charge of the Raymond project should be present if requested at any hearing of local and/or state body of assessment appeals following completion of the project and to defend the values.

In the event of any appeal to the courts, the Project Manager in charge of the Raymond project will be present at the hearing to testify as a witness, to outline the steps taken and give his opinion of value of the property which has been or is the subject of appeal.

The Company agrees to assume all costs for services rendered by it in connection with any and all hearings, reviews and/or court actions provided the filing of such hearing, review and/or court action is commenced within one (18) months of the revaluation effective date.

APPENDIX A - APPRAISAL SPECIFICATIONS

The appraisal company shall, through discovery procedures outlined by the company in its response to this RFP, ascertain the valuation of taxable and potentially exempt (BETE) personal property. Depreciation schedules for property types shall be developed in accordance with industry standards.

The appraisal company shall provide a brief description of all personal property appraised. The company shall appraise each class or kind of personal property. The company shall conduct an examination of the property involved, sufficiently detailed to ascertain the reasonableness of the information provided. The company shall list and value major items of property individually. Minor or group items may be combined, listed, and valued in a total value for the group or kind: A major item is here considered as a unit, machine, or item of equipment for which the current value is \$2,000 or more.

The company shall load all valuation data into the Towns Vision CAMA system.

The Company shall value and record in the Towns CAMA system all BETE exempt equipment and exempt amounts and submit the qualifying applications to the Assessors Agent for approval.

All personal property shall be valued in accordance with accepted standards established by Maine Statute and the Bureau of Taxation. Where a question arises as to value and/or method(s) of valuation the selectmen/assessor(s) shall make the final determination.

Preliminary Town Acceptance: Prior to the mailing of the assessment notices, the Company's Project Manager will review the final values, computed by the Company, with the Board of Assessors and/or Assessors Agent to ensure that the Town is prepared to accept the Company's work. The Board of Assessors and/or Assessors Agent will make the final judgment on the final value.

APPENDIX B - RESPONSIBILITY OF TOWN

CAMA Database & CAMA Software: The Assessor will make available to the Company the current CAMA database, which includes current accounts and DBA filings to assist in identify new accounts.

Introduction: The Board of Assessors and/or Assessors Agent shall furnish letters of introduction and authority to inspect business for personal property in the Town.

Mailing Address: The Town shall furnish through the Assessor's Office the current mailing address of all property owners.

Mail: For any mail the Company is required to send in conjunction with this Project, it is the responsibility of the Town to investigate all returned mail for updated name or address and to re-mail such mail.

Office Space: The Town shall furnish the Company with sufficient office space, necessary office furniture and copier equipment to carry out the terms of this project.

Assessing Personnel: The Assessors Agent may, from time to time, accompany listers/appraisers on property visits.

APPENDIX C – DEFINITIONS

Assessor/Board of Assessors: shall mean the duly appointed Assessors of the Town of Raymond, Maine
CAMA: shall mean Computer Assisted Mass Appraisal

Assessors Agent: Shall mean the Board of Assessors duly appointed, designated representative.

CMA: shall mean Certified Maine Assessor

Company or Company: shall mean any person, firm, corporation, association or other entity performing the revaluation work under contract.

Contract: shall mean the agreement between the Company and the Town to provide services in accordance with this RFP

Effective Date of the Project: shall mean the statutory date of Assessment. April 1, 2026

Field Card: shall mean the document used in the field to record information about the property when the property is listed and measured

Project or Equalization Project: shall mean the reappraisal and revaluation of all taxable personal property and all tax-exempt personal property within the corporate limits of the Town of Raymond

Property Record Card: shall mean the card generated from the CAMA system

Proposal: shall mean the Company or Company's proposal submitted in accordance with the RFP requirements

RFP: shall mean Requests for Proposals Specifications: shall mean the requirements of the RFP

Town: shall mean the Town of Raymond, Maine

Access to Trust Account Approval

CORPORATE RESOLUTION

BE IT RESOLVED, that the below-named individuals be, and are hereby, authorized to purchase, sell, assign and endorse for transfer certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of this corporation and are further authorized to execute contracts and transactions on behalf of this corporation in its capacity as Trustee, Personal Representative, or Financial Power of Attorney:

Name	Position
Susan L Look	Town Manager
Charisse Keach	Finance Director

I, _____, Town Clerk of Raymond,
Melanie Fernald

established under the laws of the State of Maine, hereby certify that the foregoing is a true copy of a resolution duly adopted by the Select Board of said corporation at a meeting duly held the 7th day of May 2024, at which a quorum was present and voting, and that the same has not been repealed or amended, and remains in full force and effect and does not conflict with the by-laws of said corporation.

Date: May 7, 2024

BY: Susan L Look, Town Manager

BY: Charisse Keach, Finance Director

(Signature Guarantee)

Supplemental Warrant to Annual Town Meeting Warrant

Town of Raymond

June 11, 2024

SUPPLEMENTAL 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 11th day of June, A.D. 2024, at seven (7:00) o'clock in the forenoon, then and there to act on the article to wit.

ARTICLE 36: Referendum Question AH: Shall the Fire Protection Ordinance adopted May 19, 1995, and amended through June 8, 2021, be further amended to amend Article VIII New Building Construction and to add Article XV Appeals as shown in Addendum 10?

(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.)

Select Board recommends Article 36

Summary of Changes:

Updating the ordinance to more closely align with the State Fire Code for sprinkler system requirements and to allow the installation of fire walls to compartmentalize spaces used for load calculations.

NOTE: This article was omitted from the Town meeting warrant already posted due to a storm related cancellation of a meeting. This supplemental warrant adds the article to the agenda for the meeting called for June 11, 2024.

Given under our hands on the 7th day of May AD 2024.

Joe Bruno, Chair

Rolf Olsen, Vice Chair

Teresa Sadak

Samuel Gifford

Derek Ray

Proposed Redline Changes to Fire Protection Ordinance

FIRE PROTECTION ORDINANCE

Adopted May 19, 1995
Amended June 7, 2011
Amended June 7, 2016
Amended June 8, 2021
Amended June 11, 2024

ARTICLE I

Section 1. This Ordinance shall be known as the Town of Raymond Fire Protection Ordinance.

Section 2. The purpose of the Ordinance is to establish in the manner provided by law, a Municipal Fire/Rescue Department according to the provisions of 30-A M.R.S.A. §3151 and to establish an ordinance governing the installation of sprinkler systems in certain buildings in the Town of Raymond, Maine.

Section 3. A Municipal Fire/Rescue Department means an organized Firefighting/Rescue unit established pursuant to this Ordinance.

Section 4. A Municipal Firefighter shall mean an active member, whether full-time, part-time, or on call, of a municipal fire department.

Section 5. A Municipal Rescue Member shall mean an active member whether full-time, part-time, or on call, of a municipal rescue department, who aids in providing emergency medical and rescue assistance and is qualified to render such aid under current Human Services regulations governing rescue and ambulance personnel.

ARTICLE II

Section 1. There shall be a Municipal Fire/Rescue Department that is established by this Ordinance.

Section 2. The duties of the Fire/Rescue Department shall be to provide fire protection and emergency medical care to the Town of Raymond and elsewhere as provided by mutual aid or other contractual agreements approved by the municipal officials.

Section 3. The head of the Municipal Fire/Rescue Department shall be the Fire Chief, who shall be appointed by the Town Manager and confirmed by the Board of Selectmen.

ARTICLE III

Section 1. Members of the Municipal Fire/Rescue Department shall enjoy the privileges and immunities as provided them by 30-A, M.R.S.A. §3155, and 14 M.R.S.A. §8101-8118.

ARTICLE IV
NFPA LIFE SAFETY CODE 101 and NFPA FIRE CODE (NFPA 1)

The Town of Raymond adopts the NFPA Life Safety Code and NFPA fire Code 2018 edition by reference as the basis for inspection and plans review for buildings as defined in this ordinance.

ARTICLE V
ALARM SYSTEM REQUIREMENTS

Section 1. A monitored fire alarm system is required in any business, manufacturing facility, school, day care, church, and apartment house with more than 3 units, or other public assembly occupancy of more than 1,000 square feet. Spaces of less than 1,000 square feet housed in one building or sharing common walls, roofs, or foundations are not exempted. This requirement must be implemented by December 31, 2001.

- A. Proof of yearly alarm system testing must be forwarded to: The Raymond Fire Department, Attn: Chief's Office, 1443 Roosevelt Trail, Raymond, Maine 04071 by January 1st of each year.
- B. All structures that are required to have an alarm or sprinkler system shall also have a secure key box, approved by the Fire Department, containing keys to the entire building, contact information and a map of the building.
- C. A permit shall be obtained from the Fire Chief, or his or her appointee, before the start of construction or alteration of any fire alarm system. A set of plans showing all devices and a one-line diagram of the intended system shall be submitted for review prior to a permit being issued.

ARTICLE VI

Section 1. All trash and construction dumpsters shall be placed no closer than 10 feet from a structure, overhang, overhead wires, or be protected by an automatic suppression system if placed closer than 10 feet.

The storage of any flammable items, other than items accepted by local Fire Department, Code Enforcement, in compliance with NFPA Life Safety Code, or BOCA Maine Uniform Building Code, within 10 feet of any business, manufacturing facility, apartment house, school, day care, or public assembly occupancy is prohibited.

Section 2: Solid Fuel Burning Stove Permit (Adopted June 7, 2011)

A permit is required for the installation or alteration of any solid fuel burning device in the Town of Raymond. As used in this section, the term "solid fuel burning device" includes any wood or pellet stove or any other stove which burns a solid fuel as described in the National Fire Protection Association's Standard No. 211, Standards for Chimney's, Fireplaces, Vents and Solid Fuel-Burning Appliances, and the term "alteration" means any change to the device other than routine, periodic maintenance or repair or replacement of damaged or worn components

with equivalent components. Before a solid fuel burning device is utilized, the owner of the property on which it is located must contact the Raymond Fire/Rescue Department and arrange to have the device inspected. The fee for such inspection shall be \$25.00. If the Fire/rescue Department finds that the device and its installation comply with all applicable codes and regulations, the fire/Rescue Department shall issue a permit. Permits may be obtained at either the Fire/Rescue Department or Code Enforcement Office and copies of the permits will be kept by both departments.

- A. A Solid Fuel Burning Device Permit shall be issued only when the occupancy where the device is installed complies with the following requirements:
 - 1. Smoke Detectors shall be installed, in accordance with the manufacturer's requirements at the time of the installation, within any bedroom or within 21 feet of the access door to any bedroom and one detector per 500 square feet of floor area of other living areas on each floor of the occupancy.
 - 2. Carbon Monoxide Detector(s) shall be installed, in accordance with the manufacturer's requirements at the time of installation, in the room where the solid fuel burning device is installed and in each area within, or giving access to, bedrooms.

Section 3: Chimney Ordinance (Adopted 2008 and incorporated June 7, 2011)

- A. It is required that chimneys for solid fuel burning appliances be of a fire-resistant masonry material, except as provided in paragraph 2 below.
- B. Installation of a prefabricated metal chimney is allowed if the chimney is listed as approved by Underwriters Laboratories or a similar nationally accredited testing laboratory and such listing is in effect at the time of installation. In addition, the use of the prefabricated metal chimney must be acceptable under any homeowner's insurance policy or other property and casualty insurance policy covering the building on which the chimney is installed.
- C. In the event of a chimney fire in any kind of chimney, before the chimney is used again the property owner must have the chimney inspected by a chimney sweep certified by the Chimney Safety Institute of America and provide proof of such inspection to the Town of Raymond Fire/Rescue Department.

ARTICLE VII DEFINITIONS AND REQUIREMENTS

Section 1. An approved automatic sprinkler system shall mean a system installed in accordance with the National Fire Protection Association Standard 13 or 13D.

Section 2. Any building requiring the installation of a Standard 13 System shall have a fire department connection. The location of the connection shall be approved by the Fire Chief and properly signed Fire Department Connection.

Section 3. All sprinkler systems installed under this Ordinance shall have the following:

- A. A tamper switch alarm at the system shut-off;
- B. An evacuation alarm for the building that will sound when the sprinkler system is activated. The evacuation alarm shall be audible throughout the entire building;
- C. An outside water flow alarm;
- D. Butterfly valves will not be allowed on any N.F.P.A. Standard 13 System;
- E. An automatic alarm to dispatch when the system is activated.

Section 4. Occupied or unoccupied buildings or portions thereof of any construction having a sprinkler system in place, shall maintain all sprinkler and standpipe systems and all component parts in a workable condition at all times, and it shall be unlawful for any owner or occupant to reduce the effectiveness of the protection these systems provide, except that this shall not prohibit the owner or occupant from temporarily reducing or discontinuing the protection where necessary for the purpose of conducting tests, repairs, alterations, or additions. The tests, repairs, alterations, or additions are to be done in such a way as to avoid the creation of a safety hazard.

The Fire Chief shall be notified before any such tests; repairs, alterations or additions are started.

Section 5. For the purpose of this Ordinance, the term building shall mean any structure except:

- A. Single-family dwelling, unless specifically included by local ordinance or state law.
- B. Two-family dwelling of two stories or less in height.
- C. Barn or stable used exclusively for agricultural purposes.
- D. Shelters having roofs supported by columns or walls and intended for storage, housing use or enclosure of persons, animals, or chattels, but not excepting any garage, out building, or any accessory buildings used for any commercial or industrial purpose.

Section 6. Any building having more than one sprinkler riser shall have the risers separately zoned and wired to a local alarm energy panel to provide zone identification upon activation. The energy panel shall be located at the energy alarm panel showing each zone of the building.

Section 7. A lock box shall be provided outside the building's main entrance to any building regulated hereunder, containing a key or keys to allow access to all fire department areas.

Section 8. A permit shall be obtained from the Fire Chief before the start of construction of the sprinkler system. A set of blueprints showing the entire sprinkler system and rate of flow shall be provided when the permit is obtained.

A copy of the permit shall be forwarded to the Code Enforcement Office. No Certificate of Occupancy shall be issued until the system has been properly installed, tested and approved by the Fire Chief or his designee.

Section 9. Any building containing a sprinkler system shall have a yearly test completed on the system by a qualified sprinkler technician. A written copy of the yearly test results shall be forwarded to the Fire Chief's office.

ARTICLE VIII NEW BUILDING CONSTRUCTION

Section 1. An approved automatic sprinkler system shall be installed in all areas of new buildings meeting any or all of the following criteria:

- A. Three (3) or more stories in height;
- B. Thirty-five (35) or more feet in height, one hundred thousand (100,000) cubic feet in volume or ~~forty-eight hundred (4,800) five thousand (5,000)~~ square feet ~~in gross floor area, structures sharing a common foundation, roof, or walls totaling 4,800 square feet with alternatives or modifications permitted as noted in Section 2 below;~~
- C. Multiple family or multiple occupant dwelling and/or all lodging units of two (2) stories in height.
- D. Any single-family dwelling attached units – such as town houses, garden apartments, with three (3) or more units attached together and/or any grouping of 3 unit style buildings.
- E. Any building required to have sprinklers, larger than one dwelling unit, shall have sprinkler coverage in the truss loft.
- F. Any new or renovated Residential building consisting of One-and Two-Family buildings or structures of ~~4,800~~ five thousand (5,000) square feet or more in total/gross floor area shall install an approved automatic fire sprinkler system throughout. The total/gross square foot area calculation for One- and Two-Family dwelling sprinkler installations, shall exclude uncovered attached decks, and exclude attached garages, provided that the dwelling(s) and attached garage(s) are separated by a UL Listed, 2-hour fire-rated, separation wall(s) and components with UL Listed joints, openings or penetration protection.

Any living areas included within the garage shall be included in the total/gross square foot area calculations.

~~Exceptions for One-and Two-Family buildings or structures:~~

Section 2. Alternatives for installation of fire sprinklers in buildings and structures:

- ~~4.~~ A. An engineered on-site fire protection water supply is provided that meets or exceeds the requirements of NFPA 1; Chapter 18, and/or NFPA 1142, for non-hydrant areas, for fire flow and total water supply. These systems shall be designed and stamped by a State of Maine registered engineer, with plans and construction approved by the Fire Chief or his/her designee.

2. ~~B.~~ An engineered compartmentalization of ~~One and Two-Family residential~~ buildings or structures with a minimum of UL Listed, 2-hour fire-rated separation wall(s) and components, with no openings or penetrations; and provides an engineered on-site fire protection water supply that meets or exceeds the requirements of NFPA 1; Chapter 18, and/or NFPA 1142, for non-hydrant areas, for fire flows and total water supply required to protect the largest 2-hour rated compartment in the building/structure. These systems shall be designed and stamped by a State of Maine registered engineer, with plans and construction approved by the Fire Chief or his/her designee.
3. ~~C.~~ The Raymond Fire Rescue Department may approve alternative methods and means of fire suppression when requested by a property owner, provided that the Raymond Fire Rescue Department finds that the requested alternative method and means meets the intent of this section, and serves to preserve and promote life, health, and safety.

D. For Commercial buildings proposed in the Rural Residential Zones, such as minor repair facilities and low hazard storage structures, of Type I / Type II construction, with engineered compartmentalized fire areas equal to or less than five thousand (5,000) square feet. The compartmentalized fire are walls shall be minimum of 2-hour, UL Listed, fire-rated separation wall(s) and components, with no openings or penetrations; and shall provide an engineered/certified fire protection water supply with a capacity that meets or exceeds the requirements of NFPA 1142, for fire flows and total water supply to protect the largest 2-hour rated compartment in the building/structure. The fire protection water supply shall be certified for a usable water capacity based upon a 100-year drought, is located within ¼-mile of the proposed facility and shall be accessible year-round.

Section 2. ~~3.~~ For purposes of this Article, the gross square footage of a building or structure shall include the sum total of the combined floor areas for all floor levels, basements, sub-basements, and additions, in the aggregate, measured from the outside walls, ~~irrespective of the existence of interior fire-resistive walls, floors, and ceilings .~~ For the gross square footage calculations for One- and Two-Family Dwellings, refer to Section 1.F.

Section 4. For the purposes of this Article, NFPA 1142: Standard on Water Supplies for Suburban and Rural Firefighting is used.

ARTICLE IX BUILDING ADDITIONS

Section 1. An approved automatic sprinkler system shall be installed in addition to existing buildings when the cumulative area or volume of the total buildings, including the addition, equals or exceeds one hundred thousand (100,000) cubic feet in volume or forty-eight (4,800) square feet in gross area.

Section 2. In those instances where a proposed addition or additions will exceed twenty-five percent (25%) of the area and/or volume of the existing building and/or when the cost of the renovations of the existing building meeting the criteria in Article VIII New Building Construction

Section 1A, B, C, D, or F is equal to or greater than fifty percent (50%) of the then current building value as shown on the assessment records of the Tax Collector of the Town of Raymond, Maine, and when the resulting buildings including the addition or additions meets the criteria listed above, the existing building and addition or additions shall have an approved automatic sprinkler system.

Section 3. Any building or structure of 4,800 square feet or more in total/gross floor area; any repair, reconstruction, rehabilitation, alteration, or other improvement of a building or structure which equals or exceeds 50 percent of the existing building, shall require the entire building to be installed with an automatic fire sprinkler system.

Section 4. A fire sprinkler system is required throughout in any existing residential One- and Two-Family building of 4,800 square feet or more in total/gross floor area; when any repair, reconstruction, rehabilitation, alteration, or other improvement of the building or structure which equals or exceeds 50 percent of the existing gross square footage of the building or structure. Where renovations occur that would require a building permit, and the total area of the ceiling and/or wall covering removed or exposed exceeds 50% or greater of the total gross floor area of the building/structure, an approved fire sprinkler system is required to be installed throughout.

Section 5. For the purposes of Section 3 and 4 of this Article, the Raymond Fire Rescue Department may consider the installation of a partial fire sprinkler system with the following conditions;

1. When a building is partially retrofitted with an approved automatic fire sprinkler extinguishing system pursuant to this section, the fire sprinkler extinguishing system retrofit shall be completed throughout the unprotected building interior areas within two (2) years from completion of the initial partial retrofit.
2. When a property owner or responsible party of a residential building chooses to partially retrofit a building as noted in the section above, the property owner shall file a deed restriction with Cumberland County Register of Deeds and obtain a performance bond with the Town of Raymond, Maine to ensure compliance with this ordinance.

Section 6. For purposes of this Article, the gross square footage of a building or structure shall include the sum total of the combined floor areas for all floor levels, basements, sub-basements, and additions, in the aggregate, measured from the outside walls, irrespective of the existence of interior fire-resistive walls, floors, and ceilings.

ARTICLE X EXISTING COMMERCIAL/INDUSTRIAL BUILDINGS

Section 1. A change of use or occupancy, which increases the hazard classification, shall require the installation of a sprinkler system utilizing the NFPA Life Safety Code 101 hazard schedules.

ARTICLE XI
AUTHORITY

Section 1. The Fire Department shall have the authority to inspect any building greater than a 2-family residence, public assembly occupancy, 3 family or greater, business, or manufacturing facility on a yearly basis.

Section 2. Liquor licenses will not be granted without full compliance with Fire Code.

ARTICLE XII
VIOLATIONS AND LEGAL ACTION

Section 1. When any violation of any provision of the ordinance shall be found to exist the Town Attorney, as designated by the Municipal Officers and upon notice from the Fire Chief or his designee, is hereby authorized and directed to institute any and all actions and proceedings either legal or equitable, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the Town.

ARTICLE XIII
FINES

Section I. Any person, firm, or corporation being the owner or having control or use of any building or premises who violates any of the provisions of this Ordinance, shall be guilty of a civil offense and shall be fined not less than Twenty-Five Dollars (\$25.00) nor more than One Hundred Dollars (\$100.00) for each offense. Each day such violation is permitted to exist after notification shall constitute a separate offense.

ARTICLE XIV

This Ordinance shall be effective upon its adoption at the Town Meeting at which it is voted on.

[The ordinances entitled Town of Raymond Municipal Fire/Rescue Ordinance and Sprinkler System Ordinance were combined and renamed Town of Raymond Fire Protection Ordinance by Town Meeting vote on March 17, 2001.]

ARTICLE XV
APPEALS

Any decision made by the Fire Department in the administration of this Ordinance may be appealed to the Board of Appeals for a de novo review.

Fire Chief Memo

Town Manager Sue Look,

As suggested this week when we spoke, this is a list of our unexpected expenses with an explanation for each.

During this time of year, we are usually only spending budget monies on items needed as we wait to assure that payroll and apparatus needs will be met for the remainder of the fiscal year. This year we have experienced so many unpredictable expenses that this is not possible, and we will likely be over budget on our expenses.

We have experienced many recent breakdowns, gear impacts and costs affiliated with those repairs. Three times this year fire apparatus required a wrecker for breakdowns and once from a storm slide off.

\$10,500 for Engine 31, 2002 which has had electrical and fuel system issues that took it out of service for over 5 weeks and had affiliated costs early in the year. Then recently its fan blade detonated flying parts took out the radiator and the air flow shroud, along with the blade. The costs of which required a tow for \$500 and \$10,000 dollars in parts according to Nathan. It has been out of service for over 8 weeks since this incident, we are still waiting for those parts.

\$3,100 for Engine 32, 2015 which slid off the road in the recent big storm, the wrecker cost was \$2,500 and damage to the truck is estimated at \$600. Insurance claim was filed.

\$3,000 for Tank 37, 2018 which just had a mechanical pump seal failure and requires the pump gear box to be removed to repair it. It is estimated that \$3,000 will cover the cost of repair plus recertification testing.

\$2,000 for the in-house radio amplifier which is failing and needs to be replaced, a new one was ordered last week at a cost of an estimated \$2,000 for parts and labor.

\$6,738 for 2 sets of turnout gear which were damaged in a recent fire and need replacement.

\$25,338 is the total estimated expense. There will be a \$1,000 deductible on the Engine 32 claim which is already covered and some of these costs are estimates, so the amount needed may be slightly less.

Thank you for your consideration.

Bruce D Tupper

Proclamation for Veteran's Ceremony

PROCLAMATION

Commemorating and recognizing the loss in the line of duty of 2 British pilots on a training mission over Sebago Lake in 1944.

WHEREAS, on May 17, 2024, the Town of Raymond, Maine, honors two World War II British pilots, Sub-Lieutenant Vaughn Reginald Gill and Sub-Lieutenant Raymond Laurence Knott; and,

WHEREAS, Sub-Lt Gill and Sub-Lt Knott were both from Lee-on-Solent in Hampshire, England, and were both 19 years old; and,

WHEREAS, Sub-Lt Gill and Sub-Lt Knott were assigned to the 732nd Squadron based at nearby Brunswick Naval Air Station; and,

WHEREAS, On May 16, 1944, just before noon, their squadron took off from Brunswick on a training flight to gain experience flying at low altitude over a body of water; and,

WHEREAS, as the formation passed over Sebago Lake near Raymond, Sub-Lt Gill's plane suddenly banked sharply and struck the lake and Sub-Lt Knott's plane was hit by the resulting plume of water and both planes were lost in the lake; and,

NOW, therefore, I as Chair of the Select Board for the Town of Raymond, and on behalf of our Select Board, do hereby Proclaim that the Town of Raymond does officially recognize the outstanding efforts of Sub-Lieutenant Vaughn Reginald Gill and Sub-Lieutenant Raymond Laurence Knott during World War II.

Joseph Bruno
Chair of the Town of Raymond's
Select Board

RSU #14 Budget Warrant

**WARRANT AND NOTICE OF ELECTION CALLING
REGIONAL SCHOOL UNIT NO. 14
BUDGET VALIDATION REFERENDUM
(20-A M.R.S. § 1486)**

TO: Michael Duffy, a resident of Regional School Unit No. 14 (the "Regional School Unit") composed of the Towns of Raymond and Windham, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the Regional School Unit, namely, the Towns of Raymond and Windham, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF RAYMOND
REGIONAL SCHOOL UNIT BUDGET VALIDATION REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Cumberland County, ss.

State of Maine

TO: Melanie Fernald, Municipal Clerk of Raymond: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF RAYMOND: You are hereby notified that a Regional School Unit budget validation referendum election will be held at Jordan Small Middle School, 423 Webbs Mills Road in the Town of Raymond on Tuesday, June 11, 2024 for the purpose of determining the following question:

Question 1: Do you favor approving the Regional School Unit No. 14 budget for the upcoming school year that was adopted at the latest Regional School Unit budget meeting?

The polls must be opened at 7:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, May 1, 2024 at Windham, Maine.

Christina Small
Maryanne Goss
Jodi Canell
Jenna Butch
Matt Budge

[Signature]
[Signature]

A majority of the School Board of Regional School Unit No. 14

A true copy of the Warrant and Notice of Election, attest:

[Signature]
Michael Duffy
Resident of
Regional School Unit No. 14

Countersigned this _____ day of _____, 2024 at Raymond, Maine.

A majority of the Municipal Officers of Raymond, Maine

A true copy of the Warrant and Notice of Election, attest:

Melanie Fernald, Municipal Clerk
Raymond, Maine

**WARRANT TO CALL
REGIONAL SCHOOL UNIT NO. 14 BUDGET MEETING
(20-A M.R.S. § 1485)**

TO: Michael Duffy, a resident of Regional School Unit No. 14 (the “Regional School Unit”) composed of the Towns of Raymond and Windham, State of Maine.

In the name of the State of Maine, you are hereby required to notify the voters of each of the municipalities within the Regional School Unit, namely, the Towns of Raymond and Windham, that a Regional School Unit Budget Meeting will be held at Windham High School, 406 Gray Road, Windham, Maine at 6:30 p.m. on May 15, 2024 for the purpose of determining the Budget Meeting Articles set forth below.

ARTICLE 1A: To elect a moderator to preside at the meeting.

**ARTICLES 1 THROUGH 11
AUTHORIZE EXPENDITURES IN COST CENTER CATEGORIES**

- ARTICLE 1: To see what sum the Regional School Unit will be authorized to expend for Regular Instruction.
School Board Recommends \$24,080,265.80
- ARTICLE 2: To see what sum the Regional School Unit will be authorized to expend for Special Education.
School Board Recommends \$10,972,501.86
- ARTICLE 3: To see what sum the Regional School Unit will be authorized to expend for Career and Technical Education.
School Board Recommends \$0.00
- ARTICLE 4: To see what sum the Regional School Unit will be authorized to expend for Other Instruction.
School Board Recommends \$1,207,156.67
- ARTICLE 5: To see what sum the Regional School Unit will be authorized to expend for Student and Staff Support.
School Board Recommends \$5,532,118.58
- ARTICLE 6: To see what sum the Regional School Unit will be authorized to expend for System Administration.
School Board Recommends \$1,663,932.02
- ARTICLE 7: To see what sum the Regional School Unit will be authorized to expend for School Administration.
School Board Recommends \$3,290,793.01
- ARTICLE 8: To see what sum the Regional School Unit will be authorized to expend for Transportation and Buses.
School Board Recommends \$3,878,519.96

- ARTICLE 9:** To see what sum the Regional School Unit will be authorized to expend for Facilities Maintenance.
School Board Recommends \$7,993,740.10
- ARTICLE 10:** To see what sum the Regional School Unit will be authorized to expend for Debt Service and Other Commitments.
School Board Recommends \$1,286,375.00
- ARTICLE 11:** To see what sum the Regional School Unit will be authorized to expend for All Other Expenditures.
School Board Recommends \$280,000.00

ARTICLES 12 AND 13
RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET

- ARTICLE 12:** To see what sum the Regional School Unit will appropriate for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum the Regional School Unit will raise and assess as each municipality's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.
Recommended amounts set forth below:

Total Appropriated (by municipality):		Total Raised (and Regional School Unit assessments by municipality):	
Town of Raymond	\$ 7,859,383.95	Town of Raymond	\$ 7,859,383.95
Town of Windham	\$ 35,209,999.84	Town of Windham	\$ 17,574,224.34
Total Appropriated (sum of above)	\$ 43,069,383.79	Total Raised (sum of above)	\$ 25,433,608.29

Explanation: The Regional School Unit's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that the Regional School Unit must raise and assess in order to receive the full amount of state dollars.

- ARTICLE 13:** **(Written ballot required.)** To see what sum the Regional School Unit will raise and appropriate in additional local funds (**Recommend \$15,582,243.54**), which exceeds the State's Essential Programs and Services allocation model by (**Recommend \$15,582,243.54**) as required to fund the budget recommended by the School Board.

The School Board Recommends \$15,582,243.54, which exceeds the State's Essential Programs and Services allocation model by \$15,582,243.54. The School Board gives the following reasons for exceeding the State's Essential Programs and Services funding model: To continue programs and services that are presently offered, that are not covered or not fully covered by the EPS allocation model, such as athletics and co-curricular activities, Advanced Placement courses.

Explanation: The additional local funds are those locally raised funds over and above the Regional School Unit's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Regional School Unit budget for educational programs.

ARTICLE 14 SUMMARIZES THE PROPOSED SCHOOL BUDGET

ARTICLE 14: To see what sum the Regional School Unit will authorize the School Board to expend for the fiscal year beginning July 1, 2024 and ending June 30, 2025 from the Regional School Unit's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, local funds for non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.
School Board Recommends \$60,185,403.00

**ARTICLE 15 AUTHORIZES THE ADULT EDUCATION PROGRAM
AND RAISES THE LOCAL SHARE**

ARTICLE 15: To see if the Regional School Unit will appropriate **\$697,572.69** for adult education and raise **\$349,097.55** as the local share, with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

**ARTICLE 16 AUTHORIZES EXPENDITURES OF
GRANTS AND OTHER RECEIPTS**

ARTICLE 16: In addition to amounts approved in the preceding articles, shall the School Board be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school and other program purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

**ARTICLE 17 AUTHORIZES A TRANSFER TO AND EXPENDITURE FROM
THE CAPITAL RESERVE FUND**

ARTICLE 17: Shall the School Board be authorized to transfer up to **\$1,660,000.00** from unexpended balances to the School Capital Reserve Fund and to expend up to **\$1,660,000.00** from said reserve fund for the following purposes in addition to amounts the voters have previously authorized to be expended from the School Capital Reserve Fund for these or other projects?

Facility(ies)	Project	Project Estimate
Raymond Elementary	HVAC upgrades	\$385,000.00
Manchester School	Site Development and Upgrades	\$630,000.00
Primary School	Roof upgrade & structural improvements	\$500,000.00
District Wide	Network Infrastructure	\$80,000/00
District Wide	Treatment Plant	\$45,000.00
District Wide	BenQ/Interactive Displays	\$20,000.00
TOTAL		\$1,660,000.00

ARTICLE 18 AUTHORIZES TRANSFERS AMONG COST CENTERS

ARTICLE 18: Shall the School Board be authorized to transfer amounts exceeding 5% of the total appropriation for any cost center to another cost center or among other cost centers for the 2024-2025 fiscal year, provided that transfers shall not be permitted to increase the authorized total school budget?

ARTICLES 19 AND 20 AUTHORIZE REAL ESTATE TRANSACTIONS AT WINDHAM HIGH SCHOOL AND MANCHESTER ELEMENTARY SCHOOL

ARTICLE 19: Shall the School Board be authorized to transfer **\$100,000** to the School Capital Reserve Fund and expend **\$100,000** from said reserve fund to purchase an approximately 1.85 acre parcel of land located next to Windham High School at 177 Pope Road in the Town of Windham (Tax Map 43, Lot 4)?

ARTICLE 20: Shall the School Board be authorized to swap an approximately 2,224 square feet portion of the Manchester Elementary School property (Tax Map 67, Lot 21) for an approximately 2,224 square feet portion of a property abutting the Manchester Elementary School property (Tax Map 54, Lot 67-2A-1)?
This boundary line adjustment is a pure land swap with no exchange of money between the property owners.

Given under our hand this day, May 1, 2024 at Windham, Maine.

<u>Christina Small</u>	<u>[Signature]</u>
<u>[Signature]</u>	<u>[Signature]</u>
<u>Jodi Cangel</u>	<u>_____</u>
<u>Jenni Burt</u>	<u>_____</u>
<u>[Signature]</u>	<u>_____</u>

A majority of the School Board of Regional School Unit No. 14

A true copy of the Warrant, attest:

[Signature]
Michael Duffy, Resident
Regional School Unit No. 14