



Town of Raymond
Select Board ePacket
August 13, 2024
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Agenda



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 Agenda

August 13, 2024

6:00pm – Public Hearing, Special Town Meeting, and Regular Meeting

At Broadcast Studio &
Via Zoom & on YouTube

Public Hearing

1) Open Public Hearing

- a) Change Land Use Ordinance to Not Allow Commercial Solar Arrays in Rural and Shoreland Zones

Special Town Meeting

2) Special Town Meeting Warrant

Town of Raymond August 13, 2024 SPECIAL TOWN MEETING WARRANT

TO: Don McClellan, a resident 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 meet at the Broadcast Studio at 423 Webbs Mills Road in said town on Tuesday, August 13, 2024, at 6:00 P.M., then and there to act on Articles 1 through 2 as set out below.

ARTICLE 1: To elect a moderator to preside at said meeting.
ARTICLE 2: Shall an ordinance dated July 1, 2023, and entitled "An amendment to the Town of Raymond's Land Use Ordinance Regulating Commercial Solar Energy Systems," be enacted?

Select Board recommends / does not recommend Article 2

Summary: *This amendment with a retroactive date of July 1, 2023, will prohibit the installation of commercial solar energy systems in the Rural Residential District and all of the Shoreland Districts.*

Proposed Ordinance Change:

**An Amendment to the Town of Raymond's Land Use Ordinance
Regulating Commercial Solar Energy Systems**

The Town of Raymond hereby ordains that Chapter 300, Article 4 of the Land Use Ordinance and Chapter 350, Article 5 of the Shoreland Zoning Ordinance are emended as follows:

[Please Note: Old language is ~~stricken~~. New language is underlined.]

§ 300-4.4. Rural Residential District (RR).

A. Intent. The Town of Raymond recognizes that certain areas of Town will experience residential growth due to rapid population growth in the region. It is the intent of this section to allow these uses while maintaining the basic rural orientation of the community.

B. Permitted uses.

12. ~~Solar energy systems.~~ This provision has retroactive application to July 1, 2023.

§ 350-5.4. Table of Land Uses

Table 1 Land Uses in the Shoreland Zone				
Land Uses		RP	SP	LRR1 LRR2
35.	Solar energy systems	no	no	PB <u>*no</u> <u>*this provision has retroactive application to July 1, 2023.</u>

Select Board Meeting

3) Call regular meeting to order

4) New Business

- a) Consideration of Accepting a Gift for Raymond Village Library – Richard Dowe, Librarian
 - Elizabeth “Betty” Shively passed in January of 2024 and left the Raymond Village Library \$500 in her will.
- b) Consideration of Renewing the Liquor License for East Shore Tavern – Kyle Bancroft, owner
- c) Consideration of Renewing the Special Amusement License for East Shore Tavern – Kyle Bancroft, owner
- d) Consideration of Issuing Quit Claim Deeds – Sue Carr, Tax Collector
- e) Consideration of Updated ACO Interlocal Agreement with Casco and Naples – Sue Look, Town Manager
- f) Consideration of Adding Appendix to Personnel Policy for Earned Paid Leave – Sue Look, Town Manager
 - In looking at a question that came up recently our Town Attorney noticed that we do not have the required language added to our Personnel Policy regarding Earned Paid Leave that was enacted by the State of Maine as of January 1, 2023.
- g) Discussion of a Workshop with Budget-Finance Committee – Select Board
 - To answer questions about procedure, open discussion

5) Public Comment

6) Selectman Comment

7) Town Manager's Report and Communications

- a) Updates
 - Speaking at Panther Pond Lake Association's annual meeting
 - Status of the request to buy a Tax Acquired Property on Tenny Hill
- b) Confirm Dates for Upcoming Regular Meetings
 - September 10, 2024
 - October 8, 2024
- c) Upcoming Holiday Closings
 - Monday, September 2 – Labor Day

8) Adjournment

Memo - Solar Arrays in Rural and Shoreland Zones

To the Municipal Officers of the Town of Raymond

We, the undersigned, being registered voters of the Town of Raymond, request the municipal officers to place the following article before the voters for their consideration:

Article 1 – CITIZEN PETITION FOR LAND USE ORDINANCE AMENDMENT

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Special Town Meeting Warrant

Town of Raymond
August 13, 2024
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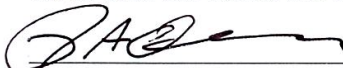
B. Permitted uses.

12. Solar energy systems: This provision has retroactive application to July 1, 2023.

§ 350-5.4. Table of Land Uses

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Given unto our hands this 9th day of July 2024:



Rolf Olsen, Chair




Teresa Sadak, Vice-Chair



Samuel Gifford



Derek Ray



Denis Morse

Letter from Margaret Shively

June 14, 2024

Dear Raymond Village Library:

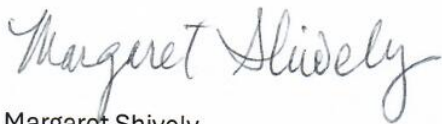
The enclosed check is a bequest left by my mother, Elizabeth (Betty) Shively of Falmouth, ME, who passed away on January 17, 2024.

She valued your mission and wanted to leave you a donation in appreciation of your good work.

Would you please fill out the enclosed form promptly and send it in the stamped, self-addressed envelope also enclosed, to the law firm of Pierce Atwood? This is to confirm that you received the check. Thank you.

Best wishes.

Sincerely,

A handwritten signature in cursive script that reads "Margaret Shively".

Margaret Shively

East Shore Tavern - Liquor License Application



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Section I: Licensee/Applicant(s) Information; Type of License and Status

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Legal Business Entity Applicant Name (corporation, LLC): <u>BATALI HOLDINGS LLC</u>	Business Name (D/B/A): <u>EAST SHORE TAVERN</u>
Individual or Sole Proprietor Applicant Name(s):	Physical Location: <u>1248 ROOSEVELT TRAIL RAYMOND, ME</u>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: <u>P.O. BOX 846 RAYMOND, ME 04071</u>
Mailing address, if different from DBA address:	Email Address: <u>KJBANCROFT@HOTMAIL.COM</u>
Telephone # Fax #:	Business Telephone # Fax #: <u>207-807-0842</u>
Federal Tax Identification Number: <u>85-1174601</u>	Maine Seller Certificate # or Sales Tax #: <u>1207542</u>
Retail Beverage Alcohol Dealers Permit:	Website address: <u>N/A</u>

1. New license or renewal of existing license? ☐ New Expected Start date: _____

☒ Renewal Expiration Date: 8/29/24

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: \$90,000.00 Beer, Wine or Spirits: \$90,000.00 Guest Rooms: _____

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|---|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input checked="" type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

244 MEADOW RD. RAYMOND, ME 04071

6. Is the licensee/applicant(s) citizens of the United States? ☒ Yes ☐ No

7. Is the licensee/applicant(s) a resident of the State of Maine? ☒ Yes ☐ No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☒ Yes ☐ No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No

☐ Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

☐ Yes ☒ No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth

Residence address on all the above for previous 5 years

Name Address:

Name Address:

Name Address:

Name Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☐ Yes ☒ No

17. Does the licensee/applicant(s) own the premises? ☐ Yes ☒ No

If No, please provide the name and address of the owner:

WILLIAM HAM / TERRI HAM 142 DARBICK TERRACE BUXTON, ME

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: N/A

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

BAR, DINING AREA, DECK, & PATIO.

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: LAKE REGION BAPTIST CHURCH

Distance: 0.2 MILES

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 8/1/24


Signature of Duly Authorized Person

Signature of Duly Authorized Person

KYLE BANCROFT
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? ☐ Municipal Officers of _____

☐ County Commissioners of _____ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its [Retail Beverage Alcohol Dealers](https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

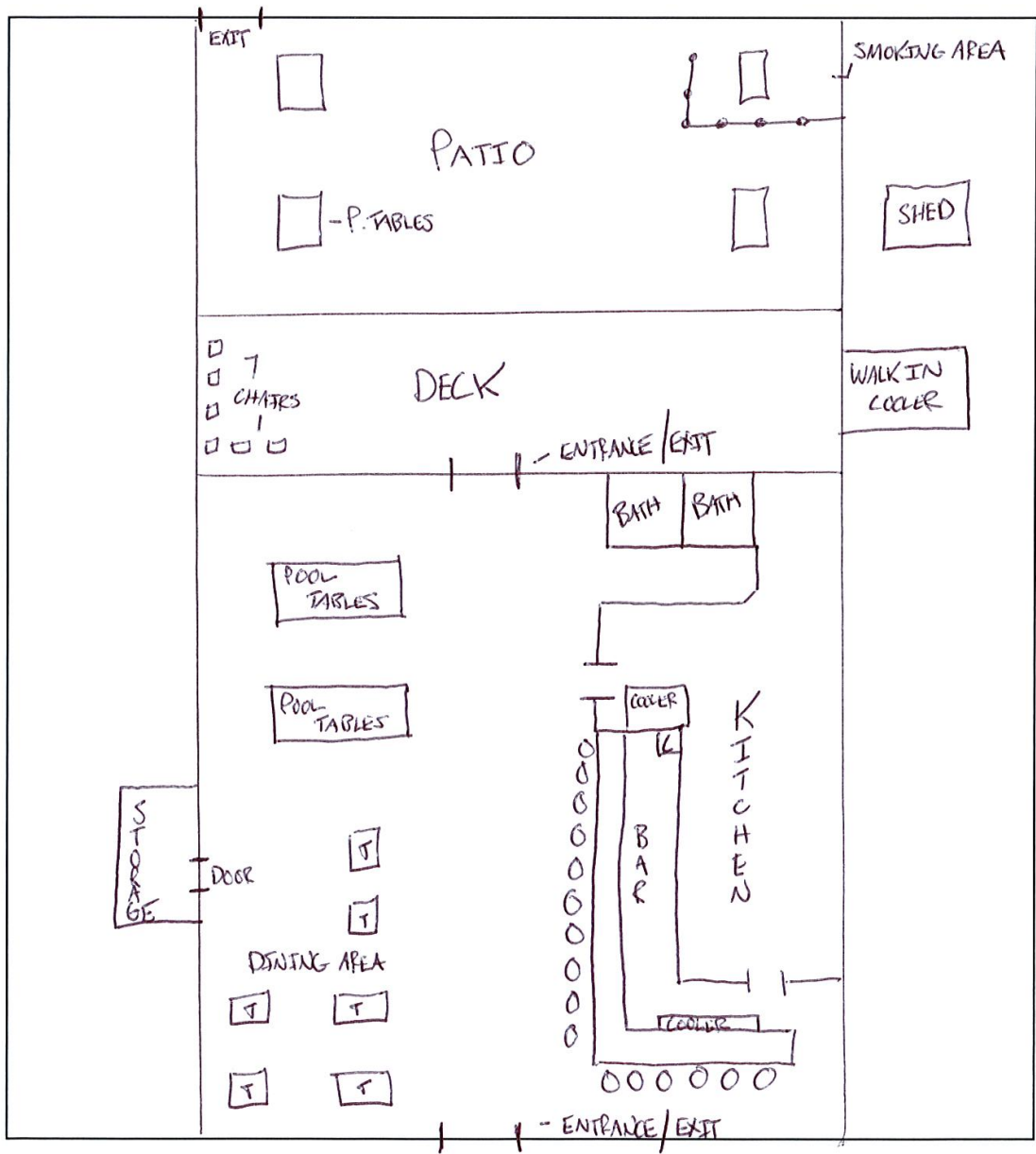
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

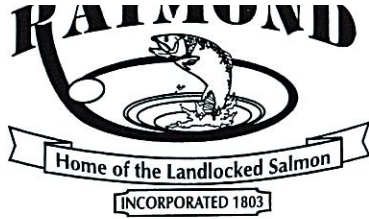
All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: BATALI HOLDINGS LLC
2. Doing Business As, if any: EAST SHORE TAVERN
3. Date of filing with Secretary of State: 5/26/20 State in which you are formed: MAINE
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:
N/A
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
KYLE BANCROFT	244 MEADOW RD. RAYMOND, ME	10/14/85	MANAGER	100%

(Ownership in non-publicly traded companies must add up to 100%.)

East Shore Tavern - Special Amusement License Application



Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742

SPECIAL AMUSEMENT APPLICATION

Pursuant to the Town of Raymond Special Amusement Ordinance and 28-A MRSA §1054

1. Name of Applicant: BATALI HOLDINGS LLC
2. Address of Applicant: 1248 ROOSEVELT TRAIL RAYMOND, ME
3. Name of Business: EAST SHORE TAVERN
4. Business Street Address: SAME AS ABOVE
5. Business Mailing Address: P.O. BOX 846 RAYMOND, ME 04071
6. Telephone – Cell: 207-807-0842 Business: N/A
7. List the names and addresses of all officers and their residency for the preceding 3 years.

KYLE BANCROFT 244 MEADOW RD. RAYMOND, ME 04071

8. Have any of the officers been convicted of a Class A, B, or C crime in the last 3 years?
If so, who and describe the offense:

NO

9. Please describe the premises including security measures being taken, size, seating, etc.

48 SEAT ROOM. REAR PATIO. FULL BAR

SECURITY FRI/SAT. NIGHTS & AS NEEDED FOR EVENTS

10. Has applicant ever had a license denied or revoked? If so, describe the circumstances.

YES. DENIED BY TOWN OF RAYMOND. FILED AN APPEAL AND WON.

11. Please specify the type of entertainment in detail: [If extra space is required, please attach a separate piece of paper.]

LIVE BANDS / DISC JOCKEY / AXE THROWING

12. List the days and hours of entertainment:

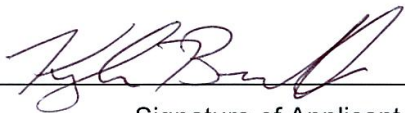
TUES. - KARAOKE 8PM - 12AM

THURS. - AXE THROWING

SAT/SUN - DISC JOCKEY / LIVE MUSIC

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$500.00 for each offense or by both. Each day that a violation occurred shall be considered a separate offense."

13. The fee must be paid at the time of application. The application fee is \$50.00 plus all advertising costs if a public hearing is necessary.



Signature of Applicant

8/1/24

Date

NOTE: Special amusement permits expire at the same time as the liquor license.

Conditions of Approval: _____

Authorizing signatures:

Code Enforcement Officer: _____

Public Safety: _____

Town Manager: _____

Select Board: _____

Special Amusement Ordinance

SPECIAL AMUSEMENT ORDINANCE

May 15, 1993
Amended June 5, 2018

ARTICLE I

TITLE, PURPOSE & DEFINITIONS

Section 1.1 Title.

This Ordinance shall be known and may be cited as Town of Raymond, Maine, Special Amusement Ordinance.

Section 1.2 Purpose.

The purpose of this Ordinance is to control the issuance of special permits for music, dancing, or entertainment in facilities licensed by the State of Maine to sell liquor as required by 28-A M.R.S.A. §1054.

Section 1.3 Definitions.

Entertainment. For the purposes of this Ordinance, entertainment shall include any amusement, performance, exhibition, or diversion, for the patrons or customers of the licensed premises whether provided by professional entertainers or by full-time or part-time employees of the licensed premises whose incidental duties include activities with an entertainment value.

Licensee. For the purposes of this Ordinance, licensee shall include the holder of a license issued under the Alcoholic Beverages Statutes of the State of Maine, or any person, individual, partnership, firm association, corporation, or other legal entity, or any agent, or employee of any such licensee.

ARTICLE II

GENERAL

Section 2.1 Permit Required.

No licensee for the sale of liquor to be consumed on his licensed premises shall permit, on his licensed premises, any music, except, radio or other mechanical device, any dancing or entertainment of any sort unless the licensee shall have first obtained from the municipality in which the licensed premises are situated a special amusement permit signed by at least a majority of the municipal officers.

Applications for all Special Amusement Permits shall be made in writing to the municipal officers and shall state the name of the applicant; his residence; his address; the name of the business to be conducted; his business address; the nature of his business; the location to be used; whether the applicant has ever had a license to conduct the business therein described either denied or revoked and, if so, the applicant shall describe those circumstances specifically; whether the applicant, including all partners or corporate officers, has ever been convicted of a felony and, if so, the applicant shall describe specifically those circumstances; and any additional information as may be needed by the municipal officers in the issuing of the permit, including but not limited to a copy of the applicant's current liquor license.

No permit shall be issued under this Ordinance, if the premises and building to be used for the purposes do not fully comply with all ordinances, articles, bylaws, rules and regulations, of the municipality, and state law.

The fee for a Special Amusement Permit shall be ten dollars (\$10.00).

The municipal officers shall, prior to granting a permit and after reasonable notice to the municipality and the applicant, hold a public hearing within fifteen (15) days, or such other number of days as the legislature may specify, from the date the request was received, at which the testimony of the applicant and that of any interested members of the public shall be taken.

The municipal officers shall, grant a permit unless they find that issuance of the permit will be detrimental to the public health, safety or welfare, or would violate municipal ordinances, articles, bylaws, rules and regulations, or state law.

A permit shall be valid only for the license year of the applicant's existing liquor license.

Section 2.2. Inspections.

Whenever inspections of the premises used for or in connection with the operation of the licensed business which has obtained a Special Amusement Permit are provided for or required by municipal ordinance, articles, bylaws, rules and regulations, or state law, or are reasonably necessary to secure compliance with any of the above, it shall be the duty of the licensee, his employee, or the person in charge of the premises to be inspected, to admit any officer, official, or employee of the municipality authorized to make the inspection at any reasonable time that admission is requested.

The inspection shall be commenced by the service on the licensee of a written demand for inspection, which shall specify the date and time inspection is sought. The written demand shall be delivered to the licensee, his employee, or the person in charge of the premises to be inspected.

In addition to any other penalty which may be provided, the municipal officers may revoke, after notice and hearing, the Special Amusement Permit of any licensee in the municipality who refuses to permit any such officer, official, or employee, to make an inspection, or who interferes with such officer, official, or employee, while in the performance of their duty.

The municipal officers may, after notice and hearing, suspend, or revoke, any Special Amusement Permit which has been issued under this Ordinance on the grounds that the music, dancing, or entertainment, so permitted, or activities related thereto, constitute a detriment to the public health, safety, or welfare, or violate any municipal ordinances, articles, bylaws, rules and regulations, or state laws.

Section 2.3 Rules and Regulations.

The municipal officers are hereby authorized, after public notice and hearing, to establish written rules and regulations governing the issuance, suspension, and revocation, of Special Amusement Permits, the classes of permits, the music, dancing, or entertainment permitted under each class, and other limitations on these activities required to protect the public health, safety, and welfare. These rules and regulations may specifically determine the location and size of permitted premises, the facilities that may be required for the permitted activities on those premises, and the house during which the permitted activities are permitted.

- A. Any licensee requesting a Special Amusement Permit from the municipal officers shall be notified in writing of their decision no later than fifteen (15) days, or such other number of days as the legislature may specify, from the date his request was received. In the event that a licensee is denied a permit, the licensee shall be provided with the reasons for the denial in writing. The licensee may not reapply for a permit within thirty (30) days or such other number of days as the legislature may specify, after an application for a permit which has been denied.
- B. Any licensee who has requested a permit and has been denied, or whose permit has been revoked or suspended, may, within thirty (30) days of the denial, suspension, or revocation, appeal the decision to the Board of Appeals as defined in and pursuant to 30 A M.R.S.A. §2691. The Board of Appeals may grant to reinstate the permit if it finds that the permitted activities would not constitute a detriment to the public health, safety, or welfare, or that the denial, revocation, or suspension, was arbitrary or capricious, or that the denial, revocation, or suspension, was not based on a violation of any municipal ordinance, article, bylaw, rule or regulation, or state law.

Section 2.4 Admission.

A licensed hotel, Class A restaurant, Class A tavern, or restaurant malt liquor licensee, who has been issued a Special Amusement Permit may charge admission in designated areas approved by the municipal Special Amusement Permit.

Section 2.5 Live Entertainment Regulation

The purpose of this section is to regulate nudity as a form of live entertainment in those establishments at which alcoholic beverages are served or consumed, and which are licensees under this Ordinance.

No licensee shall permit entertainment on the licensed premises whether provided by professional entertainer(s), employees of the licensed premises, or any other person, when the entertainment involves:

- A. The performance of acts, or simulated acts, of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation, or any sexual acts which are prohibited by law;
- B. The actual or simulated touching, caressing, or fondling on the breasts, buttocks, anus, or genitals.
- C. The actual or simulated displaying of the genitals, pubic hair, buttocks, anus or any portion of the female breasts at or below the areola area thereof.
- D. The permitting of any licensee or any person to remain in or upon the licensed premises who exposes to any public view any portion of his or her genitals or anus or female breasts below the areola area thereof.

For the purpose of this section, display or displaying and expose or exposing shall mean unclothed or un-costumed or not by a fully opaque cloth or textile material or to employ any device or covering which is intended to give the appearance of or to simulate the genitals, pubic hair, buttocks, anus or the portions of the female breasts at or below the areola area thereof.

ARTICLE III

PENALTY, SEVERABILITY & EFFECTIVE DATE

Section 3.1 Penalty.

Whoever violates any of the provision of this Ordinance shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) for each offense. Each day that a violation occurred shall be considered a separate offense.

Section 3.2 Severability.

The invalidity of any provision of this Ordinance shall not invalidate any other provision.

Section 3.3 Effective Date.

The effective date of this Ordinance shall be when enacted.

28-A MRSA §1054. Permit for Music, Dancing or Entertainment

MRS Title 28-A, §1054. PERMIT FOR MUSIC, DANCING OR ENTERTAINMENT

§1054. Permit for music, dancing or entertainment

1. Activities and entertainment prohibited.

2. Authority to require permit. A municipality or, in the case of an unincorporated place, the county commissioners may require an on-premises retail licensee to obtain a permit for music, dancing or entertainment from the municipality or, in the case of an unincorporated place, the county commissioners of the county in which the licensed premises are located. The permit must specify which activities are prohibited on the licensed premises and may include a list of which activities are authorized, in accordance with local ordinances or regulations adopted by the municipality or unincorporated place.

3. Term of permit. A permit is valid only for the license year of the existing license.

4. Public hearing on permit application.

5. Permit requirements.

6. Issuance or denial of permit. Within 15 days of receiving the permit application, the municipal officers shall give the applicant written notice of their decision.

A. If the municipal officers deny a licensee a permit, they shall provide the licensee with the reasons for the denial in writing

B. The licensee may not reapply for a permit within 30 days after denial of an application for a permit.

7. Municipal suspension or revocation of a permit. After a public hearing preceded by notice to interested parties, the municipal officers may suspend or revoke any permits which they have issued under this section on the grounds that the music, dancing or entertainment permitted constitutes a detriment to the public health, safety or welfare, or violates municipal ordinances or regulations.

8. Appeal procedure. If the municipality has a board of appeals, as described in Title 30-A, section 2691, a licensee that has applied for a permit and has been denied, or has had its permit revoked or suspended, may appeal the decision to the board of appeals within 30 days of the denial, suspension or revocation. The board of appeals may grant or reinstate the permit if it finds that:

A. The permitted activities would not constitute a detriment to the public health, safety or welfare, or violate municipal ordinances or regulations; or

B. The denial, revocation or suspension was arbitrary and capricious.

9. Admission.

10. Definition of entertainment.

11. Municipal ordinances or regulations. If a municipality requires permits under subsection 2, the municipality shall adopt ordinances or authorize the municipal officers to establish written regulations governing the following aspects of the permits.

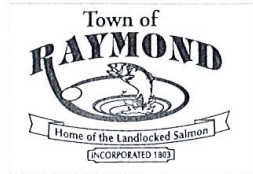
A. These ordinances or regulations must govern:

- (1) The issuance, suspension and revocation of these permits;
- (2) The classes of permits and fees for the issuance of these permits;
- (3) The music, dancing or entertainment permitted under each class; and
- (4) Other limitations on these activities required to protect the public health, safety and welfare.

B. These ordinances or regulations may specifically determine:

- (1) The location and size of premises to which the permits may apply;
- (2) The facilities that may be required for the permitted activities on those premises;
- (3) The hours during which the permitted activities may take place; and
- (4) The lighting level required, which may be lowered when the entertainment is provided.

Quit Claim Deed(s)



*401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742
655-3024 (Fax)*

Tax Acquired Property

Name: CLARKE KATHLEEN MARIE AND TRUST

Map: 78

Lot: 48

Location: 9 SHORE RD

Foreclosure Date: FEBRUARY 26, 2024

Amount paid: \$ 11553.75

Kathleen Clarke passed away and the family came in to pay off all taxes.

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to CLARKE KATHLEEN MARIE AND TRUST/ CLARKE FAMILY 2008 REV R.E.TR in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland, and State of Maine, being all and the same premises described at Map 078, Lot 048

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by a lien filed for nonpayment of taxes on said parcel of land with reference being made to a lien filed against Map 078, Lot 048, in the name of CLARKE KATHLEEN MARIE AND TRUST/ CLARKE FAMILY 2008 REV R.E.TR and recorded in said Registry of Deeds

BK 39673 PG 149 BK 40312 PG 216

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by ROLF OLSEN, TERESA SADAK, SAMUEL GIFFORD, DENIS MORSE, AND DEREK RAY thereto duly authorized, this 13th day of August, 2024.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
ROLF OLSEN, Selectman

TERESA SADAK, Selectman

SAMUEL GIFFORD, Selectman

DENIS MORSE, Selectman

DEREK RAY, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally, ROLF OLSEN, TERESA SADAK, SAMUEL GIFFORD, DENIS MORSE, AND DEREK RAY appeared the aforesaid Selectmen known to me, this 13th day of August, 2024 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

NOTARY

2024-2025 ACO Interlocal Agreement

INTERLOCAL AGREEMENT FOR ANIMAL CONTROL SERVICES

WHEREAS, the Towns of Casco, Naples, and Raymond, are municipal entities of the State of Maine; and

WHEREAS, Maine Towns have the authority to enter into an interlocal agreement for the performance of any governmental service, activity or undertaking which each is authorized by law to perform; and

WHEREAS, Maine Towns are obligated by 7 M.R.S.A. § 3947 to appoint a State-certified Animal Control Officer; and

WHEREAS, the Towns of Casco, Naples and Raymond currently share the services of a duly certified Animal Control Officer and a vehicle for said Officer; and

WHEREAS, the Towns of Casco, Naples, and Raymond desire to enter into a formal partnership to cost-share the expenses of a full-time Animal Control Department, hereinafter referred to as the "Department", to better recruitment and retention efforts and for the encouragement of tenure in duly certified officers.

NOW, THEREFORE, this agreement is made and entered into as of the 13th day of August 2024, by and between the Town of Casco, the Town of Naples, and the Town of Raymond, hereinafter referred to as the "Towns".

PURPOSE. This Agreement is for the purpose of authorizing the Towns to provide Animal Control Services to the Towns under the following terms:

TERM. The term of this Agreement shall be one (1) year, beginning on July 1, 2024, and shall automatically renew for additional one (1) year terms thereafter at which time the Agreement will be reviewed by the Towns annually in January for any needed updates; provided, however, that any party shall have the right, upon one hundred twenty (120) days written notice to the other Towns, to terminate this Agreement at the end of a fiscal year, in which event the effective termination date of this Agreement will be at the end of the one hundred twenty (120) day period following the date of receipt of the written notice of termination. It is understood that the Town of Naples has provided notice of its intent to withdraw from this interlocal agreement on June 30, 2025.

If one of the Towns desires to terminate this agreement prior to the end of a fiscal year, that community shall be dutifully and financially obligated to complete the terms of this agreement until June 30th of that fiscal year.

FINANCIAL MANAGEMENT. The Town of Casco, hereinafter referred to as "Casco", agrees to be the fiduciary agent for budget management for the Department. Casco will bill the Town of Naples, hereinafter referred to as "Naples" and bill the Town of Raymond, hereinafter referred to as "Raymond", on a monthly basis based on previous months' expenditures.

EMPLOYMENT. Casco agrees to be the Employer of the Departmental staff and shall be responsible for hiring, discipline, termination, and with consultation from the other Towns, annual review of

employees as well as payroll and benefits management. Employees shall be subject to the Town of Casco employee benefit offerings and will follow the policies established for Casco employees. Casco will submit requests for reimbursement from Naples for Employment expenses. Casco will submit requests for reimbursement from Naples for payroll and employment expenses.

BUDGET. At or around the beginning of each calendar year, the town managers from each of the Towns will meet with the Department and formulate a proposed budget to be presented to each of the Town's respective budget preparation processes. The annual budget proposal must be completed not later than 120 days prior to June 30th of the calendar year.

The budget in the fiscal year 2025 shall be \$120,575 and shall be divided equally in the amounts of \$40,191.68, **see Attachment A**, between the Towns but shall not include shelter, kennel or emergency veterinary expenses that are customarily contractual charges to each of the Towns independently. The first year's budget sharing formula will be based on the previous five years of response statistics as provided by the Cumberland County Emergency Communications Center. The Towns mutually agree to review the response statistics every three years following the completion of this first year to determine if the cost sharing assessments need adjustments according to said statistics.

VEHICLE AND EQUIPMENT. Raymond agrees to own, register, insure and provide maintenance to any vehicle jointly purchased between the three towns as per the previously agreed upon Memorandum of Agreement dated June 11, 2018. Equipment and supplies for the department will be purchased for the department by Raymond. Raymond will submit requests for reimbursement from Naples for vehicle and equipment expenses. The vehicle will be brought into the Raymond garage for regular maintenance at least the first week of January, April, July, and October.

SERVICES. The Department staff shall provide services within the primary jurisdictional borders of Casco, Naples, and Raymond. Services and employment expectations shall be defined in mutually agreed job description between the three communities, **see Attachment B**. Mutual aid agreements with communities outside the primary jurisdiction will be considered on a case-by-case basis and approved by the Towns. Hours of expected services are defined by a mutually agreed upon policy, **see Attachment C**.

RECORDS and FILES. The Department staff will maintain all records and files produced pursuant to this Agreement, except as to such original documents as are, by law or custom, kept on file and recorded with the Courts. Naples will provide a file cabinet for the secure storage of records and files. If this Agreement is terminated, said records and files shall be transferred to the Department for relocation.

REPORTS. The Animal Control Officer shall provide monthly reports to each Town Manager outlining the previous month's calls for service. This statistical report should include the number of calls for service, types of call for service and any additional information needed for clarification of services. The monthly report shall be provided to each Town Manager by the second Tuesday of the month. In addition, the Animal Control Officer shall provide an annual synopsis of the previous year's calls for service.

INSURANCE. Casco shall provide all necessary insurance, including but not limited to liability and

workers compensation insurance and excluding vehicle insurance, for each Department staff member utilized under the terms of this Agreement, naming Naples and Raymond as an additional insured for purposes of performance of this Agreement.

SCOPE. This writing is intended to incorporate the entire agreement of the parties relating to the subject matter hereof. This Agreement may not be amended, modified, or changed in any respect except in writing signed by both parties and approved by the respective governing bodies of both parties.

EXCLUSIVITY. The parties agree that this is an exclusive service agreement. No party shall assign or subcontract this Agreement or any portion of this Agreement without the prior written consent of the other parties. The Department and its employees may not provide similar services to other entities and must always fulfill the obligations and duties and meet the standards established in this Agreement.

SEVERABILITY. The provisions of this Agreement are severable. If an article, sentence, clause, or phrase shall be adjudged by a court of competent jurisdiction to be invalid, the decision shall not affect the validity of the remaining portions of this Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above written.

TOWN OF CASCO

BY: _____, Date: _____

Anthony Ward, Town Manager

TOWN OF NAPLES

BY: _____, Date: _____

Jason Rogers, Town Manager

TOWN OF RAYMOND

BY: _____, Date: _____

Susan Look, Town Manager

Appendix A
FY 25

ANIMAL CONTROL COST CENTER

	APPROVED FY22	APPROVED FY23	APPROVED FY24	DEPARTMENT HEAD FY25	Tri Town Managers Recommendation FY 25	\$ INCREASE OR DECREASE	% INCREASE OR DECREASE
104 PUBLIC SAFETY							
03 ANIMAL CONTROL							
10 PAYROLL							
09 ASSISTANT ACO	\$ 9,100	\$ 5,000	\$ 5,000	\$ 20,800	\$ 20,800	\$ 15,800	316.00%
17 ANIMAL CONTROL OFFICER	\$ 36,420	\$ 37,877	\$ 45,760	\$ 47,362	\$ 47,362	\$ 1,602	3.50%
98 OVERTIME	\$ -	\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	100.00%
Subtotal	\$ 45,520	\$ 45,877	\$ 55,760	\$ 73,162	\$ 73,162	\$ 17,402	31.21%
11 BENEFITS & INSURANCE							
01 HEALTH INSURANCE	\$ 28,060	\$ 28,620	\$ 29,765	\$ 31,026	\$ 31,026	\$ 1,261	4.24%
02 FICA/MED/RETIREMENT	\$ 4,552	\$ 4,736	\$ 5,406	\$ 6,624	\$ 6,624	\$ 1,218	22.53%
03 WORKERS COMP	\$ 460	\$ 460	\$ 460	\$ 436	\$ 436	\$ (24)	-5.22%
Subtotal	\$ 33,072	\$ 33,816	\$ 35,631	\$ 38,085	\$ 38,085	\$ 2,454	6.89%
20 UTILITIES							
02 PHONE/CELL PHONES	\$ 828	\$ 828	\$ 828	\$ 828	\$ 828	\$ -	0.00%
Subtotal	\$ 828	\$ 828	\$ 828	\$ 828	\$ 828	\$ -	0.00%
30 SERVICES							
06 PROFESSIONAL SERVICES	\$ 5,352	\$ 5,214	\$ 5,214	\$ 5,214	\$ -	\$ (5,214)	100.00%
09 DUES & FEES	\$ -	\$ 154	\$ 154	\$ 154	\$ -	\$ (154)	100.00%
33 VETERINARIAN SERVICES	\$ -	\$ 2,000	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	100.00%
Subtotal	\$ 5,352	\$ 7,368	\$ 6,368	\$ 6,214	\$ -	\$ (6,368)	-100.00%
50 SUPPLIES & EQUIPMENT							
01 SUPPLIES	\$ 2,000	\$ 4,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.00%
13 NEW EQUIPMENT	\$ 10,500	\$ 2,200	\$ 1,200	\$ 2,000	\$ 2,000	\$ 800	66.67%
14 UNIFORMS	\$ -	\$ 1,000	\$ 2,000	\$ 1,200	\$ 1,200	\$ (800)	100.00%
Subtotal	\$ 12,500	\$ 7,700	\$ 5,700	\$ 5,700	\$ 5,700	\$ -	0.00%
60 REPAIRS & MAINTENANCE							
06 GAS/DIESEL	\$ -	\$ -	\$ 2,150	\$ 2,000	\$ -	\$ -	-
07 EQUIPMENT REPAIR/MAINT.	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000	\$ 1,000	\$ (1,000)	-50.00%
21 ACO VEHICLE	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ (2,000)	100.00%
Subtotal	\$ 1,000	\$ 3,000	\$ 6,150	\$ 5,000	\$ 1,000	\$ (5,150)	-83.74%
70 TRAINING & TRAVEL							
01 CONFERENCE/TRAINING FEES	\$ 500	\$ 2,000	\$ 1,000	\$ 2,000	\$ 1,000	\$ -	0.00%
02 MILEAGE	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0.00%
Subtotal	\$ 1,300	\$ 2,800	\$ 1,800	\$ 2,800	\$ 1,800	\$ -	0.00%
104-03 ANIMAL CONTROL : SUBTOTALS	\$ 99,572	\$ 101,389	\$ 112,237	\$ 131,789	\$ 120,575	\$ 8,338	7.43%

JOB DESCRIPTION

Position Title	Department	Reports to
Animal Control Officer	Administration	Town Manager(s)
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	July 2024

POSITION SUMMARY

The Animal Control Officer (ACO) will enforce laws concerning the care and treatment of animals, protect and rescue domesticated animals, and maintain public health standards. The animal control officer's duties are enforcement of Title 7 sections 3911(Dogs at Large), 3912(Disposition of Dogs at Large), 3916(Rabies Vaccinations), 3921(Dog Licenses Necessary), 3924(Violations), 3948(Animal Control), 3950(Local Regulations), 3950-A(Official Refusal or Neglect of Duty), 3952-A (Keeping a Dangerous or Nuisance Dog) and 4041(Animal Trespass) and 4042 (Stray Livestock) and Title 17, section 1023(Investigating Animal Cruelty), responding to reports of animals suspected of having rabies in accordance with Title 22, sections 1313(Suspect Animals) and 1313-A(Destruction of Suspect Animals) and any other duties to control animals as the municipality may require to protect public safety and the welfare of animals. The ACO shall enforce local Animal Control the municipalities have approved. The ACO must be sensitive to potential community reactions to operational activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions include, but are not limited to the following:

- Interpret and enforce federal and state laws and local ordinances pertaining to animals and the safety, health, and welfare of the public while assuring the humane treatment of animals.
- Investigates alleged animal abuse, animal care, or behavior violations, as well as reports of injured, stray, sick, or dangerous animals.
- Responds to citizen calls for services and assists in resolving conflicts between parties involving animal control issues including, but not limited to, dangerous animals, nuisance animals, animal trespass, injury, and property damage, assesses potential for actual danger and injury to or from animals and assigns degrees of animal confinement accordingly.
- When an owner cannot be located: capture, impound, quarantine, and arrange for an appropriate transport or animal to the municipalities' contracted shelter; transport injured animals to a veterinarian for treatment of, while attempting to locate owners.
- Investigate animal bites; quarantine suspected rabid animals;; collect and transport specimens to State laboratory; complete injury/bite reports for the Maine Center for Disease Control and enforce rabies quarantine.
- Participate in active dog licensing programs and follow-up on delinquent or pending dog licenses.
- Attend court, assist prosecuting attorneys, and provide expert testimony in court cases. Issue warnings, notices to comply, serve civil and criminal summonses, and civil notices as indicated. Draft, submit, and serve ex-parte orders and containment orders.

- Create, monitor, and maintain case files. Keep statistical data and prepare written reports as required. Provide pertinent information to persons involved in enforcement action and prosecuting attorneys, animal owners, and the general public as permitted/required.
- Coordination and management of relationships with a diverse range of agencies, ensuring seamless communication and collaboration.
- Participate in the selection of animal control staff; provide or coordinate staff training; work with employees to correct deficiencies. Plan, prioritize, assign, and review the work of staff responsible for providing assistant animal control services and activities within the department.
- Recommend and assist in the implementation of goals and objectives, schedules, and methods for providing animal control services; implement policies and procedures.
- Participate in the preparation and administration of the animal control budget; submit budget recommendations; monitor expenditures.
- Purchase and maintain inventory of supplies, and equipment necessary for operation.
- Uphold basic principles of public relations through community education strategies as well as resource management/allocation.
- Must maintain weekly meetings with all three Town Managers.

SKILLS AND ABILITIES:

- Excellent customer service skills
- Ability to maintain composure and scene safety, while acting quickly and effectively in an emergency.
- Ability to read, interpret, and implement ordinances, codes, laws, and established policies and procedures. Understand and follow written and verbal instructions.
- Ability to interact effectively with the public under stressful conditions; communicate effectively, both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Ability to learn the use of keyboard and computer operation for required automated systems and processing associated paperwork.
- Ability to prepare documents, give clear and comprehensive reports, and provide required documentation of activities.
- Skilled in animal identification, behavior, health, and application of species-specific care or control methods, techniques, and use of force.

EDUCATION & EXPERIENCE QUALIFICATIONS:

- A high school diploma or equivalent is required
- Preferred two (2) years of experience in animal control or related experiences

LICENSES OR CERTIFICATES

- Must Possess and maintain valid Maine driver's license
- Successful completion of phase 1 and 2 Maine Animal Control Officer training or Advanced Animal Control Officer 1 training through a NACA-approved academy within 1 year of hiring
- First Aid/CPR certificate or obtain within 6 months of hiring
- Rabies vaccination or willingness to obtain

WORKING CONDITIONS/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. Ability to work a flexible schedule, when needed, according to the needs of the Town.

While performing the duties of this position, the employee is regularly required to talk and listen. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, crawl or and walk on uneven terrain. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The work environment is varied, including regular outdoor work during all seasons. This position must be prepared for both physical challenges and ethical decision making. The noise level in the work environment is usually moderate.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, and other hazardous substances; exposure to animal bites and other related injuries; exposure to infectious and zoonotic diseases; will assist in the decision-making process for which animals are euthanized and which are treated by a veterinarian; and disposing of designated animals, as required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed on this job description) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Employee's Signature

Date

Casco Town Manager's Signature

Date

Regional Animal Control Coverage Policy

Casco - Naples - Raymond

Mission: The Regional Animal Control Department will promote and protect public safety and animal welfare through education and humane law enforcement.

Purpose: With a commitment to professionalism, compassion, and community partnerships we will provide responsive, efficient, and high-quality animal care and control services that preserve and protect public and animal safety. The Regional Animal Control Department will promote public safety, responsible pet ownership, compassion toward animals, and safe human-animal interactions.

Agreement: See Regional Contract

Positions: Full time Regional Animal Control Officer, One Part-time Regional Animal Control Officer

Hours: The Regional Animal Control Officer is a full-time, 40 hour per week position with general operating hours between 6 am and 6 pm. After-hours calls will be handled on a per call basis according to priority and severity. The full-time and part-time officers should cover all 7 days of the week between them.

General Operating Procedures: The Regional Animal Control Department general hours of operation are 6:00 am to 6:00 pm daily. Between 6:00 pm and 6:00 am one Animal Control Officer shall be available on an emergency, on-call basis or make pre-arranged coverage through mutual aid. These hours are designed to ensure that all animals are properly and humanely cared for and that the public has adequate and ample opportunity to conduct business with the department. High Priority/Emergency after hours calls will be handled by the on-call animal control officer. After hour non-priority calls will be deferred or handled during the next ACO shift. The Animal Control Officer shall notify Cumberland County Regional Dispatch when they are beginning a shift or completing a shift. They shall notify Cumberland County Regional Dispatch in advance of any planned vacation or personal leave days.

High Priority/Emergency Calls: The following list will be considered emergency calls with immediate Animal Control Officer response or call-in:

- Mutual aid assistance for other law enforcement agencies and emergency services
- Cruelty and neglect complaints
- Public safety calls including bite complaints
- Dangerous animals and rabies concerns
- Animal in immediate danger

- Impounding domestic pets of sick or deceased people and
- Hoarding case response where pets are in immediate danger.

Non-Emergency Calls: All other department business, including but not limited to, enforcement of sections

- Dog at Large
- Disposition of wolf hybrid at large
- Stray animals
- Rabies vaccinations violations
- Dog license violations
- Kennel violations
- Local ordinances
- Official refusal of neglect of duty
- Animal trespass
- Stray livestock
- Reports to State
- Transportation of quarantine, euthanasia and testing of animals suspected of having rabies
- Immediate destruction of certain animals
- Any other duties to control animals as the municipalities may require.

Appendix C - Earned Paid Leave

APPENDIX C – EARNED PAID LEAVE

Employees may use up to forty (40) hours of accrued sick leave each calendar year for the purposes set forth in the Maine Earned Paid Leave (EPL) Act. New employees cannot use sick leave for EPL purposes until they have been employed by the Town for at least 120 days. Employees must give at least 30 days advance written notice of any EPL leave request, unless the leave is used for emergency reasons, and in all cases must be approved by the Town Manager. Employees must designate the purpose or reason for the EPL leave request, such as vacation, personal, sick, bereavement, etc. and abide by the terms of this Personnel Policy for any such leave request. *(Pursuant to 26 MRSA §636 – Earned Paid Leave)*