



SELECT BOARD Agenda

April 8, 2025

6:00pm – Regular Meeting

At Broadcast Studio &
Via Zoom & on YouTube

Resolution: We, the Raymond Select Board, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

1) Call regular meeting to order

2) Minutes of previous meetings

- a) February 24, 2025 – Emergency Meeting, Executive Session Only
- b) March 3, 2025 – Emergency Meeting – Executive Session Only
- c) March 11, 2025
- d) March 18, 2025

3) New Business

- a) Executive Session Discussion of Personnel Matters – pursuant to MRSA 1 §405 (6) (A)
- b) Discussion of Setting the Dates for Informational Hearing and Public Hearing on the Warrant Articles – Select Board
- c) Consideration of Business & Liquor License Application – Top Shelf Catering LLC – Julie Grant & Liberty Boutin, owners
- d) Consideration of Business License Application – Griffeth Enterprise, LLC – Jacqueline & Devon Griffeth, owners
- e) Recommendation For Comp Plan – Select Board
- f) Consideration of Appointing a Health Officer – Joseph Crocker, Interim Town Manager
 - Recommend appointing Joseph Bruno, Pharmacist as Health Officer
- g) Consideration of Traffic Calming Signs – Nathan White, Public Works
- h) Discussion of Citizen Petition Regarding Short Term Rentals – Select Board
- i) Consideration of Town Wide Child Safety Policy – Richard Dowe, Librarian & Joseph Crocker, Interim Manager
- j) Discussion on Cannabis Business Regulations – Select Board, Code Enforcement

4) Public Comment

5) Selectman Comment

6) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- May 13th, 2025 – Select Board Meeting and 2nd Public Hearing (TBD)
- June meeting date?

b) Upcoming Holiday Closings

7) Adjournment



SELECT BOARD

Minutes

February 24, 2025

10:00am – Emergency Meeting
At Broadcast Studio & 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: Rolf Olsen (Chair), Teresa Sadak (Vice Chair), Samuel Gifford, Denis Morse, Derek Ray

Select Board members absent: none

Town Staff in attendance: Sue Look (Town Manager)

1) **Called meeting to order** at 10:06am by Chair Olsen with a quorum present.

2) **Executive Session**

a) Discussion of Personnel Matters – pursuant to MRSA 1 §405 (6) (A)

Motion to enter Executive Session at 10:06am by Ms. Sadak. Seconded by Mr. Gifford.
Unanimously approved

Motion to exit Executive Session at 10:27am by Ms. Sadak. Seconded by Mr. Ray.
Unanimously approved

Motion to accept the resignation of the current Town Manager Sue Look by Ms. Sadak. Seconded by Mr. Gifford.
Unanimously approved

3) **Adjournment**

Motion to adjourn at 10:27am by Ms. Sadak. Seconded by Mr. Morse.
Unanimously approved



**SELECT BOARD
Minutes**

March 3, 2025 at 10:00am

Emergency Meeting

At Broadcast Studio & 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: Rolf Olsen (Chair), Teresa Sadak (Vice Chair), Samuel Gifford, Denis Morse, Derek Ray

Select Board members absent: none

Town Staff in attendance: Joseph Crocker (Parks & Recreation Director)

1) **Called meeting to order** at 10:00am by Chair Olsen with a quorum present.

2) **Executive Session**

a) Discussion of Personnel Matters – pursuant to MRSA 1 §405 (6) (A)

Motion to enter Executive Session at 10:00am by Ms. Sadak. Seconded by Mr. Gifford.
Unanimously approved

Motion to exit Executive Session at 10:46am by Ms. Sadak. Seconded by Mr. Morse.
Unanimously approved

Motion to appoint Joe Crocker as Interim Town Manager by Ms. Sadak. Seconded by Mr. Gifford.
Unanimously approved

3) **Adjournment**

Motion to adjourn at 10:47am by Ms. Sadak. Seconded by Mr. Ray.
Unanimously approved



SELECT BOARD Agenda

March 11, 2025

6:00pm – 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: Teresa Sadak (Vice Chair), Samuel Gifford, Denis Morse, Derek Ray

Select Board members absent: Rolf Olsen (Chair)

Town Staff in attendance: Joseph Crocker (Parks & Recreation Director); Richard Dowe (Library Director); Melanie Fernald (Town Clerk); Sue Look (Town Manager); Bruce Tupper (Fire Chief); Nathan White (Public Works Director)

1) **Called regular meeting to order** at 6:00pm by Vice Chair Sadak with a quorum present.

2) Minutes of previous meetings

a) January 31, 2025

Motion to approve as presented by Mr. Ray. Seconded by Mr. Morse
Unanimously approved

b) February 11, 2025

Motion to approve as presented by Mr. Ray. Seconded by Mr. Morse
Unanimously approved

3) Old Business

a) Consideration of Voting Method of the Town Meeting Warrant – Select Board

- Via secret ballot or at Open Town Meeting

The following individuals spoke:

Jennifer Danzig, Pulpit Rock Road
Benjamin Krauter, Sloans Cover Road
Peter Leavitt, Leavitt Road
Shawn McKillop, Main Street

The idea was raised to change the dates for the Public Hearings from what is currently scheduled, and to hold one on a Saturday.

Motion to hold two open forum style public hearings and to vote on the articles on the Annual Town Meeting Warrant as a secret ballot by Mr. Ray. Seconded by Ms. Sadak

Unanimously approved.

4) New Business

a) Consideration of Comprehensive Plan Draft – Select Board

Co-Chair Kaela Gonzalez clarified that the Comprehensive Plan is our document, and as long as we do not make any changes to the State-mandated portions, the Select Board is able to make changes to the document.

Co-Chair Peter Leavitt noted that he handed out a copy of the edits in response to what the Select Board Chair has suggested – remove the mention of specific organization names and replace with more generic descriptions of their function instead, remove specific sites for projects and instead describe project visions, and to correct some of the delegation of tasks that were assigned outside that group's scope.

The decision was made to table this item until the March 18th meeting for further review.

b) Consideration of Appointing JSMS Visioning Committee – Sue Look, Town Manager

- Lauren Wallace – 36 Pulpit Rock Rd – Lions Club, RVL Treasurer, Food Pantry volunteer, Age Friendly Raymond, etc.
- Deborah Clark – 25 Granite Ridge Dr – Professional Librarian
- Grace Leavitt – 2 Leavitt Rd – Retired Educator, RSU #14 BOD
- Mark Childs – 60 Tenny Hill Rd – Director of Construction, Planning Board
- Pete Lockwood – 139 Mountain Rd – Assistant Scout Master, ZBA member
- Kaela Gonzalez – 518 Webbs Mills Rd – Comp Plan Co-Chair, Raymond PTO
- Evee Dupuis – 475 Webbs Mills Rd – Small business owner, animal rescue
- Susan Accardi – 129 Deep Cove Rd – Retired Nurse
- Ben Krauter – Sloans Cove Road* added after the agenda was created.
- Staff Members: Joe Crocker, Interim Town Manager; Richard Dowe, Librarian; Deborah Tarr, Age Friendly Raymond; Mel Fernald, Town Clerk; Nathan White, Public Works Director

This committee's meetings will be televised/recorded – instructed to get ideas back to Select Board in 60 days. Reminded that this committee is tasked with brainstorming ideas of what can be put in the building, without consideration of costs.

Motion to appoint the JSMS Visioning Committee as noted above by Mr. Morse.

Seconded by Mr. Ray

Unanimously approved

c) Consideration of Appointing a Freedom of Access Officer – Sue Look, Town Manager

- Melanie Fernald, Town Clerk

Motion to appoint by Mr. Morse. Seconded by Mr. Ray

Unanimously approved

5) Public Comment

Vice Chair Sadak opened the floor for Public Comment. The following individuals spoke:

Brian Walker, Rolfe Road
Peter Leavitt, Leavitt Road
Jennifer Danzig, Pulpit Rock Road
Don Willard, Raymond Hill Road
Sue Accardi, Deep Cove Road
Frank McDermott, McDermott Road
Benjamin Krauter, Sloans Cove Road

6) Selectman Comment

Mr. Ray, encouraged residents to take advantage of the opportunities to gain knowledge.

Mr. Morse, encourages transparency and clearer communication

7) Town Manager's Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- April 8, 2025
- May 13, 2025

b) Upcoming Budget Meetings

- Tuesday, March 18, 2025 – Warrant article review/recommendations – 6:00pm
- Thursday, April 3, 2025 – Final Warrant Approval – 6:00pm
- Tuesday, April 8, 2025 - Public Hearing #1(possibly to be rescheduled) - 6:00pm
- Tuesday, May 13, 2025 - Public Hearing #2(possibly to be rescheduled) - 6:00pm
- Tuesday, June 10, 2025 – Annual Town Meeting Vote at JSMS Gym – 7am-8pm

8) Adjournment

Motion to adjourn at 6:48pm by Mr. Morse. Seconded by Mr. Ray.

Unanimously approved



SELECT BOARD Minutes

March 18, 2025

6:00pm – Special Budget 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: Rolf Olsen (Chair), Teresa Sadak (Vice Chair), Samuel Gifford, Denis Morse, Derek Ray

Select Board members absent: none

Town Staff in attendance: Joseph Crocker (Parks & Recreation Director); Melanie Fernald (Town Clerk); Sue Look (Town Manager); Lee O'Connor (Deputy Fire Chief); Bruce Tupper (Fire Chief); Nathan White (Public Works Director); Jason Williamson (Assistant Code Enforcement Officer)

1) **Called to order** by Chair Olsen at 6:00pm with a quorum present.

2) **Executive Session**

- a) Consultation between the Select Board and its attorney concerning the legal rights and duties of the Select Board – pursuant to MRSA 1 §405 (6) (E)

Motion to enter Executive Session at 6:00pm as noted above by Ms. Sadak.
Seconded by Mr. Ray.

Unanimously approved.

Motion to exit Executive Session at 6:27pm by Ms. Sadak. Seconded by Mr. Ray.

Unanimously approved

3) **New Business**

- a) Discussion of FY 2023-2024 Audit Issues – Ron Smith, RHR Smith & Company, Auditor for the Town of Raymond

Heather Hunter from RHR Smith & Company explained the current status of the audit.

The following people asked questions/made comments:

Mr. Morse

Shawn McKillop, Budget-Finance Committee Vice Chair

Sue Look, Town Manager

Brenda Fox-Howard, Finance Director

b) Discussion of RTP Bus and Van Options – Don Libby, RTP Executive Director

Don Libby

On demand “micro-transit” van service for residents – reservations can be made via app or phone call. Funded by the town at \$67,500 for Monday through Friday, 9am - 5pm. This price provides one wheelchair accessible van with one fully-screened driver. Riders would pay \$3 each way for door-to-door rides within Raymond to medical appointments and/or shopping. Windham, Gorham, Standish are using this program. RTP would promote the service, create postcards to be mailed to residents. RTP carries their own insurance and has their own mechanics. This service would differ from the RTP Lakes Region Bus service which has a fixed route and runs four times a day to one set stop in Raymond. The micro-transit van can go door-to-door, and is an on-demand service. The van service could take riders to the set bus stops in neighboring towns to access the Lakes Region bus service.

The following people asked questions:

Mr. Ray

Ms. Sadak

Mr. Morse

Chair Olsen

Debbie Tarr, Age-Friendly Raymond

Bill Blood

Kaela Gonzalez, Comprehensive Plan Committee Co-Chair

c) Consideration of Town Meeting Warrant Article Amounts and Recommendations –
Select Board

Town of Raymond
June 10, 2025
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 10th day of June, A.D. 2025, at seven (7:00) o'clock in the forenoon, then and there to act on the articles listed below.

The polls will open as soon as Article 1 has been acted upon and will remain open to vote on Articles 2 through 33 until eight (8:00) o'clock in the evening.

The Registrar hereby gives notice that the Town Clerk's Office will be open for the purpose of registering voters and correcting the list of voters on Friday, May 30, 2025, from 8:00 a.m. to 4:00 p.m.; Tuesday, June 3, 2025, from 8:00 a.m. to 6:00 p.m.; Wednesday, June 4, 2025, from 8:00 a.m. to 4:00 p.m.; Thursday, June 5, 2025, from 8:00 a.m. to 4:00 p.m.; and Friday, June 6, 2025, from 8:00 a.m. to 4:00 p.m. The Registrar will be in the Jordan-Small Middle School Gymnasium on Election Day, June 10, 2025, until the closing of the polls to register voters and to correct names and addresses.

ARTICLE 1: To elect a moderator by written ballot.

ARTICLE 2: To elect by secret ballot the following Town Officials, namely two (2) Select Board members, for three-year terms; three (3) members for the Budget-Finance Committee, for three-year terms; and one (1) member for the RSU #14 School Board of Directors, for a three-year term.

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

1. Set the date the 1st half of taxes due to October 31, 2025, and the 2nd half of taxes due to April 30, 2026;
2. Set the interest rate for unpaid balances and for abated taxes at seven and a half percent (7.5%) 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 - does not recommend Article 3

Budget-Finance Committee recommends - does not recommend Article 3

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Ray.
Unanimously approved

ARTICLE 4: Referendum Question B: To see if the Town will vote to raise and appropriate **\$3,125,416** for General Government Services (Administration; Assessing; Code Enforcement; Employee Benefits; General Assistance; Insurances; Recreation; and Technology;).

The budget figures will be assigned as follows:

| | |
|---------------------------------|--------------------|
| <i>Administration</i> | <i>\$724,316</i> |
| <i>Assessing</i> | <i>\$98,257</i> |
| <i>Code Enforcement</i> | <i>\$250,650</i> |
| <i>Employee Benefits</i> | <i>\$1,332,504</i> |
| <i>General Assistance</i> | <i>\$15,000</i> |
| <i>Insurances, Workers Comp</i> | <i>\$187,639</i> |
| <i>Recreation</i> | <i>\$294,850</i> |
| <i>Technology</i> | <i>\$222,200</i> |

Select Board recommends - does not recommend Article 4

Budget-Finance Committee recommends - does not recommend Article 4

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Morse.
Unanimously approved

ARTICLE 5: Referendum Question C: To see if the Town will vote to raise and appropriate **\$1,627,495** for Public Works.

The budget figures will be assigned as follows:

| | |
|-----------------------|--------------------|
| <u>Public Works</u> | <u>\$1,095,156</u> |
| <u>Town Buildings</u> | <u>\$47,250</u> |
| <u>Solid Waste</u> | <u>\$457,089</u> |
| <u>Cemeteries</u> | <u>\$28,000</u> |

Select Board recommends - does not recommend Article 5

Budget-Finance Committee recommends - does not recommend Article 5

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Morse.
Unanimously approved

ARTICLE 6: Referendum Question D: To see if the Town will vote to raise and appropriate **\$1,445,806** for Public Safety.

The budget figures will be assigned as follows:

| | |
|-------------------------------|--------------------|
| <u>Fire/Rescue Department</u> | <u>\$1,396,990</u> |
| <u>Animal Control</u> | <u>\$48,816</u> |

Select Board recommends - does not recommend Article 6

Budget-Finance Committee recommends - does not recommend Article 6

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Morse.
Unanimously approved

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 - does not recommend Article 7

Budget-Finance Committee recommends - does not recommend Article 7

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Ray.
Unanimously approved

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

Select Board recommends - does not recommend Article 8

Budget-Finance Committee recommends - does not recommend Article 8

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Morse.

Unanimously approved

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

Select Board recommends - does not recommend Article 9

Budget-Finance Committee recommends - does not recommend Article 9

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Ray.

Unanimously approved

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

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

Select Board recommends - does not recommend Article 10

Budget-Finance Committee recommends - does not recommend Article 10

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Gifford.

Unanimously approved

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 - does not recommend Article 11

Budget-Finance Committee recommends - does not recommend Article 11

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Morse.

Unanimously approved

ARTICLE 12: Referendum Question J: To see if the Town will vote to appropriate **\$511,177** from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2025-2026 project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

Select Board recommends - does not recommend Article 12

Budget-Finance Committee recommends - does not recommend Article 12

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Gifford.
Unanimously approved

ARTICLE 13: Referendum Question K: To see if the Town will vote to appropriate from the Tassel Top Park Enterprise fund the amount of **\$144,500** for the administration of activities at the Park, and to allocate all revenues generated by Park operations to be recorded in and retained by the Tassel Top Park Enterprise fund.

Select Board recommends - does not recommend Article 13

Budget-Finance Committee recommends - does not recommend Article 13

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Gifford.
Unanimously approved

ARTICLE 14: Referendum Question L: To see if the Town will vote to appropriate from the Recreation Programs special revenue fund the amount of **\$198,500** 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 - does not recommend Article 14

Budget-Finance Committee recommends - does not recommend Article 14

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Ray.
Unanimously approved

ARTICLE 15: Referendum Question M: To see if the Town will vote to raise and appropriate **\$578,840** for Debt Services.

The budget figures will be assigned as follows:

| | |
|---|------------------|
| <u>2022 Lease Purchase Rescue Pumper Truck</u> | <u>\$58,063</u> |
| <u>2023 Tassel Top Snack Shack & PW Garage Design</u> | <u>\$266,800</u> |
| <u>2024 Broadband Fiber Ring Loan</u> | <u>\$253,977</u> |

Select Board recommends - does not recommend Article 15

Budget-Finance Committee recommends - does not recommend Article 15

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Morse.
Unanimously approved

ARTICLE 16: Referendum Question N: To see if the Town will vote to raise and appropriate **\$203,701** for the Raymond Village Library.

Select Board recommends - does not recommend Article 16

Budget-Finance Committee recommends - does not recommend Article 16

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Ray.
Unanimously approved

ARTICLE 17: Referendum Question O: To see if the Town will vote to raise and appropriate **\$1,256,744** for the Capital Improvement Program.

The budget figures will be assigned as follows:

| | |
|--|------------------|
| <u>Public Works Equipment Reserve</u> | <u>\$325,000</u> |
| <u>Public Works Paving/Road Reserve</u> | <u>\$410,000</u> |
| <u>Municipal Facilities Improvements</u> | <u>\$85,000</u> |
| <u>Revaluation Reserve</u> | <u>\$40,000</u> |
| <u>Public Safety Fire Apparatus</u> | <u>\$361,744</u> |
| <u>Playground Improvements</u> | <u>\$35,000</u> |

Select Board recommends - does not recommend Article 17

Budget-Finance Committee recommends - does not recommend Article 17

Motion to approve and recommend as will be amended by Ms. Sadak. Seconded by Mr. Morse.

Discussion centered around carry-forward money from completed/abandoned projects and re-allocating the funding from what's noted above. The figures in this article will be changed to reflect this recommendation.

Unanimously approved

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 - does not recommend Article 18

Budget-Finance Committee recommends - does not recommend Article 18

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Morse.
Unanimously approved

~~**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 third 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 2025 to June 2026 taxes, enabling Cumberland County to move from a calendar year to a fiscal year assessment).~~

~~Select Board recommends - does not recommend Article 19~~

~~Budget-Finance Committee recommends - does not recommend Article 19~~

This article will be removed; County taxes are not debatable and cannot be voted down.

This article will be replaced by a to-be-drafted article about the \$67,500 for the RTP micro-transit van service.

ARTICLE 20: Referendum Question R: To see if the Town will vote to raise and appropriate \$80,250 for Provider Agencies: \$1,500 for Crescent Lake Watershed Association, \$750 for the Lakes Region Chamber of Commerce, ~~\$67,000~~ \$67,500 for the RTP Van Service, \$10,000 for the Thomas Pond Dam Restoration, and \$1,000 to be used at the Town Manager's discretion.

Select Board recommends - does not recommend Article 20

Budget-Finance Committee recommends - does not recommend Article 20

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Morse.

Motion failed

Motion to amend this article to have the RTP Van service removed by Ms. Sadak. Seconded by Mr. Morse

Unanimously approved

Motion to amend the wording of this article to \$13,250 for provider agencies by Mr. Morse, seconded by Mr. Ray

Unanimously approved

--

Motion to re-write Article 19 as \$67,500 for the RTP Micro-transit van service by Ms. Sadak. Seconded by Mr. Morse

Parks & Recreation Director Crocker noted that his research for an in-house van transportation option would be \$107,000 and requires one person to be dedicated to that program.

Debby Tarr noted the staffing required for managing such a program is significant.

Unanimously approved

ARTICLE 21: Referendum Question S: To see if the Town will vote to appropriate the total sum of \$2,221,180 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and any other sources.

Select Board recommends - does not recommend Article 21

Budget-Finance Committee recommends - does not recommend Article 21

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Morse.

Unanimously approved

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, 2025, and any other funds provided by any other entity including but not limited to:

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

Select Board recommends - does not recommend Article 22

Budget-Finance Committee recommends - does not recommend Article 22

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Gifford.
Unanimously approved

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 - does not recommend Article 23

Budget-Finance Committee recommends - does not recommend Article 23

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Ray.
Unanimously approved

ARTICLE 24: Referendum Question V: To see if the Town will vote to appropriate from undesignated fund balance \$642,568 for employee benefits liability.

Select Board recommends - does not recommend Article 24

Budget-Finance Committee recommends - does not recommend Article 24

Motion to approve and recommend as above by Ms. Sadak. Seconded by Mr. Gifford.
Unanimously approved

NOTE – If the Ladder Truck is approved to be in the warrant we will make an article to get a loan for it.

Discussion around the need for a ladder truck, the use of mutual aid, and the surrounding towns who have ladder trucks.

If the truck costs \$1.2million the costs to initiate the bond are not likely worth it.

Motion to include an article in the warrant to lease with option to buy new ladder truck with full warranty by Mr. Morse. Seconded by Mr. Gifford

Unanimously approved

*Public Comment added on the floor:

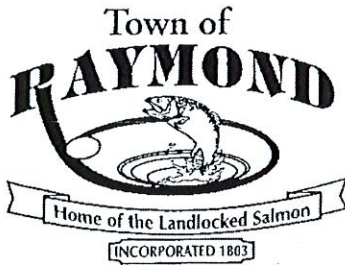
Ray Richards, Tenny Hill Road – shared an email from his attorney regarding cannabis grow operations and a possible ordinance.

Ms. Sadak thanked Sue Look for stepping up into the Town Manager position, keeping the town business moving forward and dealing with many issues. Presented her with flowers.

4) Adjournment

Motion to adjourn at 9:06pm by Ms. Sadak. Seconded by Mr. Morse

Unanimously approved



Business License Application

OFFICIAL USE

Permit Fee: \$25.00

Application Date: 4/2/2025

Map-Lot: _____

Zone: _____

Business Name: Top Shelf Catering LLC.

Business Location: 1261 Roosevelt Trl. Raymond, ME

Applicant: Julie Grant / Liberty Boutin

Mailing Address: 47 Boothby Rd

City State Zip: Limington ME 04049

Home Telephone: (207) 347-1101 Work Telephone: (207) 787-1661

Email Address: grantjulie727@icloud.com

Description of Business: Catering Business

| Owners/Partners Names | Owners/Partners Address | Owners/Partners Phone #s |
|-------------------------|-------------------------|--------------------------|
| Julie Grant | 47 Boothby Rd Limington | (207) 347-1101 |
| Liberty Boutin | 2 Lake Lane Standish | (207) 787-1661 |
| Emergency Contact Names | Emergency Phone # 1 | Emergency Phone # 2 |
| Beverly Grant | (207) 282-6788 | (207) 294-2857 |
| Brandie Boutin | (207) 205-1719 | |

I have secured or am in the process of securing all State and local licenses/permits required for my business to operate. Please list required licenses/permits:

State Health Inspection

State Liquor License

Have there been any public health, safety, or welfare problems occurring in the operation of the business or a similar business at the same location in the immediately preceding year, including but not limited to neighborhood complaints, disorderly customers, and excessively loud or unnecessary noise that initiated complaints to or required a response from the sheriff's department fire department or other municipal regulatory body or employee? ☐ Yes ☒ No

If Yes, please provide evidence of satisfactory resolution of any such complaint.

Applicant Signature: [Signature]

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

Code Enforcement Officer _____

Fire Inspector _____

Tax Collector _____

Conditions of Approval by Select Board:

☐ Application Approved

☐ Application Denied. Denial Reason:

Determination Date: _____

Expiration Date: _____

Select Board Signatures:

Rolf Olsen, Chair

Teresa Sadak, Vice Chair

Samuel Gifford

Derek Ray

Denis Morse



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.

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

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

| | |
|--|--|
| Legal Business Entity Applicant Name (corporation, LLC): <u>Top Shelf Catering LLC.</u> | Business Name (D/B/A): <u>Top Shelf Catering LLC.</u> |
| Individual or Sole Proprietor Applicant Name(s): <u>Julie Grant</u> | Physical Location: <u>1261 Roosevelt Trail Raymond, ME</u> |
| Individual or Sole Proprietor Applicant Name(s): <u>Liberty Boutin</u> | Mailing address, if different: <u>47 Boothby Rd Limington, ME</u> |
| Mailing address, if different from DBA address: <u>(202) 47 Boothby Rd Limington</u> | Email Address: <u>Grantjulie727@icloud.com</u> |
| Telephone # Fax #: <u>(207) 347-1101</u> _____ | Business Telephone # Fax #: <u>(207) 347-1101</u> _____ |
| Federal Tax Identification Number: <u>33-3956083</u> | Maine Seller Certificate # or Sales Tax #: |
| Retail Beverage Alcohol Dealers Permit: | Website address: _____ |

1. New license or renewal of existing license? ☒ New Expected Start date: 5/25
☐ Renewal Expiration Date: _____

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

Food: N/A Beer, Wine or Spirits: N/A 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 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 checked="" 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:

47 Boothby Rd Limington, ME

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 |
|------------------|----------------|----------------------------|
| Chaps LLC. | 8190 | 1301 Long Plains Rd Buxton |
| | | /SOLD |

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 |
|----------------|---------|----------------|
| Julie Grant | 7/16/84 | Portland, ME |
| Liberty Boutin | 9/17/03 | Biddeford, ME |

Residence address on all the above for previous 5 years

Name: Julie Grant Address: 47 Boothby Rd Limington, ME

Name: Address: 12 Timber Creek Dr. Buxton, ME

Name: Liberty Boutin Address: 2 Dale Lane Steep Falls, ME 04005

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:

Ray Grant - 1261 Roosevelt trail Raymond, 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)

Locked Liquor Cabinet Space within Catering
Kitchen

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: Raymond Village Community Church

Distance: 1.1 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: 3/13/2025

[Signature]
Signature of Duly Authorized Person

Julie Grant
Printed Name Duly Authorized Person

[Signature]
Signature of Duly Authorized Person

Liberty Bontin
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 permit. See the TTB's website at <https://www.ttb.gov/bro/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.

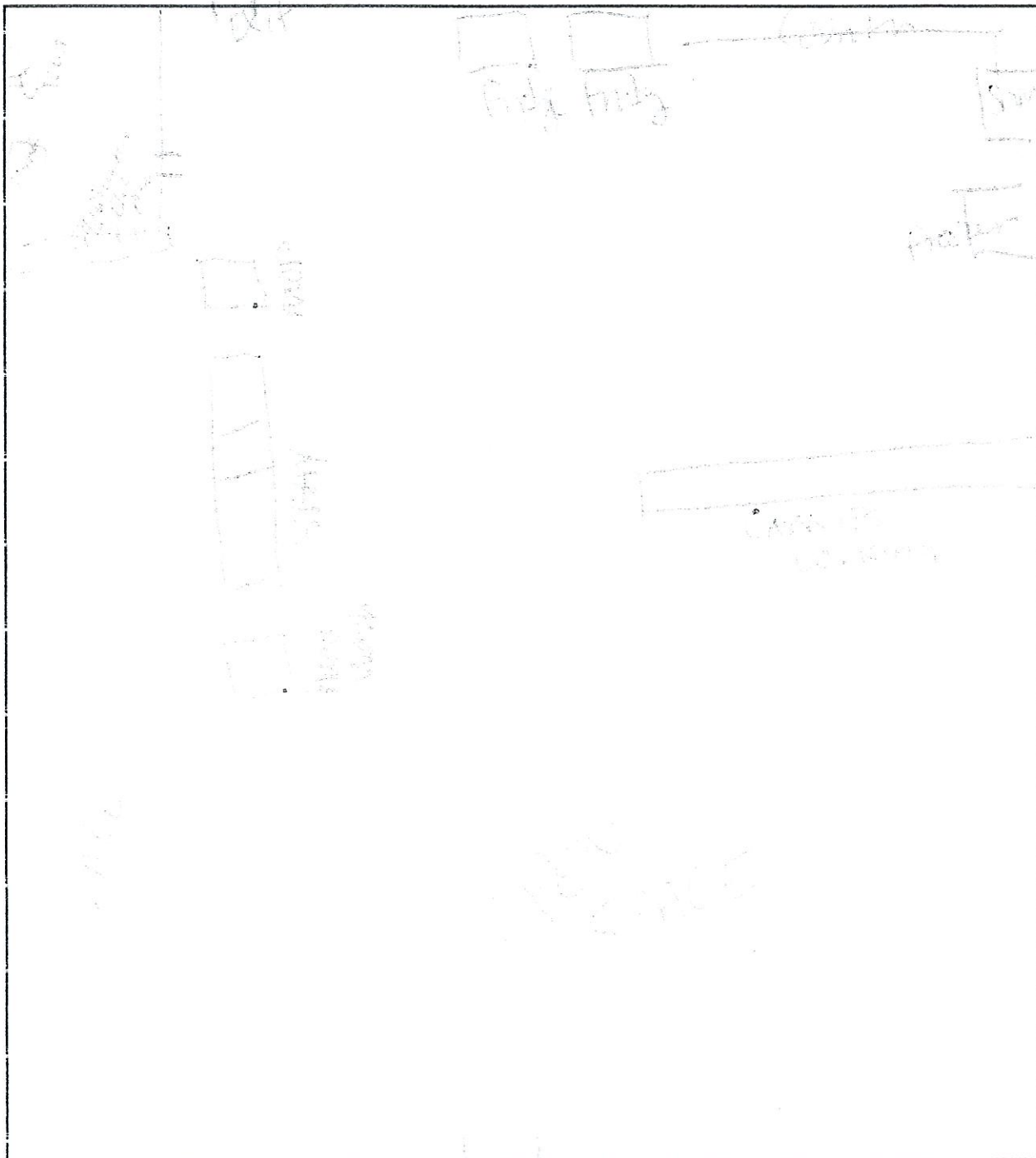
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together 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: Top Shelf Catering LLC
2. Doing Business As, if any: Top Shelf Catering LLC.
3. Date of filing with Secretary of State: March 2025 State in which you are formed:
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

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 |
|----------------|----------------------------|---------------|-------|-------------------------|
| Julie Grant | 47 Boothby Rd Limington | 7/6/84 | Owner | 51% |
| | 12 Timber Creek Dr. Buxton | | | |
| Liberty Boutin | 2 Dale Lane Steep Falls | 9/17/03 | Owner | 49% |
| | | | | |
| | | | | |

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

CHECK LIST

Building Permit Submission Requirements

| | |
|---|---|
| Project Usage: <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Other | Shoreland Zoning Requirements: <input type="checkbox"/> Shoreland Zoning Acknowledgement Form (Attached) <input type="checkbox"/> Shoreland Zoning and Soil Disturbance Permit <input type="checkbox"/> Tree Removal Permit <input type="checkbox"/> Erosion Control Plan <input type="checkbox"/> Permitting from Portland Water District <input type="checkbox"/> Expansion <input type="checkbox"/> Outside 100' high water mark <input type="checkbox"/> Inside 100' high water mark Distance from high water mark _____ <input type="checkbox"/> 30% Expansion Worksheet Starting % of Lot Impervious Coverage _____ Ending % of Lot Impervious Coverage _____ |
| Project Type: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition | |
| Document Requirements: <input type="checkbox"/> Building Permit Application-COMPLETED (Attached) <input type="checkbox"/> Energy Compliance Certificate (Attached) <input type="checkbox"/> Driveway Entrance Permit <input type="checkbox"/> Town of Raymond <input type="checkbox"/> Maine Department of Transportation <input type="checkbox"/> HHE200 (3 copies) – Subsurface Disposal System <input type="checkbox"/> HHE211 – Internal Plumbing Permit <input type="checkbox"/> Electrical Permit <input type="checkbox"/> Plot Plan Showing: <input type="checkbox"/> Existing Buildings/Structures <input type="checkbox"/> Setbacks (ACTUAL measurements) <input type="checkbox"/> Septic Area <input type="checkbox"/> Floodplain <input type="checkbox"/> Percentage of Impervious Lot Coverage <input type="checkbox"/> Cross section/design <input type="checkbox"/> Floor Plan showing use of each room and egress <input type="checkbox"/> Driveway/E911 Address Application | Special Requirements: <input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Staff Review <input type="checkbox"/> Planning Board (Major/Minor) <input type="checkbox"/> ZBA Setback Reduction or Variance <input type="checkbox"/> DEP Permit by Rule (PBR) <input type="checkbox"/> Survey showing new lot split and recorded deed <input type="checkbox"/> Letter of Consent from Property Owner <input type="checkbox"/> Permit from Fire Department: _____ <input type="checkbox"/> Permit from State Fire Marshall's Office <input type="checkbox"/> Photos of existing structure on all sides <input type="checkbox"/> Excavation in the Street Permit <input type="checkbox"/> Stormwater & Phosphorous Control Plan <input type="checkbox"/> _____ |

DESCRIPTION OF PROJECT: Change of use

PLEASE FILL OUT ALL PARTS WHICH APPLY TO JOB. PROPER PLANS MUST ACCOMPANY FORM.

Owner _____ Location of construction (address) _____ Phone _____
Contractor _____ Address _____ Phone _____
Est. construction value (including labor) \$ _____

Project Description Change of use - Host to Catering

Building dimensions L _____ W _____ Total square feet finished _____ Total square feet unfinished _____
of stories _____ # of bedrooms _____ Lot size _____

FOUNDATION:

1. Type of Soil _____
2. Footing size _____
3. Foundation _____
4. Other _____

FLOORS:

1. Sill size _____ Sills must be anchored
2. Girder size _____
3. Lolly column spacing _____ Size _____
4. Joist size _____ Spacing _____
5. Bridging type _____ Size _____
6. Floor sheathing Type _____ Size _____
7. Other material _____

Exterior Walls:

1. Studding size _____ Spacing _____
2. Number of windows _____
3. Number of Doors _____
4. Header sizes _____ Span _____
5. Bracing Yes _____ No _____
6. Corner post size _____
7. Insulation type _____ Size _____
8. Sheathing type _____ Size _____
9. Siding type _____ Weather exposure _____
10. Masonry materials _____
11. Metal materials _____

Interior walls

1. Studding size _____ Spacing _____
2. Header size _____ Span(s) _____
3. Wall covering type _____
4. Fire wall if required _____
5. Other materials _____

FOR OFFICIAL USE ONLY

DATE _____
☐ IRC 2015 ☐ IBC 2015
TYPE OF USE: _____
TYPE CONST: _____
PROPOSED USE: _____
CODE _____
Subdivision Y N
Subdivision _____

Time Limit _____
Estimated Cost _____
Growth management Y N
Street Frontage Provided _____
Provided Setback Front _____ Back _____ Side _____

CEILING:

1. Ceiling Joists Size _____
2. Ceiling strapping Size _____ Spacing _____
3. Type of Ceiling _____
4. Insulation type _____
5. Ceiling Height _____

ROOF:

1. Truss or Rafter Size _____ Span _____
2. Sheathing Type _____ Size _____
3. Roof covering Type _____

CHIMNEYS:

Type _____ Number of fireplaces _____

HEATING:

Type of Heat _____

ELECTRICAL:

Service Entrance Size _____ Smoke Detector Required Yes _____ No _____

PLUMBING:

1. Approval of soil test if required: Yes _____ No _____
The person actually doing the plumbing must get the Plumbing Permit.

APPLICANT IS RESPONSIBLE FOR OBTAINING A DIG SAFE NUMBER WHEN NEEDED

SWIMMING POOLS: MUST BE FENCED IN.

1. Type _____
2. Pool size _____ Square Foot _____
3. *MUST CONFORM TO NATIONAL ELECTRICAL CODE AND STATE LAW

SIGNATURE OF APPLICANT _____ Date _____

SIGNATURE OF C.E.O. _____ Date _____

CERTIFICATE OF OCCUPANCY REQUIRED. YES _____ NO _____
INSPECTION BY LIFESAFETY REQUIRED. YES _____ NO _____

Town of Raymond Energy Compliance Certificate

- This Certificate illustrates the minimum listing requirements if IECC 401.3.
- This Certificate must be posted on or in the electrical distribution panel. It shall not cover or obstruct the visibility of the circuit directory panel, service disconnect label, or other required labels.
- The Certificate shall be completed by the builder or registered design professional.
- The Certificate shall list the predominant R-values for insulation listed below. Where there is more than one value for each component, the Certificate shall list the value covering the largest area.
- The Certificate shall list the types and efficiencies of the heating, cooling and service water heating equipment.
- Where a gas-fired unvented room heater, electric furnace, or baseboard electric heater is installed in the residence, the Certificate shall list all those as appropriate. Efficiencies for the appliances shall not be listed.

| | |
|---|-------------------------------|
| <u>Area</u> | <u>R-Value</u> |
| Ceiling/Roof | _____ |
| Walls | _____ |
| Foundation (Slab, basement wall, crawlspace wall and/or floor) | _____ |
| | |
| | <u>U-Factor</u> <u>SHGC</u> |
| Fenestration | _____ |
| | |
| | <u>Type</u> <u>Efficiency</u> |
| Heating System | _____ |
| Cooling System | _____ |
| Service Water Heating | _____ |
| | |
| | <u>Yes</u> <u>No</u> |
| Gas-fired unvented room heater installer | _____ |
| Electric furnace installed | _____ |
| Baseboard electric heater installed | _____ |

ACKNOWLEDGEMENT OF SHORELAND ZONING BUFFER STANDARDS

This sheet provides notification of standards required by the Town of Raymond Shoreland Zoning Provisions. By signing this form, the applicant acknowledges understanding of the standards; agrees to comply with them; and to notify all others associated with the proposed project of these restrictions. Violations of any of these standards will require the contractor(s) and/or landowner(s) to fully restore any site conditions found not in compliance to their pre-construction conditions.

NOTE: This form summarizes key Ordinances provisions. Other restrictions and Maine DEP requirements also apply. Approval of a DEP permit under Natural Resources Protection Act (NRPA) does not supersede these standards, which, in some cases, are more restrictive. See Section 14 of the Shoreland Zoning Ordinance for more information about which activities require a local permit, and Section 15 details the standards that apply to those various activities.

The following standards apply within the buffer area (within 100' of the normal high waterline of great ponds and rivers flowing to great ponds; within 100' of the normal high water line of other rivers and zoned streams; and within 100' of the upland edge of zoned wetlands. NOTE: However, that other standards apply at distances greater than the buffer width. See the Official Raymond Zoning Map to determine how a particular parcel is zoned):

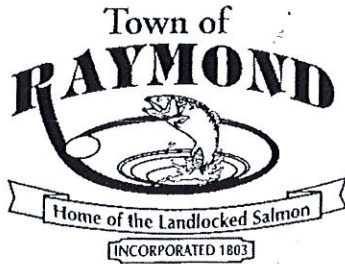
- One (1) winding foot path of no more than six (6) feet in width is allowed for each lot. A winding path is required in order to provide opportunities for water to disperse into the buffer.
- Structures are not allowed within the buffer area, except for water-dependent structures. This prohibition includes but not limited to storage buildings, boathouses, patios, decks and tent platforms.
- Vegetation less than three (3) feet in height cannot be removed, killed, or otherwise damaged.
- In the off-season, temporary docks should be stacked on the footpath to avoid damage to buffer vegetation, or removed from the buffer area entirely.
- Fill cannot be brought into the buffer area except for path construction or to re-vegetate bare ground as part of an approved re-vegetation plan. Path construction material must consist of washed stone, bark mulch, or other material that will not wash into the water.
- Pruning of tree branches is permitted on the bottom 1/3 of the tree.
- Openings, or view corridors, in existence prior to January 1, 1989 can be maintained but not enlarged.
- Openings that have "closed" with growth of woody vegetation, cannot be "re-opened."
- Grandfathered buildings within the buffer may be expanded after obtaining a permit, if the expansions are no closer to the water body than the original structure. Such expansions of floor area and/or volume are limited to 30% of the floor area and volume in existence as of January 1, 1989. Before any construction begins, pre-construction photos must be taken. Silt fence or other erosion control measures must properly be installed, at the upland extent of the buffer area, below any construction.
- No disturbance of the ground cover (including the duff and leaf layer) or vegetation shall be caused within the buffer. Equipment movement and excavation must be carefully controlled to avoid any impact to the buffer. For example, it is not permissible to locate a foundation at the buffer limit if that placement will cause any disturbance within the buffer. The placement of silt fence at the buffer limit is intended to prevent disturbance within the buffer and to satisfy state and local requirements.
- Clearing of vegetation and timber harvesting must not remove more than 40% of the volume of trees in any ten (10) year period. The creation of cleared openings is prohibited and a well-distributed stand of trees must be maintained. These provisions may limit the percentage of cut to less than the specified maximums.

Date: _____

Map: _____ Lot: _____

Signature of Owner

Signature of Contractor



Business License Application

OFFICIAL USE

Permit Fee: \$25.00

Application Date: _____

Map-Lot: 004/70

Zone: commercial

Business Name: Griffith Enterprise LLC DBA Krainin Real Estate

Business Location: 1539 Roosevelt Trail Raymond

Applicant: Jacqueline Griffith

Mailing Address: 177 P.O. Box 464

City State Zip: S. CASCO, ME 04077

Home Telephone: 207-318-8751 Work Telephone: _____

Email Address: jackiegriffith@gmail.com

Description of Business: Industrial Laundry

| Owners/Partners Names | Owners/Partners Address | Owners/Partners Phone #s |
|-------------------------|-------------------------|--------------------------|
| Jacqueline Griffith | Owner | 207-318-8751 |
| Deron Griffith | partner | 207-274-1008 |
| Emergency Contact Names | Emergency Phone # 1 | Emergency Phone # 2 |
| | | |
| | | |

I have secured or am in the process of securing all State and local licenses/permits required for my business to operate. Please list required licenses/permits:

Have there been any public health, safety, or welfare problems occurring in the operation of the business or a similar business at the same location in the immediately preceding year, including but not limited to neighborhood complaints, disorderly customers, and excessively loud or unnecessary noise that initiated complaints to or required a response from the sheriff's department fire department or other municipal regulatory body or employee? ☐ Yes ☒ No

If Yes, please provide evidence of satisfactory resolution of any such complaint.

Applicant Signature: Jacqueline M. Griffith **PAID** 4731

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

Code Enforcement Officer _____

Fire Inspector _____

Tax Collector N/A

Conditions of Approval by Select Board:

☐ Application Approved

☐ Application Denied. Denial Reason:

Determination Date: _____

Expiration Date: ~~March 1,~~ N/A

Select Board Signatures:

Teresa Sadak, ~~Chair~~ Vice Chair

Rolf Olsen, ~~Vice~~ Chair

~~Joseph Bruno, Parliamentarian~~
Derek Ray

Samuel Gifford

~~Lawrence Taylor~~
Denis Morse



Select Board
401 Webbs Mills Road
Raymond, Maine 04071
1-207-655-4742

Appointment of Health Officer

Pursuant to M.R.S.A. Title 30-A §2601, the undersigned Board of Selectmen of the Town of Raymond do hereby vote to appoint and confirm **Joseph Bruno** to be the Health Officer.

Given under our hands on the 8th day of April, 2025.

Rolf Olsen, Chair

Teresa Sadak, Vice-Chair

Samuel Gifford

Derek Ray

Denis Morse

Article 1 Citizen Petition For Land Use Ordinance Amendment

The following sections of the Ordinance provide details on implementation.

- A. Purpose outlined above.
- B. Applicability. Defines Short Term Rental Residence and Short Term Rental Resort, as well as exemptions and prohibitions on type and use.
- C. Definitions. Defines terms used in this Ordinance.
- D. General Requirements. Includes initial and renewal licensing requirements and fees; minimum and maximum stays defined and limits on hosting events.
- E. Review Procedure. Includes information on how a new license is obtained and addresses existing STRs and the application process.
- F. Submission Requirements. Defines the license application information needed for completeness and approval.
- G. Standards. Outlines the standards that all short-term rentals must meet to be approved by the town Code Enforcement Officer and maintain good standing.
- H. Suspension and Revocation of License. Explains possible consequences for License and Ordinance violations.
- I. Limitations on Density and Annual Licenses for STR Units: Outlines the role of CEO in issuing Licenses and the Select Board in determining Density and Quantity of Licenses available.
- J. Penalties for Violations. Describes the enforcement and penalties for violations of the Ordinance.
- K. Additional Regulations. Provides power to the Select Board to make additional regulations to adopt this Ordinance.

A full copy of the Ordinance is available to review and is also available on the website- www.raymondstr.com.

Shall an ordinance dated June 2025_ and entitled "Short-Term Rental Ordinance for the Town of Raymond" be enacted.

dates?

Cherry's?

| | | | |
|-----------|--------------|----------------|-------------------|
| Signature | Printed Name | Street Address | Town of Residence |
|-----------|--------------|----------------|-------------------|

Town of Raymond

Child Safety & Unattended Child Policy

The Town of Raymond is committed to providing a safe and welcoming environment for children participating in town-sponsored programs, visiting town facilities, or attending events. To ensure the safety and well-being of all children, the following policies apply across all town departments, including Raymond Village Library and Raymond Parks and Recreation.

1. Supervision Requirements

- Children under the age of 10 must be accompanied by a parent, guardian, or responsible caregiver when visiting town facilities or attending programs unless otherwise specified by a supervised program or event.
- Raymond staff, volunteers, and coaches are available to assist and support children but are not responsible for direct supervision outside of structured programs.
- Disruptive children, whether attended or unattended, may be asked to leave the facility or program at staff discretion.

2. Parental Responsibility

- Parents, guardians, and caregivers are responsible for the supervision and behavior of children in their care while attending programs, events, or using town facilities.
- It is the responsibility of parents, guardians, and caregivers to ensure children understand expectations regarding their departure and transportation.
- The town is not responsible if children leave a facility or program unattended.

3. Drop-off and Check-in Procedures

- Programs requiring pre-registration will have specific check-in and sign-out procedures.
- If no direct sign-in is required:
 - **Children in 4th grade or younger:** The individual dropping off the child must make contact with staff, a volunteer, or a coach before leaving.
 - **Children in 2nd grade or below:** A parent or guardian must remain available in case of an emergency or behavioral concerns.

4. Pick-up and Departure Responsibilities

- Parents, guardians, and caregivers must be aware of scheduled closing times and program ending times and ensure timely pickup.
- Facilities and programs may close unexpectedly due to weather, emergencies, or safety concerns.
- Staff, volunteers, and coaches are not permitted to transport children under any circumstances.

5. Unattended Children & Emergency Situations

- If a child appears to be unsupervised, truant, or unable to care for themselves, staff may contact appropriate town agencies, such as the Cumberland County Sheriff's Office or the Maine Department of Health and Human Services.
- If a child is not picked up by closing time or the end of a program:
 - **After 5 minutes:** A phone call will be made to the household account holder (if available).

- **After 15 minutes:** Emergency contacts will be called.
- **After 30 minutes:** Staff will contact the Cumberland County Sheriff's Office for assistance.
- A notice will be posted at the facility informing the parent/guardian of the child's location.
- A staff member will remain with the child until a parent, guardian, or law enforcement official arrives.

This policy ensures a safe environment for all children while reinforcing the responsibility of parents and guardians to supervise their children appropriately.