



## **SELECT BOARD Agenda**

June 17, 2025 at 6pm

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) Election of Officers**

- a) Chair
- b) Vice Chair
- c) Parliamentarian

### **3) Minutes of previous meetings**

- a) June 2, 2025 – Special Select Board Meeting

### **4) New Business**

- a) Consideration of Business License Application – Lake Region Trading, James Leonard, Owner
- b) Consideration of Public Safety EMS Regionalization Grant – Bruce Tupper, Public Safety Chief
- c) Consideration of Issuing Quit Claim Deeds – Sue Carr, Tax Collector
- d) Consideration of Resolution in support of Raymond Community Resilience Partnership Grant
- e) Consideration of Setting a Date for the Comprehensive Plan Public Hearing and Special Town Meeting – Select Board
- f) Discussion of Van for Parks & Recreation– Nathan White, Public Works
- g) Discussion of MPI for Egypt Rd., Rt. 121, and Rt. 85 – Nathan White, Public Works
- h) Consideration of Staff Annual Appointments – Melanie Fernald, Town Clerk
- i) Consideration of Boards/Committees Annual Appointments – Melanie Fernald, Town Clerk
- j) Consideration of Select Board Representation on Boards/Committees – Select Board

- k) Consideration of Annual Fee Schedule – Melanie Fernald, Town Clerk

**5) Public Comment**

**6) Selectman Comment**

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

a) Confirm Dates for Upcoming Regular Meetings

- July 8, 2025
- August 12, 2025

b) Upcoming Holiday Closings

- Thursday, June 19 – Town Office closed - Juneteenth
- Friday, July 4 – Town Office closed – Independence Day

**8) Executive Session(s)**

- a) Consultation between Municipal Officers and Code Enforcement Officer – pursuant to MRSA 1 §405 (6)(H)

**9) Adjournment**



## **SELECT BOARD**

### **Minutes**

June 2, 2025

**7:30pm – Special 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 (Town Manager)

1) **Called Special Meeting to order** at 7:30pm by Vice Chair Sadak with a quorum present.

2) **Approval of Minutes**

- May 12, 2025 – Emergency Meeting, Executive Session only  
**Motion** to approve as presented by Mr. Morse. Seconded by Mr. Ray.  
**Unanimously approved.**
- May 13, 2025 – Regular Meeting including Public Hearing on Warrant Articles  
**Motion** to approve as presented by Mr. Gifford. Seconded by Mr. Morse  
**Unanimously approved.**
- May 19, 2025 – Special Meeting, Executive Sessions only  
**Motion** to approve as presented by Mr. Gifford. Seconded by Mr. Morse.  
**Unanimously approved.**

3) **New Business**

- a) Approving the Comprehensive Plan to move forward  
General discussion on the availability of the clean copy of the Comprehensive Plan (on the Comprehensive Plan Committee’s website and a printed copy is available in the Town Office) and the timing for the steps in the process to adopt the Comprehensive Plan.

Per the “Minutes Policy”, reviewed and approved August 17, 2010, written minutes will only serve as a supplement or guide to the official record which is the video recording.

The following individuals spoke:

Peter Leavitt, Leavitt Road

Grace Leavitt, Leavitt Road

**Motion** to approve the Comprehensive Plan and to move toward the next steps for adoption by Mr. Olsen. Seconded by Mr. Morse.

**Unanimously approved**

\***Public Comment** was not on the agenda for this meeting but was added on the floor.

Grace Leavitt spoke.

4) **Adjournment**

**Motion** to adjourn by Mr. Morse at 7:43pm. Seconded by Mr. Gifford.

**Unanimously approved**

Respectfully submitted,

Melanie Fernald, Town Clerk



# Business License Application

## OFFICIAL USE

Permit Fee: \$25.00

MAY 08 2025

Application Date: ~~05/04/2025~~

Map-Lot: \_\_\_\_\_

Zone: \_\_\_\_\_

Business Name: LAKE Region Trading  
Business Location: 1254 Unit B Roosevelt Trail Raymond ME 04071  
Applicant: James Southworth Leonard  
Mailing Address: 43 Main St. Lincoln  
City State Zip: Lincoln ME 04457  
Home Telephone: 207-290-0465 Work Telephone: 207-290-0465  
Email Address: JTCGUNS.COM  
Description of Business: SECOND HAND Dealer  
Buying + Selling Coin Precious Metals Firearms Jewelry

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
<u>JAMES Leonard</u>	<u>43 main st. Lincoln ME</u>	
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:

Federal Firearms License - (IN Process)  
Federal EIN 37-1499369

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: \_\_\_\_\_

The business named \_\_Lake Region Trading\_\_ 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:

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☐ Application Approved

☐ Application Denied. Denial Reason:

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Determination Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Select Board Signatures:

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Derek Ray

\_\_\_\_\_  
Denis Morse

\_\_\_\_\_  
Kaela Gonzalez

\_\_\_\_\_  
Christopher Hanson

State of Maine Department of Public Safety  
Maine EMS Sustainability Program  
Grant Agreement  
32 M.R.S. § 98

Department:	Department of Public Safety
Address:	45 Commerce Drive, Suite 1 Augusta, Maine 04333-0104
Provider:	Raymond Rescue
Address:	401 Webbs Mills Road Raymond, ME 04071
Provider's Vendor Customer:	VC1000075104
Contract Number:	SUST-0565-0117
Contract Amount:	15000
Remittance Address	
Name:	Raymond Town Of
Address:	401 Webbs Mills Road
Address 2:	
City, State, Postal Code	Raymond, ME 04071

**Purpose:**

The EMS Sustainability Grant awarded funds must be used only for the purposes outlined in the Grant Application. If there are changes to the approved project plan a Change of Scope Request must be submitted for approval and receive written approval from the director of Maine EMS. Failure to obtain prior approval may result in voiding the grant and requiring immediate repayment of grant funds in part or in whole.

**Grant Term/Period of Performance:**

Unless otherwise specified, funded projects for EMS Agencies must be completed (or funds encumbered) by March 31, 2026.

**Eligible Grant Funded Activities:**

Recipients shall ensure that awarded grant funding is used for approved expenses only.

The funding shall only be utilized for the following activities:

1. The initiation or support of programs, applications, or the use of consultants or experts to establish or support an ongoing mental health and wellness program.
2. The consolidation and/or regionalization of the delivery of emergency medical services.
3. Inter-municipality EMS planning for rural patient transport.
4. Supporting training directly related to the provision of clinical care, safety, leadership, or management of EMS.

5. Supplementing wages, benefits, stipends, and incentives for EMS clinicians, Ambulance Operators, and/or administrative support staff (e.g. service-level medical director, quality assurance and improvement officer, infection control officer, training officer, and administrative aid).
6. Implementation of other programming directly related to the Maine EMS Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035, as published on May 22, 2023, which is incorporated into this rule by reference and available for download online: <https://www.maine.gov/ems/sites/maine.gov/ems/files/inline-files/20230522-Maine-EMS-Vision-and-Plan.pdf>.
7. Investment in capital expenditures not to exceed \$100,000.00 in the aggregate.

**Ineligible Grant Funded Activities and Expenses:**

The following are unauthorized uses of the funding:

1. Expenses or losses reimbursed from any other source(s) or that other sources are obligated to repay
2. Expenses related to staffing needs that exceed an annual salary of \$76,500, as prorated over the applicable period. This limit does not include standard employee benefit offerings (i.e., the cost of a staff member may be higher because the cost of benefits and salary exceeds \$76,500)
3. Construction, renovation, purchase, or acquisition costs for facilities
4. Payment for existing indebtedness
5. Payment on obligations incurred prior to the award of funds
6. Supplanting existing local subsidies or funding sources except if they replace volunteer labor, donated services, donated goods, or funds raised through community fundraising efforts (e.g., bake sales, dinners, etc.)
7. Funds cannot be used for entities engaged in illegal activity under federal or state law or regulation
8. Expenses that have been or will be reimbursed by insurance
9. Working capital expenses (i.e., cash for daily business operations)
10. The recipient is not receiving indirect costs

**Grant Distribution:**

The recipient is awarded grant funds from the State of Maine Department of Public Safety to assist with the sustainability of their agency for the continuity of emergency medical services. Funds are anticipated to be released within three (3) weeks of receiving this executed agreement and will be mailed via USPS to the address listed above under the remittance address section. State of Maine checks are mailed with instructions not to forward; updated forms are the awardee's responsibility. DPS reserves the right to request funds in whole or in part if determined that the funds were not used for the intended purpose, as described in the application (or through a formal amendment to the project filed with and approved by DPS). Grant recipients will be required to return unspent funds.

**Post Award Reporting Requirements:**

Recipients of awarded grant-funded projects are required to submit performance progress reports to summarize the use of funds, progress of the projects, and outcome of the projects:

1. Report quarterly within the calendar year for the period between the execution of this contract and the completion of your grant projects. The quarterly report will be due fifteen (15) days after each calendar quarter. Due dates are as follows: April 15th, July 15th, October 15th, and January 15th.
2. Final reports will be due on the completion of the grant projects within the earlier of sixty (60) days of the completion of the projects utilizing funding received or April 30, 2026.
3. Supporting documents showing applied grant funds must be submitted quarterly following the due date listed in this section. These documents include, but are not limited to, invoices, payroll, journal entries, purchase orders, quotes, work orders, and signed contracts,
4. Required post-award reporting will be submitted using Microsoft Forms,
5. Recipients who spent more than awarded allocations to cover the costs of the grant projects are to report the difference on your performance progress reports. Explanation statements used but are not limited to in-kind contributions, agency operating budget, and or municipality/town budget.
6. Past due reports – Grace period: fifteen (15) days past due reporting deadline. Recipients past due fifteen (15) days from the reporting deadline must email their assigned grant specialist with an explanation no later than twenty (20) days past due.



Failure to comply with the required post-award reporting may result in the suspension of future funding, termination of the award, and a requirement to return all awarded grant funds.

Awarded funds not spent or encumbered to complete the approved grant projects will be returned to the State within thirty (30) days of the required post-award final report.

Failure to comply with the rules, requirements, and restrictions outlined in this grant agreement may result in recoupment of funds.

Post award reporting for Transporting and Non-Transporting EMS Agencies shall at a minimum include for each approved activity:

1. The initiation or support of programs, applications, or the use of consultants or experts to establish or support an ongoing mental health and wellness program
  - a. Provide documentation of the programs or support provided
  - b. The number of personnel who accessed or utilized the program(s)
  - c. The impact of the training on the sustainability of care provided by the agency
2. The consolidation and/or regionalization of the delivery of emergency medical services
  - a. Provide documentation of programs, applications or the use of consultants or experts to coordinate consolidation and /or regionalization of EMS delivery
  - b. Provide the number of Maine licensed EMS agencies, towns, or unincorporated areas engaged in your regionalization or consolidation efforts
3. Inter-municipality planning for rural patient transport
  - a. Provide documentation of programs, applications or the use of consultants or experts to coordinate inter-municipality planning for rural patient transport
  - b. Provide the number of Maine licensed EMS agencies, towns, or unincorporated areas engaged in your inter-municipality planning for rural patient transport.
4. Supporting training directly related to the provision of clinical care, leadership, or management of EMS
  - a. Provide documentation of the training provided
  - b. The number of personnel who received training
  - c. The impact of the training on the quality of care provided by the agency
5. Supplementing wages, benefits, stipends, and incentives for EMS clinicians, Ambulance Operators, and/or administrative support staff
  - a. The number of administrative staff who received supplemental pay
  - b. The amount of pay provided
  - c. The impact of the supplemental pay on the agency's ability to recruit and retain qualified personnel
  - d. Any changes in the number of administrative support staff
6. Implementation of programming directly related to the Maine EMS Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035
  - a. Which Domain the expected use of the funds impacted
  - b. The amount of funding dedicated to each domain
  - c. The impact on the EMS agency regarding their ability to continue to fund daily EMS operations or to recruit and retain qualified personnel
7. Investment in capital expenditures not to exceed \$100,000 in the aggregate
  - a. Documentation of the capital expenditures made

- b. The purpose of the expenditure
- c. The impact of the expenditures on the agency's ability to provide sustainable EMS care
- d. Any positive changes in the amount or quality of care provided because of the expenditure(s)

**Record Retention Requirements:**

Records shall be maintained for three (3) years following the State's expenditure of EMS Sustainability funds and subsequent required reporting and at least through June 30, 2032.

**Agency Signature:**

The signatory below represents the person who has the requisite authority to enter into this Contract.  
I have read and understood the requirements and expectations outlined in this agreement.

Signature:

*Lee O'Connor*

05/06/2025

Lee O'Connor

**Department of Public Safety Signature:**

The signatory below represents that the person has the requisite authority to enter into this Contract.  
I have read and understood the requirements and expectations outlined in this agreement.

Signature:

Wil O'Neal, Maine EMS Director

State of Maine Department of Public Safety  
Maine EMS Sustainability Program  
Grant Agreement  
32 M.R.S. § 98

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Department:	Department of Public Safety
Address:	45 Commerce Drive, Suite 1 Augusta, Maine 04333-0104

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Provider:	Raymond Rescue
Address:	401 Webbs Mills Road Raymond, ME 04071

Provider's Vendor Customer:	VC1000075104
Contract Number:	SUST-0565-0117
Contract Amount:	15000

Remittance Address	
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Name:	Raymond Town Of
Address:	401 Webbs Mills Road
Address 2:	
City, State, Postal Code	Raymond, ME 04071

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7. Funds cannot be used for entities engaged in illegal activity under federal or state law or regulation
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  - c. The impact of the training on the sustainability of care provided by the agency
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  - a. Provide documentation of programs, applications or the use of consultants or experts to coordinate consolidation and /or regionalization of EMS delivery
  - b. Provide the number of Maine licensed EMS agencies, towns, or unincorporated areas engaged in your regionalization or consolidation efforts
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  - a. Provide documentation of programs, applications or the use of consultants or experts to coordinate inter-municipality planning for rural patient transport
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  - a. Documentation of the capital expenditures made

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- c. The impact of the expenditures on the agency's ability to provide sustainable EMS care
- d. Any positive changes in the amount or quality of care provided because of the expenditure(s)

**Record Retention Requirements:**

Records shall be maintained for three (3) years following the State's expenditure of EMS Sustainability funds and subsequent required reporting and at least through June 30, 2032.

**Agency Signature:**

The signatory below represents the person who has the requisite authority to enter into this Contract.  
I have read and understood the requirements and expectations outlined in this agreement.

Signature:

*Lee O'Connor*

05/06/2025

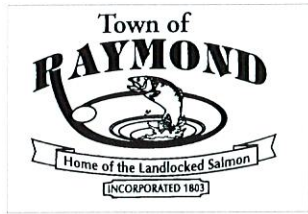
Lee O'Connor

**Department of Public Safety Signature:**

The signatory below represents that the person has the requisite authority to enter into this Contract.  
I have read and understood the requirements and expectations outlined in this agreement.

Signature:

Wil O'Neal, Maine EMS Director



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

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## Tax Acquired Property

Name: Stuart Clark D and Stuart Anita M

Map: 10

Lot: 122

Location: land on Egypt Rd

Foreclosure Date: February 21, 2025

Amount paid: \$ 585.40

Came in on April 15, 2025 and paid the full amount of 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 STUART CLARK D AND STUART ANITA M 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 0010, Lot 0122

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 0010, Lot 0122, in the name of STUART CLARK D AND STUART ANITA M and recorded in said Registry of Deeds

BK 40312      PG 295      BK 40937      PG 244

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 SAMUEL GIFFORD, DENIS MORSE, DEREK RAY, KAEA GONZALEZ AND CHRISTOPHER HANSON thereto duly authorized, this 17th day of June 2025.

THE INHABITANTS OF THE TOWN OF RAYMOND

\_\_\_\_\_  
Witness to All

By: \_\_\_\_\_  
SAMUEL GIFFORD, Selectman

\_\_\_\_\_  
DENIS MORSE, Selectman

\_\_\_\_\_  
DEREK RAY, Selectman

\_\_\_\_\_  
KAEA GONZALEZ, Selectman

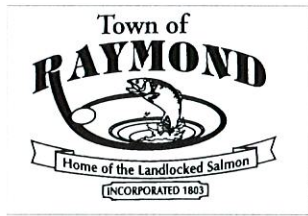
\_\_\_\_\_  
CHRISTOPHER HANSON, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, SAMUEL GIFFORD, DENIS MORSE, DEREK RAY, KAEA GONZALEZ, AND CHRISTOPHER HANSON appeared the aforesaid Selectmen known to me, this 17th day of June 2025 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

\_\_\_\_\_  
NOTARY





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

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## Tax Acquired Property

Name: SAVOIE JAMES M AND SAVOIE KELLEY J

Map: 52

Lot: 0020-J14

Location: 20 COUNTY RD

Foreclosure Date: February 21,2025

Amount paid: \$ 950.88

Came in on June 11,2025 and paid in cash the full amount of 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 SAVOIE JAMES M AND SAVOIE KELLEY J 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 0052, Lot 0020-J14

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 0052, Lot 0020-J14, in the name of SAVOIE JAMES M AND SAVOIE KELLEY J and recorded in said Registry of Deeds

BK 40937      PG 236      BK 40313   PG 72

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 SAMUEL GIFFORD, DENIS MORSE, DEREK RAY, KAELA GONZALEZ AND CHRISTOPHER HANSON thereto duly authorized, this 17th day of June 2025.

THE INHABITANTS OF THE TOWN OF RAYMOND

\_\_\_\_\_  
Witness to All

By: \_\_\_\_\_  
SAMUEL GIFFORD, Selectman

\_\_\_\_\_  
DENIS MORSE, Selectman

\_\_\_\_\_  
DEREK RAY, Selectman

\_\_\_\_\_  
KAELA GONZALEZ, Selectman

\_\_\_\_\_  
CHRISTOPHER HANSON, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, SAMUEL GIFFORD, DENIS MORSE, DEREK RAY, KAELA GONZALEZ, AND CHRISTOPHER HANSON appeared the aforesaid Selectmen known to me, this 17th day of June 2025 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

\_\_\_\_\_  
NOTARY

## Sample Municipal Resolution language

Instructions: The following language is provided for the municipal resolution. The three preamble and resolution sections on this page are required. Municipalities may select from and modify the optional preamble on statements on the following pages and add other statements as desired.

### REQUIRED STATEMENTS

**WHEREAS**, the [Town/City of ...] has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and held a community workshop(s) on [date(s)] which prioritized the following action areas: [list 2-6 actions];

**BE IT RESOLVED**, the [Town/City of ...] commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts;

**BE IT FURTHER RESOLVED**, the [Town/City of ...] designates [choose a or b: a) name a specific municipal staff position, b) name an existing or newly established committee] to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership;

## OPTIONAL PREAMBLE STATEMENTS

**WHEREAS**, the [Town/City of ...] experiences [**select all that apply**: coastal flooding, intense rainstorms, riverine flooding, ice jams, drought, wildfires, high heat emergencies], and other natural hazards and seeks to better prepare for future conditions;

**WHEREAS**, planning for community and infrastructure resilience will protect people, preserve businesses and the local economy, and reduce the impact and costs of natural disasters;

**WHEREAS**, investing in energy efficiency and weatherization improvements is proven to lower municipal electricity expenses and make buildings more comfortable for employees and visitors;

**WHEREAS**, transitioning municipal fleet vehicles to electric vehicles lowers fuel and maintenance costs and reduces the uncertainty of variable fuel prices on municipal budgets;

**WHEREAS**, the Gulf of Maine is warming 99% faster than other oceans around the world, and ocean acidification and warming ocean temperatures pose a serious economic and cultural risk to Maine maritime industries, heritage, and tourism;

**WHEREAS**, shifting seasonal temperature and precipitation patterns threaten local natural ecosystems, economic activity such as [**select all that apply**: agriculture, tourism and seasonal recreation, including winter sports and other outdoor activities], and public health due to increased incidence of heat-related illness and tick-borne illnesses such as Lyme disease;

**WHEREAS**, the [Town/City of ...] is prepared to demonstrate leadership in reducing energy use and greenhouse gas emissions, and increasing the resilience of people, infrastructure, and businesses;

**WHEREAS**, addressing climate change will present economic opportunities for the [Town/City of...] as well as opportunities to invest in the public good and cost-saving practices;

**WHEREAS**, the State of Maine's four-year climate action plan, *Maine Won't Wait*, seeks to put Maine on a trajectory to decrease greenhouse gas emissions 45% by 2030 and 80% by 2050, and achieve carbon neutrality by 2045;

**WHEREAS**, achieving these emissions and resilience goals will require Maine to act with urgency to slow the causes of climate change and prepare people, communities, and the environment for climate-related impacts to come;

**WHEREAS**, the Community Resilience Partnership provides grants to municipalities and Tribal Governments for activities that lower energy expenses, reduce greenhouse gas emissions, and increase community resilience in alignment with the state’s climate action plan and goals;

# **Title 30-A: MUNICIPALITIES AND COUNTIES**

## **Part 2: MUNICIPALITIES**

### **Subpart 6-A: PLANNING AND LAND USE**

#### **REGULATION**

## **Chapter 187: PLANNING AND LAND USE REGULATION**

### **Subchapter 2: GROWTH MANAGEMENT PROGRAM**

#### **Article 2: GROWTH MANAGEMENT PROGRAMS**

### **§4324. Responsibility for growth management**

This section governs a municipality's or multimunicipal region's responsibility for the preparation or amendment of its growth management program. When procedures for the adoption of comprehensive plans and ordinances are governed by other provisions of this Title or municipal charter or ordinance, the municipality or multimunicipal region may modify the procedural requirements of this section as long as a broad range of opportunity for public comment and review is preserved. [PL 2001, c. 578, §13 (AMD) .]

**1. Growth management program.** Each municipality or multimunicipal region may prepare a growth management program in accordance with this section or may amend its existing comprehensive plan and existing land use ordinances to comply with the procedures, goals and guidelines established in this subchapter.

[PL 2003, c. 641, §7 (AMD) .]

**2. Planning committee.** If a municipality or multimunicipal region chooses to prepare a growth management program, the municipal officers of a municipality or combination of municipalities shall designate and establish a planning committee, which may include one or more municipal officials.

**A.** The municipal officers may designate any existing planning board or district established under subchapter 4 ([../30-A/title30-Ach187sec0.html](#)), or a former similar provision, as the planning committee. Planning boards established under former Title 30, section 4952, subsection 1 continue to be governed by those provisions until they are superseded by municipal charter or ordinance.

[PL 2003, c. 641, §7 (AMD) .]

**B.** The planning committee may develop and maintain a comprehensive plan and may develop any portion of an implementation program to which it is assigned in an adopted comprehensive plan or otherwise directed by the municipal officers or municipal legislative body or bodies. In performing these duties, the planning committee shall:

- (1) Hold public hearings and use other methods to solicit and strongly encourage citizen input; and

(2) Prepare the comprehensive plan or any portion of the implementation program to which it is assigned in an adopted comprehensive plan and make recommendations to the municipal legislative body regarding the adoption and implementation of the program or amended program. [PL 2001, c. 578, §13 (AMD).]

[PL 2003, c. 641, §7 (AMD).]

**3. Citizen participation.** In order to encourage citizen participation in the development of a growth management program, municipalities or multimunicipal regions may adopt growth management programs only after soliciting and considering a broad range of public review and comment. The intent of this subsection is to provide for the broad dissemination of proposals and alternatives, opportunity for written comments, open discussions, information dissemination and consideration of and response to public comments.

[PL 2001, c. 578, §13 (AMD).]

**4. Meetings to be public.** The planning committee shall conduct all of its meetings in open, public session. Prior public notice must be given for all meetings of the planning committee pursuant to Title 1, section 406 ([../1/title1sec406.html](#)).

[PL 2001, c. 578, §13 (AMD).]

#### **5. State review.**

[PL 1991, c. 622, Pt. F, §24 (RP).]

#### **6. Comments sent to municipality.**

[PL 1991, c. 622, Pt. F, §25 (RP).]

#### **7. Comments and revisions.**

[PL 1991, c. 622, Pt. F, §26 (RP).]

**8. Public hearing required.** The planning committee shall hold at least one public hearing on its proposed comprehensive plan.

A. Notice of a public hearing must be posted in each municipality at least 30 days before the hearing, except that, if a follow-up hearing is held pursuant to comments made at a public hearing, the follow-up hearing may be conducted if public notice is given pursuant to Title 1, section 406 ([../1/title1sec406.html](#)). [PL 2003, c. 641, §8 (AMD).]

B. A copy of the proposed comprehensive plan must be made available for public inspection at each municipal office or other convenient location with regular public hours at least 30 days before the hearing. If modification of the plan is proposed pursuant to comments made at a public hearing, and if a follow-up public hearing is to be held, the proposed changes must be made available for public inspection at each municipal office or other convenient location with regular public hours before any follow-up hearing. [PL 2003, c. 641, §8 (AMD).]

[PL 2003, c. 641, §8 (AMD).]

**9. Adoption.** A comprehensive plan or land use ordinance is considered adopted as part of a growth management program when it has been adopted by the municipality's legislative body. A multimunicipal comprehensive plan or land use ordinance must be adopted by the municipal legislative body of each

participating municipality unless another form of legislative authority has been established for this purpose within the municipality or multimunicipal region.

[PL 2001, c. 578, §13 (AMD).]

**10. Amendments to an adopted plan.** When amending an adopted comprehensive plan, a municipality or multimunicipal region shall follow the same procedures for citizen participation, public notice and public hearing that are required for adoption of a comprehensive plan.

[PL 2001, c. 578, §13 (AMD).]

#### SECTION HISTORY

PL 1989, c. 104, §A45,C10 (NEW). PL 1989, c. 562, §§3-5 (AMD). PL 1989, c. 908, §1 (AMD). PL 1991, c. 622, §§F23-27 (AMD). PL 1993, c. 166, §5 (AMD). PL 1993, c. 721, §A2 (AMD). PL 1993, c. 721, §H1 (AFF). PL 2001, c. 578, §13 (AMD). PL 2003, c. 641, §§7,8 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.

If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes

([mailto:webmaster\\_ros@legislature.maine.gov](mailto:webmaster_ros@legislature.maine.gov)) · 7 State House Station · State

House Room 108 · Augusta, Maine 04333-0007

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11:10:17.



## 2019 15-Passenger Van – Potential Acquisition for Parks Dept & Age-Friendly Program

Good morning Joe,

I came across a 2019 Chevy Express 15-passenger van that I believe would be a great fit for both the Parks Department and the Age-Friendly Program.

- **Year:** 2019
- **Mileage:** 60,000
- **Condition:** Very good
- **Location History:** Florida vehicle
- **Asking Price:** \$22,500
- **New MSRP:** Approximately \$56,000

This model allows for operation by a Class C driver—no special license required—which makes it very versatile for staff use. While it is *not* a wheelchair-accessible van, it would still serve a wide range of current program needs effectively.

Let me know your thoughts or if you'd like to explore this option further.

Best,  
Nate

I have attached a comparison vehicle one year older and more miles but gives a good comp.

Nathan White

Raymond PWD

(207)-653-3641



From: "Nathan White" <Nathan.White@raymondmaine.org>  
To: "Joseph Crocker" <joseph.crocker@raymondmaine.org>  
Date: Fri, 13 Jun 2025 11:36:50 -0400  
Subject: MPI Egypt rd

**Subject: Request to Explore MPI Grant Application for Egypt Road Improvements**

Good morning Joe,

I would like to ask the Board of Selectmen whether they would support my exploring and potentially applying for a Municipal Partnership Initiative (MPI) grant from the Maine Department of Transportation (DOT) to improve Egypt Road.

Egypt Road is currently classified as a Priority 4 road by the DOT, along with Webbs Mills Road and Meadow Road. The DOT has no plans for significant improvements beyond a Light Capital Paving project, which consists of a 5/8-inch repave—an insufficient fix for long-term safety and durability.

The Town of Raymond has previously applied for and successfully secured five MPI projects — three on Route 85, one on Route 121, and one on Main Street in Raymond Village. These grants are the most effective path forward for making meaningful safety improvements on our roads.

The MPI program is funded by the state DOT, which anticipates approximately \$8 million annually for the entire state. The municipal share is 50% of project costs, up to \$750,000 per year.

For context, Egypt Road was maintained by the Raymond Public Works Department until 1997. At that time, the towns of Raymond and Gray petitioned the state DOT to reclassify it as a minor collector road.

**Estimated Project Costs:**

- **Reclaim and pave 12,162 feet** from Route 85 to the Gray town line: **\$950,000**
- **Construction costs** (including tree removal, culverts, gravel): **\$300,000**
- **Total estimated cost: \$1.25 million**

I believe this is a worthwhile opportunity for us to pursue and would appreciate the Board's input on whether I should begin preparing a grant application.

Nathan White  
Raymond PWD



## ***Board of Selectmen***

*401 Webbs Mills Road  
Raymond, Maine 04071*

### **Appointment by Municipal Officers**

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm the following for the below noted terms:

Position	Expiration	First Name	Last Name
Animal Control Officer	6/30/2026	Jessica	Jackson
Code Enforcement Officer	6/30/2026	Jason	Williamson
Constable	6/30/2026	Nathan	White
Contract Assessor	6/30/2026	Curt	Lebel
Emergency Management Director	6/30/2026	Bruce	Tupper
Fire Chief	6/30/2026	Bruce	Tupper
Forest Warden	6/30/2026	Bruce	Tupper
Freedom of Information Officer	6/30/2026	Melanie	Fernald
General Assistance Administrator	6/30/2026	Jennie	Silverblade
Harbor Master	6/30/2026	Nathan	White
Health Officer (3-year term)	6/30/2028	Lee	O'Connor
Road Commissioner	6/30/2026	Nathan	White
Tax Collector	6/30/2026	Suzanne	Carr
Town Clerk	6/30/2026	Melanie	Fernald

Given under our hands on the 17<sup>th</sup> day of June 2025.

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Derek Ray

\_\_\_\_\_  
Denis Morse

\_\_\_\_\_  
Kaela Gonzalez

\_\_\_\_\_  
Christopher Hanson



## ***Board of Selectmen***

*401 Webbs Mills Road  
Raymond, Maine 04071*

### **Appointment by Municipal Officers**

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm the following committee members for the below noted terms:

Committee	Term (yrs)	Expiration	Name	Address
Board of Assessment Review	3	06/30/2028	TBD	
Board of Assessment Review	3	06/30/2028	TBD	
Board of Assessment Review	3	06/30/2028	TBD	
Conservation Commission	1	06/30/2026	Bill Fraser	1 Justin Lynn Drive
Conservation Commission	1	06/30/2026	Russ Hutchinson	363 North Raymond Road
Conservation Commission	1	06/30/2026	Kimberly Post	112 Mountain Road
Conservation Commission	1	06/30/2026	John Rand	20 Dryad Woods Road
Planning Board	3	06/30/2028	Mark Childs	60 Tenny Hill Road
Planning Board	3	06/30/2028	Edward Kranich	26 Shaw Road
Planning Board	3	06/30/2028	Kevin Woodbrey	20 Egypt Road
Veterans Memorial Park Committee	1	06/30/2026	David McIntire	31 Egypt Road
Zoning Board of Appeals	3	06/30/2028	Greg Dean	8 Beach Road

Given under our hands on the 17<sup>th</sup> day of June 2025.

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Derek Ray

\_\_\_\_\_  
Denis Morse

\_\_\_\_\_  
Kaela Gonzalez

\_\_\_\_\_  
Christopher Hanson

Select Board Committee Representation

Committee	Position	Select Board Member
BEAUTIFICATION COMMITTEE	Select Board Rep	
RECYCLING COMMITTEE	Select Board Rep	
VETERANS MEMORIAL PARK COMMITTEE	Select Board Rep	

**TOWN OF RAYMOND**  
**2025-2026 FEE SCHEDULE**  
**Effective July 1, 2025**

**Animal Control Fees:**

Description		Fee
Dogs at Large	1 <sup>st</sup> violation	\$50 plus all associated court fees
	2 <sup>nd</sup> violation	Not less than \$100 plus all associated court fees
	3 <sup>rd</sup> violation	Not less than \$100 plus all associated court fees
Canine Waste Infraction	1 <sup>st</sup> violation	\$50
	2 <sup>nd</sup> violation	\$75
	3 <sup>rd</sup> violation	Not less than \$100, but not more than \$500
Animal at Large		\$50
Animal on Beach, Park or Cemetery		\$50
Animal Left in Car Unattended		\$50
Barking Dog Violation	1 <sup>st</sup> violation	\$50
	2 <sup>nd</sup> violation	\$100
	3 <sup>rd</sup> violation	\$200 plus all associated court fees
Unlicensed Dog Violation		\$30 plus licensing fee
Board for Animals Picked up by ACO		\$25 per day
Impound fees	1 <sup>st</sup> impoundment	\$50
	2 <sup>nd</sup> impoundment	\$75
	3 <sup>rd</sup> and subsequent	\$100
Transportation Fee Outside of Town Limits		\$25 per trip

**Zoning Board of Appeals Fees:**

Description		Fee
ZBA Application	Residential	\$100
	Commercial	\$235
ZBA Escrow Fees		\$500 plus additional fees for completion of professional reviews, if necessary, based on consultant hourly rate. Additional billing may be required if an escrow account has a negative balance. A 1.5% finance charge will be included each month if payment is not received thirty (30) days after invoicing.
ZBA Newspaper Legal Notices		\$200 per ad (two minimum)
ZBA Abutters Notices		\$8 per notice

**Code Enforcement:**

Description			Fee
Building Permits	New Construction or additions	Finished Area	\$0.40 per square foot
		Unfinished Area	\$0.30 per square foot
		Commercial/Industrial	\$0.50 per square foot
		Minimum Permit Fee	\$50

Description			Fee
	Residential and Commercial Alterations or Renovations	Up to to \$1,000	\$50
		\$1,001 to \$5,000	\$75
		\$5,001 to \$10,000	\$100
		\$10,001 and up	\$100 plus \$10 per thousand or fraction thereof
Separate Permit Fees	Chimneys/Antennas		\$50
	Demolitions		\$50
	Signs – Business or Commercial	Up to 6 square feet	\$50
		Over 6 square feet	\$50 plus \$0.15 per square foot over 6 square feet
	Swimming Pools	In-Ground	\$100
		Above Ground	\$50
	Docks – Permanent or Seasonal		\$0.10 per square foot or \$50 whichever is greater.
Plumbing Fees	Pre-inspection Fee		Included with the State Fee
	Re-inspection Fee		\$100 per visit
	Subsurface Complete Systems – Non-engineered	Initial Fee	\$250
		- Plus Town Fee	\$25
		- Plus State Water Quality Surcharge	\$15
		- Plus State Variance	\$20
	Primitive Disposal System (includes alternative toilet)		\$100
	Engineered Systems		\$200 plus \$25 Town Fee
	System Components (installed separately)	Treatment Tank	\$150 plus \$25 Town Fee
		Alternative Toilet	\$50 plus \$25 Town Fee
		Disposal Area	\$150 plus \$25 Town Fee plus \$15 State Water Quality Surcharge
		Engineered Disposal Area	\$150 plus \$25 Town Fee
		Separated Laundry Disposal System	\$35 plus \$25 Town Fee
		Seasonal Conversion	\$50 plus \$25 Town Fee
Internal Plumbing Fees	Per State schedule	Plumbing fixtures include back-flow devices	\$10 per fixture (\$40 minimum) plus \$25 Town Fee
Penalties	Failure to obtain permit prior to starting work on any construction/after-the-fact-permit		Double the Standard Fee
	Re-inspections		\$100 per visit
Electrical Permits	Fee	Residential	\$50
	Permanent Overhead Service	Residential	\$30

Description			Fee
	Permanent Underground Service	Residential	\$40
	New Construction, Renovations, Additions (cost per square foot)	Residential	\$0.05
HVAC Permit	Based on Construction & Equipment Costs		\$20 for 1 <sup>st</sup> \$1,000 of cost, plus \$5 for each additional \$1,000 of cost

### Miscellaneous Code Enforcement Fees:

Description		Fee
Home Occupation		\$100
Campsite (personal)		\$50 annually
Campgrounds		\$75 annually
Change of Use	Without Renovations	\$50
	With Renovations	\$0.50 per square foot or \$50 minimum
Driveway/Entrance/Address Permit		\$25
Shoreland Project Permit (trees, docks, soil disturbance within the Shoreland Zone)		\$50
Road Opening		\$75 plus \$1.50 per square foot
Road Name Change		\$75
Recording, Indexing, and Preserving Plans		\$15
Re-inspection Fee		\$100 each visit
Additional Inspections per MUBEC		\$100 per visit

### Waste Fees:

Description		Fee
Tag for extra curbside household trash		\$1 each

### Planning Board Fees:

Description			Fees
Planning Board Pre-application Conference			\$75
Site Plan Review Application	Staff	Projects up to 10,000 square feet	\$75
	Minor	Projects less than 10,000 square feet	\$100
	Major	Projects 10,000 square feet or greater	\$250
Site Plan Review Escrow *	Staff	Projects up to 10,000 square feet	\$1,000
	Minor	Projects less than 20,000 square feet	\$1,500
	Major	Projects 20,000 square feet or greater	\$2,000



Preliminary Subdivision Review	\$625 plus \$200 per lot/unit greater than 4
Final Subdivision Review	\$475 plus \$100 per lot/unit greater than 4
Minor Subdivision Review	\$475
Planning Board Escrow Fees for Subdivision Review *	\$2,000, plus additional fees for completion of professional reviews, if necessary, based on consultant hourly rate
Planning Board Abutters Notices	\$8 per notice
Planning Board Newspaper Legal Notices	\$200 per Ad (two minimum)

\* Finance Charge for Site Plan Review Escrow & Planning Board Escrow Accounts: Additional billing may be required if an escrow account has a negative balance. A 1.5% finance charge will be included each month if payment is not received thirty (30) days after invoicing.

## Fire Department:

Description		Fee
Fire Report Request		\$25
Patient's Treatment Record		\$5 for 1 <sup>st</sup> page & \$.45 for each additional, not to exceed \$250
Wood Stove Permit & Chimney Inspection		\$25
Fire Permit		Free at Fire Department
Inspection of New Construction	Less than 10,000 square feet or 100,000 cubic feet	\$70
	More than 10,000 square feet or 100,000 cubic feet	\$90
Inspection of Existing Construction	Less than 10,000 square feet or 100,000 cubic feet	\$40
	More than 10,000 square feet or 100,000 cubic feet	\$60
Inspection of Additions/Alterations	Less than 10,000 square feet (regardless of existing size)	\$20
	More than 10,000 square feet or 100,000 cubic feet	Required to use the fee schedule for new construction more than 10,000 square feet
Review of Subdivisions		\$60
Review of Each House in Subdivision after Completion		\$15
Inspection of Public Shows/Events		\$10
Annual/bi-annual Inspections of Campgrounds, Schools, Summer Camps, Liquor Licenses		Free
Bi-annual Inspection of Businesses, Churches, Town Buildings		Free
Re-inspection for Violations		\$10 per inspection
Motor Vehicle Accident Billing (FEMA rates per hour)	Engine	\$350
	Ariel Truck	\$500
	Ambulance	\$200
	Squad (Rescue)	\$400
	Tanker	\$200

Description		Fee
	Service Truck / Command Vehicle	\$100

### Cemetery Prices:

Description		Fee
Resident – 1 plot (includes perpetual care)		\$400
Non-Resident – 1 plot (includes perpetual care)		\$1,000
Violating any provisions of the Cemetery Ordinance. Each day a violation occurs shall be deemed a separate offense.		Not less than \$100 and not more than \$2,500, plus attorney fees & costs

### Office Charges:

Description		Fee
Credit Card Charge Fee	Up to \$40	\$1.00
	Over \$40	2.5%
DVD Copy		\$5.00
Photo Copies of Property Cards		\$.50 per side
Photo Copy of Reduced Town Map		\$1.50
Photo Copy of Deed	1 <sup>st</sup> Page	\$1.50
	Subsequent Pages	\$.50 each
Photo Copies – General		\$.50 per side
Photo Copies – Plans copied on Plotter – 36" X 24"	Colored	\$2.00
	Black & White	\$2.00
Fax	Per Page Sent	\$2.50
	Per Page Received	\$1.00
Labels	Research	\$10.00 per hour
	Preparation	\$.10 per label
Map – Colored	8.5" X 11"	\$1.00
	11" X 17"	\$1.50
	24" X 36" Full Set of Town Maps	\$150.00
Notary Public	Per Notary Signature – Non-resident	\$2.50
	Per Notary Signature - Resident	Free
	Per Notary Signature – Petition Efforts	\$1.00
	For Complex Court Documents or Real Estate Closing Documents	\$25.00
Tax Lien/Discharge Research		\$20.00/hour after the 1 <sup>st</sup> hour

### Printed List Fees:

Description		Fee
Dog Licensing List	Paper	\$30
	Electronic	\$20
	Paper	\$500
Taxpayer List	Electronic	\$65

Description		Fee
	On Website	Free

### Liquor Licenses:

Description		Fee
Application		\$10
Advertising with Public Hearing Application		\$100
Temporary Liquor License Application (catering)		\$10

### Town Clerk's Office Fees:

Description		Fee
Vital Records	Non-Certified Copy of Birth, Death or Marriage	\$5
	Research	\$10 per hour after 1 <sup>st</sup> hour
	Copying – 8.5" X 11" (prior to 1892)	\$.50
	Copying – 11" X 17" (prior to 1892)	\$1
Returned Checks/Items		\$35
Permits/Businesses	Billiard, Pool, Bowling Alleys	\$50
	Cable TV Franchise	2.5% through Time Warner
	Business Listing	\$10
	Explosives – keeping/transporting	\$50
	Public Exhibitions	\$50 plus \$1 per person plus legal advertisement
Peddler's Permit – Lunch Wagon	Special Amusement Permit	\$50 plus legal advertisement
	Non-Resident Annually	\$500
	Resident Annually	\$250

\_\_\_\_\_  
Samuel Gifford

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