

Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071

Selectmen Meeting Minutes
Tuesday, November 18, 2003

Attendance: Ada Brown, Chairman; Betty McDermott; Charles Leavitt; Dana Desjardins; Christine McClellan; Amanda Simpson, Assessor's Agent; Denis Morse, Fire Chief; Kevin Woodbury, Technical Administrator; and Don Willard, Town Manager.

1. Call to order. Ada Brown called the meeting to order at 7:00 pm at the Town Office.
2. Consideration of previous minutes dated October 21, 2003.

MOTION: Betty McDermott motioned to approve the Minutes as written. Seconded by Christine McClellan.

VOTE: Unanimous.

3. Public Hearing – New liquor license application – Class A Lounge, EJR Management LLC – Vincenzo Reggiani d/b/a Montebello Ristorante located at 1227 Roosevelt Trail, Route 302 (former location of Mr. D's Supper Club).

DISCUSSION: There was no public comment. It was noted that the Fire Department had no concerns about the facility at this time. Mr. Leavitt asked what kind of Italian food would be served. Mr. Reggiani replied the menu would reflect examples of all types of Italian food from the different regions of the country.

MOTION: Betty McDermott motioned to approve the Class A Lounge liquor license. Seconded by Charles Leavitt.

VOTE: Unanimous.

SIGNED: The Selectmen signed the State liquor license application.

4. Consideration of approval of Release Deed – Raymond Village Library Club – Louise Murray, President.

DISCUSSION: Mr. Willard said that this change would preserve the Town's position with the library while allowing a new corporate name with a Board of Directors instead of a club. He recommended approval. Mrs. Murray said the name will be the Raymond Village Library and if anything happened to the corporate entity the land and building would go to the Town as before.

MOTION: Betty McDermott motioned to grant the release deed. Seconded by Dana Desjardins.

VOTE: Unanimous.

SIGNED: The Selectmen signed the deed.

5. Abatements and Supplementals – Assessor's Agent Amanda Simpson.
 - a. Abatements

DISCUSSION: Ms. Simpson explained that the abatements requested cover errors and/or omissions for the year 2003-2004 tax year. These abatements total \$5,709.83. The abatement period will last through March 22, 2004. Mrs. McClellan asked to recuse herself from one of the issues. Ms. Simpson explained that the same house was taxed on two different parcels which are related to Mrs. McClellan's family and this abatement takes the house value off one of the parcels.

MOTION: Charles Leavitt motioned to approve the abatements numbered 03-01 through 03-06 and 03-08 through 03-13. Seconded by Betty McDermott.

VOTE: Unanimous.

MOTION: Charles Leavitt motioned to approve the abatement number 0307. Seconded by Betty McDermott.

VOTE: 4 in favor (Leavitt, McDermott, Brown, Desjardins) 1 abstention (McClellan)

SIGNED: The Selectmen signed the abatements.

b. Supplementals

DISCUSSION: Ms. Simpson introduced a tax supplement for the tax year 2003-2004 for 03-01 Andrew J. Morrison Map 12/Lot 24B Acct. No. M2775R in the amount of \$1,992.88 (house first located on wrong lot) and 03-02 Donald & Cathy Shimko Map 76, Lot 74 Acct. No. S3004R in the amount of \$921.23 (house value corrected) for a total commitment of \$2,914.11.

MOTION: Charles Leavitt motioned to approve the supplemental commitment warrant 2003-01 and 2003-02. Seconded by Betty McDermott.

VOTE: Unanimous.

c. Farwell Common

Ms. Simpson announced that 10 proposals have been submitted and that a committee (Charles Leavitt, Don Willard, Paul White, and Amanda Simpson) has been formed to study them. She felt that they would have a recommendation by December 2nd which the Selectmen could vote on. It was hoped that the work could begin immediately to be completed in eight weeks.

6. Approval of Quit Claim Deed for Map 52, Lot 20, Sub J74.

DISCUSSION: Mr. Willard informed the Selectmen that this was a piece of land owned by Stephen and Leah Karantza who paid all back taxes, interest and penalties. He recommended approval.

MOTION: Christine McClellan motioned to approve the signing of this Quit Claim Deed. Seconded by Charles Leavitt.

VOTE: Unanimous.

SIGNED: The Selectmen signed the Quit Claim Deed.

7. Route 302 Improvement Project Close Out.

DISCUSSION: Mr. Willard announced that a close out of the project can be accomplished by a negotiation settlement between the town and Pratt & Sons, Inc. if the town agrees to pay 50% of the total in dispute because of 1) liquidated damages concerning the late installation of the lights by AD Electric and 2) work which was done without a change order i.e. erosion control and/or other items not included in the original contract. The settlement amount will be \$16,657.23. Mr. Willard continued that the contractor would be sharing equally the amount with the Town. The total amount of the project was \$1,892,979.25 with the MDOT's share \$983,632.64 and Raymond's \$909,346.61. There is an expected surplus from the project of \$14,064.87. Mrs. McClellan thought the project was completed with care and the loss of time was not the fault of the contractor but something out of their control.

MOTION: Christine McClellan motioned to approve the suggested close out. Seconded by Betty McDermott.

DISCUSSION: Mr. Leavitt said that liquidated damages are something which allows a contractual guarantee and are not an adversarial situation. They can be dealt with through negotiation. Mr. Willard said that the MDOT is in agreement and will pay their share.

VOTE: Unanimous.

8. Proposal for daytime fire-rescue paid supervisor – Denis Morse, Fire Chief.

DISCUSSION: Chief Morse explained that the per diem situation has become inconsistent and he has discomfort that there is no Fire Department staffing officer available during weekdays except Dwayne Buzzell provided he can leave his work. He said that he has devised a way to pay for this position by using part of the Department's stipend for the Assistant Chief who will not be living in town, and his own if necessary as well as expending savings in hiring a new paramedic to replace Brian Elliott. He continued that this Deputy Chief position will include planning for and training members. This person will be EMT trained and will be able to cover days during the week. He said that Raymond needs paramedic coverage during the week and also Advanced Life Support assistance. The person being considered for the position has had experience with this Department and is now a certified EMT. Mr. Willard asked if this could be done within the budget. Chief Morse replied the new EMT would be starting at \$13/hr where the last EMT was making \$15/hr and if more was necessary the stipends could be utilized. Chief Morse continued that consistency was necessary. Mrs. McClellan said that the Department seemed to have a level of respect for this proposed person. Chief Morse added that the winter months will allow for training to be brought up to date for the Department and also will provide two drivers for response: 1 ambulance and 1 extrication truck.

Chief Morse also said that he and the Town Manager will be talking with the towns in the area to agree to further increase mutual aide support to allow for better coverage throughout the region.

MOTION: Betty McDermott motioned to approve the Deputy Fire Chief position as recommended by Chief Morse. Seconded by Christine McClellan.

VOTE: Unanimous.

9. Proposed Town of Raymond Flag Protocol.

DISCUSSION: Mr. Willard thanked Howard and Eileen Stiles for their great effort in soliciting for the flags and erecting them on the light poles. There are a total of 122 flags now flying in Raymond. He continued that there are several brackets which have been broken by storms which the manufacturer will replace, and there are several flags to use for replacements as necessary. However he felt that the next budget should include about \$500 for the maintenance of the flags. Mrs. McClellan suggested that the flags be moved from the poles around our intersections of Rt. 302/Main Street and Rt. 302/Webbs Mills Road because of interfered visibility and their possible blocking of pedestrian traffic. Mr. Leavitt had concern that the original intent of the Selectmen was to have a few flags in East Raymond but now it has become a major project with so many flags to maintain. He had concern that this has become a town responsibility and has created need for funding. He said he also didn't want the Public Works Department responsible for weeding flower beds. Mr. Willard suggested looking to the private sector for volunteers for both responsibilities of maintenance. Mr. Desjardins concurred that the Stiles had volunteered a major amount of time to the project and wanted it maintained. Mr. Leavitt suggested that this item be included in the budget deliberation but felt that if items were cut this might be one to go and therefore another route should be ascertained. Mrs. McDermott thought that the solicitations were still being sought for the program and that money could be saved for the maintenance and/or replacement. Mr. Willard said that he would continue to edit the protocol with the dates for display being Memorial Day to Veteran's Day.

EXTRA: Windham Rotary Ice Fishing Tournament.

Tom Noonan reported that this year's Tournament would be February 21 and 22, 2004 and that Saturday would entertain an Air Show over the lake keeping the 22nd as a "snow day". He said the Rotary received their FAA waiver on 10/15/03 for acrobatic flying under 400 MPH. He said they would be looking to close Route 302 for parking for the show. Mr. Noonan indicated he would come before them again at which time he would be formally on their agenda.

10. Executive Session – Town Manager Annual Performance Review.

MOTION: Charles Leavitt motioned to go into Executive Session on a personnel matter. Seconded by Dana Desjardins.

VOTE: Unanimous.

RECESS: Ada Brown recessed the meeting at 8:02 pm.

MOTION: Charles Leavitt motioned to come out of Executive Session. Seconded by Betty McDermott.

VOTE: Unanimous.

RE-OPEN MEETING: Ada Brown re-opened the meeting at 8:32 pm saying that Mr. Willard's review was excellent with a rating of 1.7. Everyone is very happy with his work.

11. Communications and other business.

a. Town Office closed Saturday, November 22, 2003

Mr. Willard said the Town Office will be closed for renovations. A new septic system will be installed on Monday, November 24th.

b. Town's Management Letter.

Mr. Willard announced that the management letter was very positive and complimentary. He thanked Elizabeth Cummings for her hard work in keeping the Town's finances in exemplary order.

c. Selectmen & Budget/Finance Committee combined meeting.

The first budgetary meeting for the 2004-2005 year will be November 25th at 7:00 pm at the Town Office. This meeting will approve the budget schedule.

d. Cumberland County Government Summit Meeting.

Mr. Willard announced the meeting on November 24th from 6:00 pm to 9:00 pm at the Holiday Inn West which will discuss what Cumberland County's direction should be in that the vote for establishing a charter commission was defeated on November 4th.

e. Technology

Mr. Willard wanted to thank Kevin Woodbrey and Denis Dory for their cooperative work in making our computer system more effective. Mr. Willard also noted that thanks to Mr. Woodbrey's expertise they were able to purchase some valuable computer equipment for very little money at the State's Surplus Facility.

f. Selectmen & School Committee meeting.

Mr. Willard reported that a meeting date had not been established as yet through several attempts but that a proposed agenda had been received from Brenda Stevenson, Chairman of the School Committee.

g. Rescue Boat

Mr. Willard explained that he and Chief Morse were told that Sabre Yachts would voluntarily rehabilitate and refit the 19' Proline rescue boat for the Fire Department.

h. DECD Waterline Close Out.

Mr. Willard reported that the DECD had closed out the 2001 Waterline project saying that Raymond had shown satisfactory performance on the project.

Mr. Leavitt noted that the first two months of this year show that the appropriations seem to be right on track. He thanked the Department Heads for their work and for the Town Office staff in procuring office furniture and computer ware at a reduced rate from the State's Surplus Facility.

Mrs. McDermott thanked everyone at the Town especially Kevin Woodbrey for their ingenuity and inventiveness in procuring items for the town which otherwise would have to be purchased at a higher price.

12. Review and authorize November 18, 2003 Treasurer's Warrant.

MOTION: Betty McDermott motioned to approve the Treasurer's Warrant in the amount of \$120,296.24. Seconded by Charles Leavitt.

VOTE: Unanimous.

13. Adjourn.

MOTION: Charles Leavitt motioned to adjourn. Seconded by Dana Desjardins.

VOTE: Unanimous.

ADJOURNMENT: Ada Brown adjourned the meeting at 8:43 pm.

Louise H. Lester
Town Clerk