

401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742

BOARD OF SELECTMEN
MINUTES*
Tuesday, July 19, 2005

Selectmen present: Betty McDermott, Chairman; Mark Gendron; Mike Reynolds; Lonnie Taylor; and Dana Desjardins.

Selectmen absent: None.

Staff present: Don Willard, Town Manager; Elisa Trepanier, GIS Coordinator; Kevin Woodbrey, Director of Technology; John *Hanley, Communications Coordinator; and Jack Cooper, Code Enforcement Officer.

Others present: Charles Leavitt.

- 1) Call to order. Betty McDermott opened the meeting at 7:00 pm at the Town Office.
- 2) Minutes of the previous meeting July 12, 2005.

MOTION: Mrs. McDermott had a correction on page 2 with her statement that “when she had spoken with Mark Gendron he didn’t mention any problems with the agenda.” Mike Reynolds motioned to approve the Minutes of July 12, 2005 as corrected. Seconded by Dana Desjardins.

Vote: 3 in favor (McDermott, Reynolds, and Desjardins) 2 abstentions (Taylor, Gendron)

- 3) New business.
 - a. Department head quarterly financial and goal presentations.
 - i. Elisa Trepanier, GIS Coordinator

DISCUSSION: Mrs. Trepanier noted items on the provided memo and asked if there were any questions. She said that Larry Harwood from the Maine GIS Office asked how the grant was proceeding and she noted an example posted on wall and said that the work was going quite well. Her deadline is August 8th for the grant. She added that Linda Alexander, Chairman of the Cemetery Committee, had discussed scanning plot maps and having it available for the town’s use. Also Raymond Waterways Association had asked for a milfoil map of the Sebago Lake Region, and it will be used in their next newsletter. Mr. Gendron asked about the grant levels. Mrs. Trepanier said that the commercial and growth areas would be brought up to level two. Mr. Gendron asked about selling data. She replied that if it’s already prepared there is a digital copy for a price. He asked if there will be a price established for specific requested work. He said that since we’re ahead of many towns, the price range needed to be discussed i.e. an hourly rate for this work. Mr. Woodbrey said that the base information would be at town expense through its regular work, but a request should be billed. There was a question as to whether it’s sold to everyone or anyone, or given to town residents. Mr. Willard said the difference is if the data will be used commercially and if so it should be charged as such. Mrs. Trepanier informed them that Frye Island had asked for her services, but she said she didn’t

have time and referred them to another source. Mr. Desjardins asked if building permit fees could help with the expense. Discussion was that permit fees were a possibility. Mrs. Lester mentioned that it would be difficult to keep a resident who got the information free from selling it to a commercial concern. Mr. Woodbrey replied that a citizen wouldn't probably want the whole town but only a lot or two for their own use, and that the information would have a short life before it was updated and thereby become outdated. Mr. Gendron noted that the original grant was for \$1,000 which tells him that the state values the data at that amount. Mr. Reynolds *said that would be for the public good but a commercial entity would be using it for their own benefit. Mr. Willard noted that our local towns are looking to discuss this issue. Mr. Reynolds appreciated Mrs. Trepanier's memo which gave him so much information. Mrs. Trepanier explained that there is a GIS page on the website which is interesting, and that she has made laminated maps of our lakes which are for sale at the town office.

ii. Kevin Woodbrey, Network Administrator

DISCUSSION: Power Point presentation – an update of a program he did three years ago. Mr. Woodbrey opened by saying that information is good for the people to make better decisions. He noted our website, Roadrunner, and the new public access channel which will provide as much information as we can, using good security and data protection, and keeping up with our state and federal standards. We've been cooperative with Casco in that we've trained them on using the GPS unit which they rent from us. The unit is insured. We will be meeting them to see how we can help them develop their website and be hosted off our server but be separate from our website at some level of income (fee). Mr. Reynolds noted that Raymond must have the preference for his time. Mr. Willard added that if we have to help them in their endeavor, there would be a fee associated. Mr. Woodbrey noted that he is moving toward "open source" products which will save money. The open source products must follow standards which Microsoft doesn't because Windows is owned by Microsoft. He described Raymond's network plan. He added that we pay for the town's modem at \$1,000 per month which serves us exclusively. He continued that our help comes from Dennis Dory, Laurie Forbes, and now John Hanley, as communications coordinator. Mr. Woodbrey said his responsibility would be maintaining the network/hardware system. We have 250 email accounts which are handled by our small business servers. The domain structure will track every machine and the person who has logged in on it. Each server can do the job if one should not be working and will shift automatically to keep our coverage. Our virus protection is now protecting us from up to 2,500 invasions per week which didn't get through. We use magnetic backup tapes for four weeks and then recycle them with new data. Financial backup is annual and kept for seven years. He noted that the only drawback would be if our technology changed so that the older backup tapes would have to be duplicated onto the new technology to be able to access it. Mr. Woodbrey said that the town office workstations are being updated and should be complete in three to four years. Virus protection is server based instead of individually updated which saves a lot of time. We are cutting out 15% to 20% of the spam which comes through email. Our firewalls are linked and encrypted between all our buildings and sources. Two components of the GIS are the data gathering which Mrs. Trepanier does, and the part which he does to allow it to be created and accessed. The website is over 2,000 pages and Mr. Hanley will be working further on it to make the information

more accessible. We might be able to have a way for people who don't have cable TV to see our meetings through our website via the internet. The maintenance of printers which have come from state surplus, donation, or purchased will be maintained in-house.

There are 10 electronic locks on some of our buildings which is recorded to keep track of who has entered the building and when.

The work of keeping the budget, planning, and organization is an ongoing project.

The Cable TV station is going out to bid soon. Mr. Woodbrey hoped that the building of the system would be this fall with operation possibly by early winter. It would be possible to have live transmission at the school and the modular, and hopefully at the town office as well if Time Warner will cooperate with the lines needed. There could be as much as 500 hours of stored programming.

The phone system is now installed at the Town Office and the Public Safety Building.

There is a Homeland Security grant which will pay for security cameras at the schools and the Public Safety Building.

Mr. Woodbrey noted that he is working on the infrastructure and road management system for planning and updates.

We are setup for electronic commerce with IF&W and BMV.

The possibility for digital record keeping for archives and use is in the future. This includes electronic packages for Selectmen information prior to meetings. Mr. Woodbrey showed a list of items which he would like to work on saying that he probably had 300 things which he would like to see update or created.

Mr. Gendron asked if Mr. Woodbrey had a job description for each member of his team. Mr. Woodbrey said that John Hanley would do the website and communications, Elisa Trepanier the governmental section, Laurie Forbes will help wherever needed, and he would take care of the network and hardware.

4) Old (unfinished) business.

a. Consideration of First Time System Variance Request – Map 52, Lot 40 – Jack Cooper, Code Enforcement Officer.

DISCUSSION: Mr. Cooper referred to his memo sent them for a first time septic system because the lot does not meet the states criteria for septic. He said the soils are only ten inches to the bottom and the lot owner needs to have the abutters sign off because their well is only 84 feet from the septic location. At this time the abutters have signed off but they have their property for sale and are not living there. The lot could be used for RV summer use and therefore is useable for some purpose. Mr. Cooper's recommendation was that he doesn't feel comfortable granting the request. Mr. Gendron asked how far the lot is from the water. Mr. Cooper replied about 500 feet from the lake but any water coming off that lot would flow to the lake. Mr. Reynolds asked if a holding system could be used. Mr. Cooper answered that they can apply for a holding tank system which would forever be seasonal only, and it takes roughly a year for this permission from the state to be granted. Mr. Gendron questioned allowing waivers of the ordinance because "where does it stop". Dennis Fecteau, A & G Renovations, said that this would be a two bedroom ranch with one

bathroom. He said that the perc test was done and the neighbors well is upstream and more than 600 feet down. He said that the state was coming out tomorrow morning, July 20th, to look at the site and have a new soils evaluation. Jim Mancini did the septic plan and the state said that his work was acceptable. Mr. Fecteau felt that the neighborhood just doesn't want a house on that lot. He asked that the lot be given a chance with the state's approval. He added that the test pit was dug after four weeks of rain, and today it looks even better. He added that if the state turns it down than it's not possible in any case. There was discussion about future expansion if this lot was built on. Mr. Cooper noted it would mean minimum system for expansion, and it is in the town's Shoreland Zone. Mr. Gendron didn't feel that a waiver from our ordinance should be considered. Mr. Reynolds asked if this type would be mounded. Mr. Cooper replied yes. Mr. Fecteau said that there would be no liability for the town for the lot or the septic or the location to the neighbor's well. He added that the lot was grandfathered, and the house will be as big as the lot will allow therefore there wouldn't be a possibility of anyone else increasing the size of the house. Mr. Reynolds asked if the well could be moved away from the lot line. Mr. Cooper replied if the well was moved, it would be going toward the abutter's system. They would still need the variance for the septic plan.

MOTION: Mark Gendron motioned to not accept this because we have 100 foot setback from wells, and they will need two variances. Seconded by Dana Desjardins.

VOTE: 4 (Gendron, Desjardins, McDermott, Reynolds) 1 opposed (Taylor)

DISCUSSION: Mr. Fecteau announced that the state would be coming tomorrow and if the state approves, and he moved the abutter's well would the Selectmen reconsider this. Mr. Gendron said that if Mr. Fecteau could make Jack Cooper comfortable than the Selectmen might reconsider. Mr. Cooper said that he had no concern about the fact that this lot was near his personal property.

5) Town Manager Report and Communications.

a. Egypt Road landfill site.

Mr. Willard said that Amanda Simpson was working with Bernstein, Shur for this transaction. The title search and survey has been done and when the papers are ready they will be sent to Trudilynn Files for her approval before a closing.

b. Date of next meeting.

August 9, 2005 as a business meeting and August 16, 2005 as their workshop meeting with some voting of warrants.

c. Bylaws and Policies.

Mr. Gendron felt that workshops would be for additional meetings beyond their two regular business meetings. Mr. Willard felt that he would call them regular meetings unless a special meeting was proposed.

d. Route 302 Picnic Area

Mr. Willard said that the "closed" sign has been replaced with the old state sign until we can get a new sign made for

Raymond. Mr. Desjardins suggested asking the Windham Correctional Prison to see if they will make a sign for us.

e. Beautification Committee

Mr. Willard said that he has received many nice comments about the appearance of the Route 302 corridor and the work of the Beautification Committee.

f. Sheri Gagnon Park

Mr. Desjardins asked to have concrete pads or some way to tie down the portapotties so that people can't dump them over.

Mr. Willard said they were waiting to see what will be happening with the Army Corps of Engineers at the field. Mr. Desjardins said that the portapotties don't need to be at the schools now because sports are finished for the summer. He said that he won't need them for soccer until fall.

g. Cardboard Dumpsters

Charles Leavitt commented that the cardboard dumpsters need to be cleaned up because of the mess there. Mrs. McDermott said that it is being discussed. Mr. Willard asked that dumping of anything other than cardboard when noted by anyone should be reported to the Town Office. He said it is a difficult problem. The collection of cardboard at the LRBW hasn't worked out because they wanted to charge per pound as well as have the cardboard. The Plains road public works area is out of sight and would be very hard to control. Mr. Gagnon suggested that possibly it be gated and open only certain hours. Mr. Willard said that it has been found that people from out of town are not predominately the cause of the problem. Mr. Desjardins asked what would happen if we didn't provide the service for cardboard disposal. Mr. Willard said that Pine Tree would like a solution as well. The problem is that if gated there will probably be a lot left on the ground outside the fence. It was felt that people would become aware of when the dumpsters were available and make their plans accordingly. Mr. Leavitt felt that cost and recycling are issues with the Pine Tree contract which should be addressed. He was opposed to taxpayers paying for individuals over use of services. He was against having it put in the solid waste system because of the tipping fee. He felt the answer is pay per bag because it is a volume problem. He acknowledged that a gated area could be tried and wait for the public's reaction. Mr. Willard said that pay per bag would do it, but it would take the cardboard tonnage away from our recycling totals. Mr. Willard suggested amending the contract for more frequent pickup or the curbside recycling of cardboard.

Mr. Gendron asked the public if anyone saw someone taking bottles from the Lions Club bottle bins, please report the

license plate numbers. The last one observed was apprehended.

- 6) Fiscal Warrants – Payroll and Appropriation Warrants – two warrants dated June 30, 2005 and one dated July 19, 2005.

MOTION: Mark Gendron motioned to approve the June 30, 2005 Payroll Warrant in the amount of \$50,183.70. Seconded by Lonnie Taylor

VOTE: Unanimous 5-0

MOTION: Mark Gendron motioned to approve the June 30, 2005 Treasurer's Warrant in the amount of \$95,426.82. Seconded by Dana Desjardins.

VOTE: Unanimous 5-0

MOTION: Mark Gendron motioned to approve the second June 30, 2005 Treasurer's Warrant in the amount of \$55,729.69. Seconded by Lonnie Taylor

VOTE: Unanimous 5-0

MOTION: Mark Gendron motioned to approve the July 19, 2005 Payroll Warrant in the amount of \$22,393.00. Seconded by Mike Reynolds.

VOTE: Unanimous 5-0

MOTION: Mark Gendron motioned to approve the July 19, 2005 Treasurers Warrant in the amount of \$99,598.59. Seconded by Lonnie Taylor.

VOTE: Unanimous 5-0

- 7) Adjournment.

MOTION: Mike Reynolds motioned to adjourn. Seconded by Dana Desjardins.

VOTE: Unanimous 5-0

Louise H. Lester
Town Clerk

*Means corrections