

TOWN OF RAYMOND
401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742

BOARD OF SELECTMEN
MINUTES
Tuesday, September 20, 2005

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

Selectmen absent: Betty McDermott.

Staff present: Don Willard, Town Manager; Jack Cooper, Code Enforcement Officer; Josh Stevens, Assistant CEO; and Amanda Simpson, Assessors' Agent.

Others present: Peggy Roberts, Lake Region Suburban News.

1) Call to order. Mike Reynolds called the meeting to order at 7:00 pm at the Town Office.

2) Minutes of the previous meeting dated September 6, 2005.

MOTION: Dana Desjardins motioned to approve the Minutes of September 6, 2005 as written. Seconded by Mark Gendron.

VOTE: 3 in favor (Desjardins, Gendron, Reynolds) 1 abstention (Taylor) 3-1

3) New business.

a. Revaluation issues update – Amanda Simpson, Assessors' Agent.

DISCUSSION: Ms. Simpson reported that the September 1st completion date for Vision Appraisal was extended for several reasons such as delaying the mailing of the value analysis, allowing more time for conferences with property owners, and deadline for written comments from owners. Because of this the commitment date needed to be pushed further out.

Mr. Willard agreed that it would be prudent to keep the date of October 31st as the date the taxes are due because of Town Meeting approval but to delay the start of interest (penalty) for unpaid taxes until 30 days after the bills are mailed.

Ms. Simpson handed out the wrap up for Vision Appraisal. She added that anyone who receives a change of value will receive a notice by mail from Vision. If a whole neighborhood receives changes then everyone involved will get a notice whether they contacted Vision or not. After this work is done the website will be updated. She asked

for a Special Selectmen's Meeting on Thursday, September 29, 2005 at 6:00 pm to vote on the commitment. Ms. Simpson discussed the assessment process and said they could make a change from the present "assessors" and "assessors agent" type of organization to having a single assessor who would take the responsibility with the Assessment Review Board. Mr. Willard noted that this work process for appeals would be the assessor, Assessment Review Board, and Superior Court.

Ms. Simpson noted that she prepared a notice about the appeal process for the ROAD RUNNER and website. She said that the appeal deadline would be 185 days from the date of commitment. She added that Vision will be involved in the appeal as long as their assigned value is maintained by the town. She continued that she would review the appeal and prepare a written reply to the appellant within 72 hours of receiving the application. If their appeal is not upheld, they can then go to Superior Court. Vision has 5 days in court included in our contract with them. She handed out the State statute concerning the process.

Mr. Willard said he would appreciate their approval of the time line and commitment date of September 29th.

Mr. Reynolds asked how many abatement applications were expected. Ms. Simpson replied that if any corrections are not finalized in time for the commitment, they can go through the abatement process. She added that the process of assessment is all about distributing the tax base equitably among property owners.

MOTION: Dana Desjardins motioned to begin tax penalty interest 30 days after the date of the tax bill mailing. Seconded by Lonnie Taylor

VOTE: Unanimous 4-0

MOTION: Lonnie Taylor motioned to call a Special Selectmen's Meeting for Thursday, September 29, 2005 at 6:00 pm to vote on the 2005-2006 commitment. Seconded by Dana Desjardins.

VOTE: Unanimous 4-0

b. Department Head financial and goal presentation – Code Enforcement and Assessing Departments – Jack Cooper, CEO and Amanda Simpson Assessors' Agent.

Code Enforcement Office

DISCUSSION: Jack Cooper noted that he had prepared a written explanation of his program which the Selectmen had in their packages. He said the goals were to make the process as painless as possible for the citizens but still meet the state and town ordinances. His aim is to make the Code Enforcement Office self supporting through fees. He noted that Josh Stevens as Assistant CEO was working out very well.

Mr. Willard noted that having Josh work for the CEO and Fire Department made available the ordinance review available to the residents in one place.

Mr. Desjardins asked if there would be fee increases this year. Mr. Cooper replied he didn't expect any. Mr. Willard noted that they would be studying the fees charged by neighboring towns since that work had not been done for a few years.

Mr. Reynolds asked if the building activity was down. Mr. Cooper said that since their report was written more work has been written up and that several proposals for the Planning Board are now evident which will make a difference for the near future.

Mr. Gendron asked what could the town do to make their office run smoother. Mr. Cooper replied that some of the ordinance is cumbersome and the Planning Board is looking at those items in the ordinance. They are trying to streamline the building application process where the Planning Board is now requiring some detail i.e. phosphorus plan, the office won't need to deal with that because it will have already been done. He noted the ordinance about single back lots where they are not a part of a subdivision can be simplified. He felt they can be done by the CEO and not necessary for review by the Planning Board.

Mr. Gendron asked about clean up of illegal junk yards. Mr. Cooper answered that the work is going well and the office is keeping up to date. He did say that they take constant review because junk yards seem to grow easily.

Assessing Office

Ms. Simpson felt that her three years here shows progress. She said assessing was becoming more efficient and equitable for the future. She added that she was getting aid from the CEO secretary for about 4 hours a week. The assessing budget was mostly wages because there wasn't much in hard expenses associated with it. She mentioned her annual assessors training for which she was most appreciative.

Mr. Simpson's short term goals were the successful revaluation process and the commitment of taxes. She would be training on the CAMA system with Vision along with Elisa Trepanier who would be her backup person. She added that Kevin Woodbrey would be trained in the software maintenance by Vision. She would prepare her 2005-2006 budget. She would look forward to the integration of the GIS with the CAMA system which would allow for our tax maps to be available in PDF format on our website. She also said that they intended to have computers and a printer in the office for the public to use which would move the public away from the hard copy paper property cards and into digital information.

Ms. Simpson's long term goals included the ability to use a "tablet computer" system where she could load information in the field and at the office put it directly into the CAMA system. This would eventually save time and effort. She also hoped that there would be staffing available to input "pickup" lots allowing her more time in the field away from the office. She also mentioned the archiving of records which she would like to see done by scanning and digital storage. Mr. Simpson felt that having a color laser printer in the office capable of copying 17" x 11" maps beneficial. Some expense would come from Vision's annual maintenance agreement. Also the assessing budget will be driven by the CEO office's work load for building permits and the size of the homes and businesses. The larger buildings take more time to measure and assess.

Ms. Simpson noted that if the assessing office maintains a biennial review of the town, then large jumps in assessments would be avoided and not be such a shock to the tax payers. She would like to stay within 10% of the market value.

Mr. Desjardins asked if she would use Vision for this update work. Ms. Simpson replied that she felt local talent could be used and would be more cost effective.

Mr. Desjardins asked if a printer could be leased instead of purchased. Ms. Simpson replied that she could share Mr. Woodbrey's printer but would need it moved to the town office. Mr. Gendron felt that because Mr. Woodbrey's hours are less, the printer could probably be shared.

Mr. Willard asked where the Selectmen's meetings would be held because the digital broadcasting proposals are in. He said the Selectmen would be talking about that in October. Ms. Simpson noted that Raymond really needs two rooms for meetings; multiple meetings are going on at the same time. There was discussion about possible meeting places in the town office and schools.

c. Maine Municipal Association Annual Meeting Voting Delegates and Credential Form for signature.

MOTION: Dana Desjardins motioned to appoint Don Willard and Louise Lester as Raymond's voting delegates to the MMA Annual Business Meeting October 5th.
Seconded by Lonnie Taylor.

VOTE: Unanimous 4-0

4) Old (unfinished) business.

a. Fuel Oil

Mr. Willard announced that the Department Heads would be talking about this issue next Thursday, Sept 9. He noted that the IRS fuel adjustment for mileage is now \$.485 which the IRS will review in January. At this point our fuel oil is \$1.09. Mr. Desjardins asked about using biodiesel. Mr. Willard said that it would need to be cost effective before the town could consider it.

5) Town Manager Report and Communications.

a. Egypt Road

Mr. Willard announced that the Maine Department of Transportations has reclassified Egypt Road and part of North Raymond Road as a minor collector road. This means that the MDOT will maintain the road in summer months and the town in winter months. He explained that if the road needs repair the state would pay for it if they have the funds, otherwise the town would have to become a partner in a one third/two thirds deal as we have done for Webbs Mills Road and Meadow Road. He added that Gray's end will have to be upgraded with some guard rails before the state will take it, but Raymond's end is fine. Mr. Willard said he would speak with Gray about that.

b. ICMA Conference

Mr. Willard announced that he would be attending the ICMA Conference September 24 through 28 in Minneapolis but would return by Thursday, Sept. 29th.

6) Fiscal Warrants – Payroll and Appropriation Warrants – September 20, 2005.

MOTION: Mark Gendron motioned to approve the September 20, 2005 Payroll Warrant in the amount of \$44,167.25. Seconded by Lonnie Taylor.

VOTE: Unanimous 4-0

MOTION: Mark Gendron motioned to approve the September 20, 2005 Treasurer's Warrant in the amount of \$86,282.17. Seconded by Dana Desjardins.

VOTE: Unanimous 4-0

NOTE: Mr. Gendron announced that the One Raymond Committee would be meeting next month. They still need a member from the Planning Board.

7) Adjournment.

MOTION: Mark Gendron motioned to adjourn. Seconded by Lonnie Taylor.

VOTE: Unanimous 4-0

ADJOURNMENT: Mike Reynolds adjourned the meeting at 8:21 pm.

Louise H. Lester

Town Clerk