

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

Selectmen Meeting Minutes  
\*Amended on 12/20/05  
Tuesday, November 30, 2005

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

Members absent: None

Staff present: Don Willard, Town Manager; Nathan White, Public Works Director; Kevin Woodbrey, Network Administrator; Laurie Forbes, Technology Committee Chairman; Josh Stevens, Assistant Code Enforcement Officer; and Amanda Simpson, Assessors Assistant.

Others present: Barbara Thorpe, Raymond Village Library Director; Marcia Corradini, Building Committee Chairman; John Brenan, Building Committee; Ralph Bartholomew, Budget Finance Committee; Charles Leavitt; and many others.

1. Call to order. Betty McDermott called the meeting to order at 7:00 pm at the Town Office.

2. Minutes of the previous meeting dated November 1, 2005.

MOTION: Mark Gendron motioned to accept the minutes with Betty McDermott's correction on the second page that she didn't say anything about the IF&W. She asked that it be deleted. Seconded Lonnie Taylor.

VOTE: Unanimous 5-0

3. New business.

a. Consideration of new road name – Edleman Drive located off Mill Street across from Sheri Gagnon Park – Jack Cooper, Code Enforcement Officer.

MOTION: Mark Gendron motioned to approve the name change to Edleman Drive. Seconded by Mike Reynolds.

VOTE: Unanimous 5-0

b. Consideration of 2005 supplements and abatements – Amanda Simpson, Assessor's Agent.

DISCUSSION: Ms. Simpson said this was the first round of changes/abatements from the new Vision Appraisal valuation. She reviewed the abatement process. She explained that the first technical review was from her office whether it was an official appeal or just a correction of information on the property card. She continued that tonight was administrative and the next taxpayer requested meeting would be within a 60-day application

deadline to the Board of Assessment Review (BAR). If that were not successful the final appellant's review would be before Superior Court if pursued.

Ms. Simpson introduced 5 Supplements:

Mr. Desjardins asked if the signing by the Selectmen could come at the end of the meeting to keep agenda items moving along. Ms. Simpson – yes. Mr. Reynolds said that he felt people were attending this meeting to talk about their assessments. He didn't feel this was the place for discussion but if their appeal was denied they could apply to the Board of Assessment Review. He said that the BAR was the body to support or not the Selectmen/Assessors agent's opinion. Mr. Gendron said that this was why the Board of Assessment Review was formed so that the taxpayers could discuss their case at length for a possible other opinion. Mr. Desjardins felt that the public should be able to ask some questions.

Mr. Gendron concurred but felt that only general questions should be entertained. Mr. Bartholomew asked if the taxpayers can't give testimony during their process, why didn't the Board of Assessment Review come first. Mrs. McDermott said that the process is the same as before except that the review is not by the County Commissioners but our own Board of Assessment Review. Mr. Bartholomew felt that this was a progressive review process. Ms. Simpson said that the first review was by the assessor's agent and in Raymond's case Vision Appraisal and herself. The next possible review would be with the Board of Assessment Review. She noted that the Selectmen could agree or not with Vision's or her opinion, it was their prerogative. Mr. Willard said that the Selectmen could ask questions before signing the assessment if they wished. Mr. Leavitt reviewed the process noting that the Selectmen's signature will approve the work of the assessor's agent. Lewis Curtis asked if the BAR would be meeting and when. Ms. Simpson replied that no meeting for review would be set until an application was ready to be studied. She added that the BAR has met for administrative sessions to learn what they will be doing. Mr. Curtis indicated that the letter received by the taxpayers alluded to the fact that public comment would be allowed in order to argue their position. Ms. Simpson explained that when she wrote the cover letter she did not assume that she knew what the Selectmen would want to do tonight and therefore wrote the cover letter in the way that she did. Jeff Wood said he felt it was an administrative issue when reading the letter he received. He questioned the 60 days noted in the letter because it only left two days from his original appeal to the deadline. Ms. Simpson explained that they could appeal within 60 days of this meeting in order to make their case before the BAR. Tom Dostie asked about the make up of the Board of Assessment Review. Mr. Willard said it was comprised of local taxpayers who volunteered. Mrs. McDermott announced that the BAR is looking for one person as an alternate if anyone wanted to apply for the volunteer position.

Mr. Willard suggested that some of the initial comment tonight should be written into their policy. Mr. Reynolds felt that the taxpayer's opinion is

important but that the Selectmen at this time have no background on the issues for any discussion and felt that they would use the opinion of Ms. Simpson because she was aware of that information.

Ms. Simpson noted that since the Selectmen can only meet in public, this is their policy meeting to decide on how they will deal with these abatement applications. She apologized to the attendees that this process takes time from the Selectmen's meeting but said that it was necessary to formulate their policy. Mr. Gendron didn't want anyone feeling railroaded but the Selectmen felt that Ms. Simpson has done her job and that they have no reason to question her decision. It is the work of the BAR to determine if they see a reason to question her decision. Mr. Reynolds apologized about the lack of information about this process and thanked the attendees for helping the Selectmen form their policy. Mr. Leavitt noted that the Dacey appeal a few years ago was heard by the Selectmen which eventually went to the County Commissioners and was found in favor of the taxpayer. He felt that after that time the Selectmen decided to form the Board of Assessment Review. Mr. Willard agreed that this was a new process and would take some policy adjustment time. Mr. Gendron said that the Selectmen had advertised for BAR members and were still looking for an alternate. The Selectmen appoint the members and look for people who have some background which will be helpful in the decision making. He continued that the Dacey case was studied in depth after the Selectmen made their decision and with that further study was found differently than the majority of the Selectmen originally voted. Mr. Willard noted that the BAR has and will be further trained in their work in reviewing assessments. He felt this was the progressive way to go about assessment appeals. Mr. Bartholomew asked if he had to resubmit his application.

Ms. Simpson said that there would be a new application and the information already submitted could be added to that BAR application if requested. Mr. Wood asked that the abatement process on website be written more clearly. Mr. Leavitt continued that if the Selectmen decided to deny an opinion of the assessor's assistant, then there would be another opportunity for the appellants to have testimony. Mr. Dostie asked if the current applications would be signed for approval tonight. He asked if the Selectmen have read Ms. Simpson's opinion and looked at the associated testimony from the landowner. Mr. Reynolds said he couldn't answer that question until the Selectmen vote. Mr. Gendron said that Ms. Simpson's job is to assess the property, and he didn't feel that they should go through them individually because they don't have the associated information. He said that this decision is in part because of the volume of abatement requests at this time. He also said that the Board of Assessment Review does not use Ms. Simpson as their agent but are a totally independent board which can ask for any information pertinent to the appeal. Mr. Desjardins noted that some of the corrections were for "construction detail" which isn't more than information correction.

Kathleen Baker said that she had not filed an abatement application but got notices about this meeting. She said that there are other things she wanted to have discussed besides her exemption. She asked if she now needed to file an application for the rest of her abatement appeal. Ms. Simpson replied that tonight she would take care of the simple errors and then work on the more complex items at a later date when her applications are filed. She said that Mrs. Baker would need to file an application.

MOTION: Mike Reynolds motioned to approve the supplementals SU 05-01 (map 46, Lot 26); SU 05-02 (Map 12, Lot 50B); SU 05-03 (Map 50, Lot 47); SU 05-04 (Map 55, Lot 23); SU 05-05 (Map 4, Lot 46). Seconded by Mark Gendron.

VOTE: Unanimous 5-0

Mr. Reynolds asked if there were any changes in the abatement applications since 11/23/05? Ms. Simpson reported that #12 had a change and gave the Selectmen the corrected sheet.

MOTION: \*Mike Reynolds motioned to approve the abatements AB 05-01 (Map 5, Lot 16A); AB 05-02 (Map 4, Lot 46B); AB 05-03 (Map 41, Lot 78); AB 05-04 (Map 67, Lot 29); AB 05-05 (Map 26, Lot 29); AB 05-06 (Map 73, Lot 9); AB 05-07 (Map 16, Lot 20); AB 05-08 (Map 1, Lot 27); AB 05-10 (Map 12, Lot 72); single page AB05-12 & 51 (Map 75, Lot 27); single AB-05-15 (Map 24, Lot 52); AB 05-17 (Map 77, Lot 50); AB 05-18 (Map 56, Lot 16); AB 05-22 (Map 30, Lot 13); AB 05-24 (Map 15, Lot 62); AB 05-25 (Map 15, Lot 74); AB 05-26 (Map 52, Lot 29); AB 05-29 (Map 31, Lot 44); AB 05-30 (Map 70, Lot 8); AB 05-32 (Map 68, Lot 24); AB 05-35 (Map 55, Lot 61A); AB 05-36 (Map 52, Lot 23); AB 05-37 (Map 12, Lot 21); AB 05-40 (Map 15, Lot 91A); 05-107 (Map 12, Lot 50); AB 05-119 (Map 13, Lot 16). Seconded by Lonnie Taylor.

DISCUSSION: Mr. Gendron suggested that Ms. Simpson's talk with the attorney would produce a new sheet to give to the appellants. Ms. Simpson said the decision would go out within 72 hours and the application form will be available at the town office or on the Raymond website. Their current information can be included in their application if they request it. They then have 60 days to ask for their further appeal. Beyond that they lose their opportunity for appeal. She said not to use the Vision Appraisal list on the website but come into the office for the most current information on the current property card.

VOTE: Unanimous 5-0

NOTE: Ms. Simpson said that from January 1<sup>st</sup> until the last updates, Raymond assessments are within 10% of full values. Raymond is 10% to 15% below current market value.

c. Planning Board applicant interviews (two vacancies): Samuel Gifford II; Patrick Smith; and Mark Childs.

DISCUSSION: Sam Gifford II introduced himself saying that he has municipal board experience in New York for at least 10 years. He also worked with urban renewal. He said that he is used to working cooperatively with others. Mr. Reynolds asked how he heard about the opening. Mr. Gifford said he had expressed interest and then got a phone call. Mr. Gendron asked about the Conservation Commission. Mr. Gifford said he would be interested in both committees. Mr. Reynolds asked how long he has resided in town. Mr. Gifford replied since May but his wife's family has been here for years. Mr. Taylor asked which board would be his preference. Mr. Gifford said he couldn't say until he was asked but he did have a lifelong interest in conservation. Mr. Gendron said that the Conservation Commission was going to ask him to join them. Mr. Desjardins asked if he were familiar with Raymond's Comprehensive Plan. Mr. Gifford replied that he had looked at it, but would study it. Mr. Desjardins inquired if he had any opinions about ordinance changes. Mr. Gifford said that in a general sense there is room for improvement. It depends on the master plan for the town.

Mark Childs explained that he has lived here for 4 years prior to being in New York. He wanted to give something back to the town. He had been a fire fighter and Sunday school teacher in New York. He had attended some Planning Board meetings and felt he could be helpful. He has no Planning Board experience but has an interest in conservation. He had no motivation to his candidacy except giving back to the town. Mr. Gendron asked if this doesn't work out would he consider another position. Mr. Childs replied yes. Mr. Reynolds asked why he went to a Planning Board meeting. Mr. Childs replied because the issue was near where he lives and wanted to know how the system works. He felt the Board really needs some new members. Mr. Willard asked what brought him to Raymond. He said his vision was that the community offered values in a balanced way but not disturb the environment i.e. industrial areas.

Patrick Smith – Mr. Smith explained that he is a Maine native working in civil design in southern Maine. He said he didn't work directly with Planning Boards but wanted the experience of being on Raymond's. Mr. Taylor asked if he were interested in other volunteer committees. Mr. Smith replied no. He noted he worked for Sebago Techics and before that BH2M. Mr. Gendron asked if he felt his expertise would help the Board. Mr. Smith said his experience would help the Board understand where the developer is coming from and to avoid pitfalls along the way.

MOTION: Mark Gendron motioned to appoint Patrick Smith and Sam Gifford II for the two positions on the Planning Board. Seconded by Dana Desjardins.

NOTE: Mr. Gendron asked to keep Mark Curtis on the list for the next position.

VOTE: Unanimous 5-0

- d. Request for modifications to cardboard drop off area – Melissa Ayers, abutter.

Mr. Willard said that Ms. Ayers was not present but he felt that the work at the area doesn't offer a buffer to her property. He recommended putting in a fence to keep refuse away from her yard. He said that the changes to the new area would be complete very soon. Mr. Desjardins asked about the length of the fence. Mr. Willard replied the total length is 104 lineal feet which they used for a baseline for quotes. Mr. White said that a boundary survey should be studied. Mr. Willard indicated that there isn't a budget for this fence. He felt that at this point the funds would be from contingency or wait until the next annual budget. Mr. Gendron asked that Mr. Willard let her know we're working on it and will get it done. Mr. Willard wanted to go ahead with a price not to exceed the estimated quote of \$3,190 and go to bid. There was discussion of fencing styles. Mr. Reynolds asked if there would be room for fire engine movement. Mr. White didn't know whether the fence would have to go the full length and still be effective because the dumpsters will be moved back next to the trees. Mr. Gendron asked to table until we know when the next Selectmen meeting would be so that they can review the bids.

MOTION: Mike Reynolds motioned to table this decision until they know when the next meeting will be. Seconded by Lonnie Taylor.

DISCUSSION: Mr. Leavitt suggested that since the bulky waste is doing so well possibly money could be taken from that for the fence. Mr. Gendron noted the surplus from MMWAC might be used even though it has been put into the general fund.

VOTE: Unanimous 5-0

- e. Special Amusement Permit Application – ERJ Properties/Montebello Ristorante, Enzo Raggiani.

MOTION: Mike Reynolds motioned to approve the Special Amusement Permit for the Montebello Ristorante. Seconded by Lonnie Taylor.

VOTE: Unanimous

- f. Building Committee Final Report and Capital Plan recommendation – Marcia Corradini, Chairman; Josh Stevens, Assistant Code Enforcement Officer; and Don Willard, Town Manager.

DISCUSSION: Marcia Corradini reviewed her final report from last spring. She said the report identified town owned property and land coming up for sale during their work. She continued that they studied criteria for space and acreage for a new town office and possibly a multi function building for the town office and library. She thanked Kevin Woodbrey and John Bernan for

their work on the feasibility study and space needed for current work in the town office and library. She explained that the present building was very old, showing its age, and is being used to full capacity. She hoped the mandate from the Selectmen was fulfilled and received their approval for the report. She continued that if the Board decided to continue the work then the committee should be re-opened to the citizens of the town to see if anyone else is interest in going forward with the planning. She inferred that some members would not be returning to the committee and replacements would be needed.

She then asked Josh Stevens describe the provided pictures of the current town office which were taken about 9 months ago. At the time of the photographs he was interested in the safety aspect but he felt they were still pertinent. Since that time he had looked at the town office for Code violations. He reported a lack of electrical plugs and general systems. He noted the collection of water in the basement after rainstorms which runs down the wall where the electrical boxes are in the furnace room. Both the fire code and BOCA say the boiler room is supposed to be a two-hour protected room but the holes in the walls and the door, which doesn't latch, is far from that. This is also the access point to the crawl space under the clerks' office part of the building. Some of the joist supports are shifting off their cement pads. There is a stairway which goes nowhere and could lend itself to confusion if someone became disoriented in the basement. Mr. Reynolds asked what the liability factors were. Mr. Stevens said the building is grandfathered but legal opinion would be more specific per issue. Mr. Reynolds asked how old is grandfathered. Mr. Stevens replied it depends on interpretation but the construction date would dictate what the code was at that time. By fire aspect any addition would have to be to code, which would require a sprinkling system, and therefore the whole building would have to be sprinkled if an addition were put on. Mrs. Corradini asked about the source of water for a sprinkling system. Mr. Stevens replied it would require a tank and full sprinkling system installation. Mr. Leavitt said in his experience the building is not up to code and would have issues with the state. He felt there were some major issues which need to be addressed and put the Selectmen on official notice. Mr. Gendron felt that these issues need to be fixed but that the town has been "on notice" for some time. Mr. Stevens suggested a workshop session to list and prioritize the issues. Mr. Gendron noted that for the protection of the employees and visitors, something needs to be done now. Mr. Stevens said the first step would be to enclose the furnace room and then work on the other issues. Mrs. Corradini expressed concern about which issues might be renovations or repairs. She wanted to try to stay from the renovation level of reworking the town office. Mr. Desjardins said that any old systems replaced through the years were left in place such as telephone and computer wiring which Mr. Woodbrey and others have attempted to cleaned up. Mrs. Corradini noted that Raymond has tried to keep the cost down but it's not always the best way to go. Mr. Stevens said that the state

would look at improvements or corrections as just that and not renovations. Mrs. Corradini felt that the present town office has been maximized for some years and something more user friendly was needed.

Mr. Willard said that in the 1990's a study was done by Barry Stallman but that the renovations/additions were found by the Building Committee of that time and Selectmen to be too expensive. In 2000 a modular piece was discussed as an addition. In 2003 improvements were discussed using the current outside with different inside space configurations. Purchasing land was studied but found too expensive. Fifty one Main Street was denied by town meeting vote which would have melded into a lot which is being used by the current library building and some adjacent town land as well as possibly other purchased land. Mr. Willard noted two options: 1) purchase a one-acre parcel of abutting land to the present town office and renovate the current town office or 2) renovate the Public Works garage and its associated 7.52 acres of land. This would require that Public Works and the bus garage move possibly the Plains Road facility which has about 12 acres. The fire department would remain where it is and be incorporated into the new facility. Mr. Willard suggested a new building committee to explore these. Mr. Gendron asked about the Committees ideas. Mrs. Corradini said that they had discussed many ideas but always felt that the current building should be preserved for some community use because of its historical significance if not used for a town office. A phased approach was discussed where modules would be added over the following years. Mr. Willard recommended a new committee to look at the two options found. Mrs. Corradini recommended getting architectural help for concepts and time line. Barbara Thorpe said the library would like to continue to be a part of the committee and overall concept, but the library will be doing their own needs assessment and over the next two years will look to fulfill their expected needs. They felt they couldn't expect to be included in the town office plan even though it would be advantageous in some aspects. John Brennan felt that some funding would be necessary for the committee for professional assessment and planning. Mr. Reynolds asked if the town office had a contingency plan if for some reason the town office wasn't usable. Mr. Willard replied no but that a way would be found as it was in Casco this year. He said that his preference to date would be to move to the District II building and move Public Works to Plains Road. Mr. Reynolds thanked the committee and felt it should be continued. He also felt that they should be improving the current town office. Mr. Willard said new windows in the main part of the building are being planning in the 2006-2007 budget.

**MOTION:** Mike Reynolds motioned to form a committee to look at the town office improvements for the short term and then work on long term usage of the District II building or other pieces of land should they become available.

**DISCUSSION:** Mr. Leavitt asked about needs assessment and asked Mr. Willard what his opinion was about human resource requirements. Mr.



Willard said that he felt Raymond's staff is under the norm and in years to come there will be growth for which we need to plan. He also said that an architect would help with these needs and how to deal with them. Mr. Leavitt had concern for the future and what Raymond's taxes will develop into. Mr. Gendron felt that if the town had been more current with revaluations then taxpayers wouldn't be as shocked today. He suggested that the school is still under the state norm for expense and that the One Raymond Committee would help resolve some issues.

Seconded by Lonnie Taylor

VOTE: Unanimous 5-0

g. Department head financial and goal presentation – Nathan White, Public Works Director.

DISCUSSION: Mr. White explained that his Department's biggest problems is the growth of the town. The plowing routes are increasing with summer maintenance along with it. He said that between truck drivers and safety flaggers four people isn't enough on some jobs which will dictate an adjustment in the new budget. He felt that possibly with more staffing and vehicle usage they will be able to keep static with the current workload otherwise they will be falling behind. Mr. Willard informed the Selectmen that he was working toward a zero increase in the budget. Mr. White said that the petroleum cost is going up, therefore, other costs are coming up as well like trash, recycling, plowing and general work. Mr. Desjardins suggested pay per bag to help with the trash budget. Mr. Willard replied it would be studied but felt it would not be popular with the residents. Mr. Desjardins asked about rental flaggers. Mr. White said that they were expensive and not satisfactory help. He was looking at summer part time workers and train them in house. Mrs. McDermott noted that Public Works has many jobs like maintenance of Tassel Top which is a special use for the crew. Mr. Gendron said that this would put Nathan in more management and less on the job. The use of outside contractors is difficult with their working us into their schedule for small jobs. Mr. White said he had a good crew and Mrs. McDermott concurred. He added that he had a couple of small contractors he could call on and does. Mr. Willard said that the town's equipment is being taken care of and in good shape. Mrs. McDermott noted that the addition of a pole barn at Plains Road and the ball field improvements built by the National Guard would be wonderful. Mr. White said that one dump truck is going to have to be replaced but it is satisfactory for now.

h. Digital Broadcast equipment bid award. HB Communications, Inc. – Kevin Woodbrey, Network Administrator.

DISCUSSION: Mr. Woodbrey announced the low bid at \$73,983. He discussed the whole job for two broadcasting locations to be up and running which will be networked from the town office to both schools and the modular. The backbone will be the fiber optic cable installed. Nineteen

cameras at the school are installed but not hooked for recording. There will be a cable high-speed network from the server. He added that because Public Works cannot plant the cable, his budget would have to hire a contractor to do it. Mr. Woodbrey continued that he would investigate HB Communications thoroughly before actually hiring them to do the work.

MOTION: Dana Desjardins motioned to accept the low bid from HB Communications, Inc. to continue the digital broadcast studio. Seconded by Mike Reynolds.

VOTE: Unanimous 5-0

- i. Consideration of municipal representative to the Lake Region Development Council Board of Directors.

The Selectmen asked that this position be advertised for a candidate.

- j. Consideration of December meeting dates.

MOTION: Lonnie Taylor motioned to sign warrants on December 6, 2005 and have their next meeting on December 20, 2005. Seconded by Mike Reynolds.

VOTE: Unanimous 5-0

4. Old (unfinished) business.

- a. Raymond Village Library

Mr. Desjardins had a call from Lori Rand concerning the library parking lot lighting. Mr. Willard said that the library was to let him know if anything was needed. Laurie Forbes said she would talk with Mrs. Rand. Mr. Desjardins said a mast on the building would work but across the lot from the building would be the best. Mr. Willard noted that Central Maine Power had been approached but they required new pole(s) which would be cost prohibitive.

5. Town Manager Report and Communications.

- a. Bulky Waste

Mrs. Lester was thanked for her bulky waste comparison which showed that the levels seem to be about the same as last year.

- b. Assessment meeting December 1, 2005

Mr. Willard announced that there would be a meeting which Jean Labrecque of Deep Cove Road organized about our new revaluation for Thursday, Dec. 1 at the Public Safety Building 7:00 pm. The Selectmen have not been invited as a whole. Mr. Gendron reiterated that a revaluation after a lapse of 15 years should have expected many changes. He felt that the current abatement decisions should be posted on the website. Mr. Willard said that we've heard from as many happy taxpayers as unhappy. It was decided that the Selectmen wouldn't attend as a body but would as an individual if they wished.

c. One Raymond Committee

Mr. Gendron announced that the One Raymond Committee would be meeting on December 13, 2005 at 7:00 pm at the Town Office.

6. Fiscal Warrants – Payroll and Appropriation Warrants – November 30, 2005.

MOTION: Mark Gendron motioned to approve the payroll warrant in the amount of \$93,661.12. Seconded by Lonnie Taylor.

VOTE: Unanimous 5-0

MOTION: Mark Gendron motioned to approve the treasurer's warrant in the amount of \$2,840,050.59 of which \$2,700,000 into investment. Seconded by Lonnie Taylor.

VOTE: Unanimous 5-0

7. Adjournment.

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

VOTE: Unanimous 5-0

ADJOURNMENT: Betty McDermott adjourned the meeting at 10:17 pm.

Louise H. Lester  
Town Clerk