

Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742

**BOARD OF SELECTMEN
MINUTES
*Amended April 18, 2006**

Tuesday, April 4, 2006

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

Members absent: Lonnie Taylor

Staff present: Don Willard, Town Manager; and Josh Stevens, Assistant Code Enforcement Officer.

Others present: Lisa Friedlander and Gaia Cloutier; John Rand, Conservation Commission; Phil Hammett, Chairman Recycling Committee; Peggy Roberts, Lake Region Suburban News; Charles Leavitt; Christine McClellan, Chairman CPIC; Greg Foster, and Diane Shively.

- 1) Call to order. Betty McDermott opened the meeting at 7:00 pm at the Town Office.
- 2) Minutes of previous meetings dated March 14, 2006 and March 21, 2006.

MOTION: Dana Desjardins motioned to approve the minutes of March 14, 2006 as written. Seconded by Mark Gendron.

VOTE: Unanimous 4-0

MOTION: Dana Desjardins motioned to accept the minutes of March 21, 2006 as written. Seconded by Mark Gendron.

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

- 3) New business.
 - a.) Certificate of recognition Gaia Cloutier – Trout in Classroom Project, Fourth World Water Forum, Mexico City, Mexico.

Mrs. McDermott read the certificate and awarded it to Miss Cloutier thanking her for her work on this project.

- b.) Comprehensive Plan Implementation Committee proposed ordinances for consideration – Christine McClellan, CPIC Chairman and Mike Reynolds, Selectman and CPIC Vice-Chairman

~~*DISCUSSION: Mrs. McClellan asked the Selectmen to allow the Comprehensive Plan Implementation Committee (CPIC) to continue to employ Amanda Simpson as a consultant for the remainder of the budget year 2005-2006. She said that they need the~~

~~help and Ms. Simpson has been invaluable to their work to date. The Selectmen felt the balance of the money available could be used for this purpose.~~

~~MOTION: Mark Gendron motioned to authorize the CPIC to use their money for planning services as they see fit. Seconded by Mike Reynolds.~~

~~DISCUSSION: Mrs. McClellan said that they would like to hire her as an independent planner.~~

~~VOTE: Unanimous 4-0.~~

i) Residential Growth Management Ordinance;

DISCUSSION: Mrs. McClellan asked for the Board's approval to place this ordinance on the warrant for town meeting.

MOTION: Mike Reynolds motioned place the Residential Growth Management Ordinance on the town meeting warrant. Seconded by Mark Gendron.

VOTE: Unanimous 4-0

ii) Land Use Penalties to Open Space Reserve Fund;

DISCUSSION: Mr. Rand said that the Conservation Commission would like to use the revenues from the Tree Growth Law penalties to put into the open land account which would help with future open space planning. Open space funding through the town warrant is not as active as they would like, and this would give somewhat regular funding to that account. Mr. Desjardins asked about the penalties. Mr. Willard said it would have been about \$29,000 in the last five years. Currently those funds go into the undesignated surplus. Mr. Rand said he thought it had already been before the town attorney for approval for this program. Mr. Willard thought that was correct but would look into it. Mr. Desjardins asked if some of the funds could be used for planning. Mr. Gendron said that this could be designated funds for just this program. It seemed that each of the departments are using some of their revenues from user fees for their departments. Mr. Rand felt that the new fees are "right on" which will help pay their planner. Mr. Reynolds asked if this would take money from our anticipated revenues for the new budget. Mr. Willard replied yes, but he didn't think it would be a problem because we're not talking about a large amount of money. Mr. Rand asked that it be added to the warrant for the next town meeting.

Desjardins asked if this revenue could be used for Raymond Waterways as well. Mr. Rand said their intent was to keep it for open space for the purchase of lands that we determine are of high value to Raymond's character and valuable to preserve. He would prefer to keep the boundary on these revenues for that purpose only. He felt that within a year there would be a document which defines Raymond's most valuable open land parcels. Mr. Desjardins felt that the use should be wider to protect the waterways. Mr. Rand reiterated that by using it for land use, it would protect the waterways i.e. forest management. Mr. Leavitt thought it was a great idea, but the Selectmen may want to investigate the problems associated with dedicated revenue streams which would keep that revenue from the general fund. He also would question the possibility that if a large tree growth fee became available could the town attach some of that amount for general fund use and not put it all into the Open Space Fund. Mr. Gendron felt that this is covered in the article with the potential to take

something like that to another town meeting for disbursal. Mr. Rand said that the Open Space Fund has never been more than \$40,000 and is now back to \$25,000. In the future a larger fund would be preferable to be used if a large parcel became available, Raymond needed to have that amount of money available for land purchase.

MOTION: Mark Gendron motioned to draft a warrant article to this purpose and add it to the town meeting warrant. Seconded by Mike Reynolds

VOTE: Unanimous 4-0

iii) Ordinance to require future land use changes to be placed on written ballot as local referendum items.

DISCUSSION: Mrs. McClellan spoke regarding putting future land use ordinances before the town as referendum questions. They would have to present it to the public through public hearings. She said that they would like to put that request on hold for the time being because we're too close to this year's town meeting to make a change.

c.) Comprehensive Plan Implementation Committee request for consultant planner services, part-time – Christine McClellan, CPIC Chairman.

DISCUSSION: Mrs. McClellan asked the Selectmen to allow the Comprehensive Plan Implementation Committee (CPIC) to continue to use Amanda Simpson as a consultant for the remainder of the budget year 2005-2006. She said that they need the help and Ms. Simpson has been invaluable to their work to date. The Selectmen felt the balance of the money available could be used for this purpose.

MOTION: Mark Gendron motioned to authorize the CPIC to use their money for planning services as they see fit. Seconded by Mike Reynolds.

DISCUSSION: Mrs. McClellan said that they would like to hire her as an independent planner.

VOTE: Unanimous 4-0

d.) Raymond Fire Department proposed Fire Protection Ordinance Amendments for consideration – Lt. Joshua Stevens, Raymond Fire Department

DISCUSSION: Josh Stevens noted the ordinance amendment regarding the false alarm problem and said this amended Fire Protection Ordinance has been to legal (Attorney Vaniotis) for review. They have spoken to several fire chiefs who use it. They said that after the first couple of years they almost never have to use it because all businesses etc will be in compliance and therefore the ordinance isn't used very often. This will force businesses to bring their alarms up to date. Mr. Gendron asked who would be inspecting the systems. Lt. Stevens said that the businesses are supposed to keep them inspected quarterly, but this will give Raymond the right to inspect at least twice a year. Mr. Desjardins asked why it was going through the Code Enforcement Office. Lt. Stevens answered that the information can be entered and tracked through the CEO computer system. Mr. Desjardins felt that the CEO's should do it because that office will have the training to do the inspections. Lt. Stevens said that he is in the Code's office but also the Fire Department. Mr. Desjardins asked if they were certified. Mr. Stevens replied yes, both himself and Assistant Fire Chief Bruce Tupper. Mr. Desjardins had concern that more than one office would be inspecting and wanted to avoid duplication of effort. Mr. Gendron asked about fines.

Mr. Stevens said that the only fee is if a violation is found. He added there is no fee for the initial inspection. This is not for homes of one or two residences. He noted that last year 81 alarms were answered with very few false alarms. The ordinance is for apartments of over three residences or public buildings. Lt. Stevens said that the bill for a false alarm might go to the alarm company and not the owner because it's their responsibility to have the system working correctly. He added that new systems are allowed false alarms for the first 30 days to allow time for the system to be synchronized. State law says that at least one person must answer every alarm call.

MOTION: Mike Reynolds motioned to approve this for the warrant. Seconded by Dana Desjardins.

VOTE: Unanimous 4-0

e.) Recycling Committee request for trash compactor to promote school milk carton recycling – Phil Hammett, Recycling Committee Chair.

DISCUSSION: Mr. Hammett reviewed the school recycling program for milk cartons. He thanked Kathy Gillis who initiated and supervised the program. The problem is that the cartons are now being packed in plastic bags which might break and contaminate the cardboard they are hauled with. They are asking for half the price of the compactor, the other half from the school. Currently 6 to 8 gallons of milk are going to a pig farm daily thereby being recycled and not in the trash stream which amounts to 5 tons annually. The cartons are also added to our recycling tonnage for state credit.

MOTION: Mike Reynolds motioned to approve this request allowing Don Willard to choose where the money is coming from. Seconded by Mark Gendron.

VOTE: Unanimous 4-0

f.) Consideration of 2006 ballot clerk appointments – Louise Lester, Town Clerk.

MOTION: Mark Gendron motioned to appoint the list provided with the addition of two names: Barbara Estes and Cheryl Lunde. Seconded by Betty McDermott.

DISCUSSION: Mr. Leavitt understood the need for appointing ballot clerks but wanted to be sure that there was no conflict with ballot clerks being related to candidates. Mrs. Lester assured him that any ballot clerk who was on the ballot or had family members on the ballot would not be used for that election. Mr. Leavitt also had concern that all procedures for elections and town meeting voting would be upheld. He cited the fact that he was aware last year of a ballot clerk giving someone two ballots (one being for a spouse). He was concerned with the upcoming important paper ballot votes that only one ballot was given to each voter.

Mr. Leavitt continued with the issue of going to referendum questions fearing that we're going to get away from the town meeting form of government. He felt that open town meeting allowed the public to speak their opinions and ask questions before they voted.

VOTE: Unanimous 4-0

g.) Greater Portland Council of Governments (GPCOG) proposal to restructure

Southern Maine Economic Development District (SMEDD) – Neal Allen, GPCOG Director and Michael Reynolds, GPCOG Executive Committee Rep.

DISCUSSION: Mr. Reynolds informed them that the committee had been working for *almost 2- years with the original goal to get grant money from a larger geographic area being southern Maine. They now feel that small areas may be more useful i.e. county organized groups. The town will need to endorse this to be included in the Cumberland County group. Mr. Willard noted that with Raymond's valuation it would be nearly impossible for it to get any grant money for a very limited number of projects. Therefore, he felt that our participation in this endeavor would help with the entire county and thereby help Raymond.

MOTION: Mike Reynolds motioned to approve this plan of GPCOG to split SMEDD. Seconded by Dana Desjardins.

VOTE: Unanimous 4-0

4) Old (unfinished) business.

None

5) Town Manager Report and Communications.

a) Resignation of GIS Coordinator/Town Manager Secretary position.

Mr. Willard noted the resignation of our GIS/Information Director. He suggested this position be split: town manager secretary (25 hours) and GIS administrator (Kevin Woodbrey). He said that he is now advertising for a town manager's secretary. Mr. Reynolds felt that this change should be done as easily as possible for the time being and look at it later after an assessment of our needs. He didn't want to lose our GIS for the future. Mr. Desjardins announced that Jim Thomas was available for that service and works for the Town of Standish. Mr. Willard said there were a number of people who do this work and may look toward that for the future and was aware of Mr. Thomas' expertise. He added that Kevin Woodbrey would keep us going in the meantime. Mr. Willard said that he would try to hire a secretary at the existing rate of pay for our other secretaries.

b) Budget formulation

Mr. Gendron noted that this was the second budget that he had worked on. He felt this year was very unwieldy and would like to have the Selectmen set the budget next year. Mr. Willard said that a consensus needs to be met and then the town manager would present a draft for the Selectmen's consideration. He felt that a few years ago it was decided that the Budget Committee and Selectmen worked on it together. Mr. Gendron suggested working on a budget formation plan at their workshop. Mr. Reynolds wanted the guidance from the staff because the Selectmen don't know the day-to-day needs of the offices. Mr. Willard felt that the staff could give information of what is needed or wanted but the level of budget increase from zero upward is necessary from the Selectmen to create the budget.

c) Clerk's Office Personnel

*Mr. Gendron asked about the possibility of coverage of business surges behind the clerk's counter trying to identify whether we need to hire a part-time clerk for those times. Mrs. Lester said that it was very difficult to predict when the office

gets so busy that a part-time clerk would be useful. She added that it would be wonderful to have someone to call upon at the last minute for those times and also to cover vacations and sick time. She also noted that this person would have to be trained in the use of our computer systems. A clerk from Gray has helped in the past but with the difficulties in Gray right now, her time won't be available. Mr. Gendron felt it should be studied.

d) Subdivision open space/public access

Mr. Gendron reported that it was discussed at the Raymond Conservation Commission (RCC) that the Planning Board might be able to encourage the larger developments to put aside common land which are private common parcels but could be used for public recreation. It was discussed in the RCC whether a requirement could be made that they are public areas by deed restriction or covenant. Mrs. Lester noted that there is a precedent where easements have been provided for in a subdivision to preserve trails which were in existence prior to the subdivision plan.

6) Fiscal Warrants – Payroll and Appropriation Warrants – April 4, 2006.

MOTION: Mark Gendron motioned to approve the payroll warrant in the amount of \$44,447.40. Seconded by Dana Desjardins

VOTE: Unanimous 4-0

MOTION: Mark Gendron motioned to approve the treasurer's warrant in the amount of \$60,568.14. Seconded by Dana Desjardins.

VOTE: Unanimous 4-0

DISCUSSION: Mr. Gendron asked, if in the absence of the work which might have been done by the National Guard, might our contract plowing provider P&K Sand and Gravel be asked to look at the Sheri Gagnon Park ball fields to see what could be done to improve the dampness problem. Mr. Desjardins said he would ask for an estimate.

6) Adjournment.

MOTION: Dana Desjardins motioned to adjourn. Seconded by Mark Gendron.

VOTE: Unanimous 4-0

ADJOURNMENT: Betty McDermott adjourned the meeting at 8:11 pm.

Louise H. Lester
Town Clerk