



**BOARD OF SELECTMEN**  
**MINUTES**  
March 8, 2011

**Present: Chairman Joe Bruno, Vice-chair Lonnie Taylor, Charly Leavitt, Sam Gifford and Michael Reynolds.**

**Absent: None.**

**Staff: Don Willard, Town Manager; Nancy Yates, Finance Director; Louise Lester, Town Clerk; Chris Hanson, Code Enforcement Officer, Denis Morse, Fire Chief; Bruce Tupper, Assistant Fire Chief; Nathan White, Public Works Director; and Danielle Loring, Recording Secretary.**

**Others: Brenda Stevenson, Leigh Walker, and Barb Thorpe (Raymond Village Library Directors).**

**1) Call to order:** Joe Bruno called the meeting to order at 6:59pm and a quorum was declared.

Mr. Bruno announced that he would be taking items out of order during the night's meeting.

**2) Minutes of previous meeting dated February 8, 2011**

MOTION: Lonnie Taylor motioned to accept the minutes from the February 8, 2011 meeting as submitted.; seconded by Charly Leavitt.

DISCUSSION:

- Under "Item 3c" should be "now open" instead of "not open"
- Under "Item 4a" should be "60%" instead of "70%" to describe the threshold.

VOTE: UNANIMOUS APPROVAL (5/0)

**3) New business.**

**a) Raymond Village Library Update- Leigh Walker and Brenda Stevenson, Library Directors**

Brenda Stevenson explained that they were there to "touch bases" in terms of the progress and status of the Library's current projects and ongoing services. She thanked Public Works for their maintenance work that helped to keep the Library functional. She added that the 2010 Annual Report highlighted the services that the Library was currently offering and expanding.

Ms. Stevenson continued by summarizing that they had seen steady activity, despite that advances in technology such digital readers. Currently, they were seeing around 15% of their materials being used and they had experienced a 16% increase in their materials. She thanked the volunteer efforts of their community and stated that there were 1600 volunteer hours logged but believed that they were closer to actually 2500 hours because many hours went unrecorded. These efforts were a benefit to the Library

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\*\*Item taken out of order

because 57% of their revenue comes from fundraising. She added that 1% of their donors were not even patrons.

Ms. Stevenson said that they were currently working on automating their collection and was hoping that this would be completed by 2011. She explained that with this technology, residents could see if a book was available and checked out from the Library. After this project was completed, they were going to move on to website design to make it more user friendly.

In terms of budgeting, Ms. Stevenson told the Selectmen that this was their second year at a flat budget but she was not optimistic at them being able to function at that level. Their main concern was space especially with expanding collections. This meant that they were having to think about their long and short term projections and goals.

Leigh Walker thanked everyone involved in the Community Garden. She explained that they were able to donate over 200 pounds of produce to the local food pantry. This year she wanted to work with local farmers to help collect their surplus and donate it to the food pantry.

Mr. Bruno thanked them for coming in with a flat budget but wanted to know what they would ideally want to collect from the Town, rather than the 47%. Ms. Stevenson said 50-55%, with 60% Town funding at the high end. Mr. Willard added that there were towns where the libraries received a larger percentage of town contribution, as well as a large endowment, but felt that Raymond Village Library offered services that were of a high standard of public benefit, considering the cost.

Mr. Bruno mentioned that he and Mr. Willard had had a meeting with the RSU#14 administration and that there we talks of the Town Office possibly sharing the JSMS with them and wanted to know if the Library would be interested in co-locating there, if the opportunity was available. Mr. Walker said that they were always looking for opportunities to expand. Mr. Willard clarified that the school was not closing and the Town would only be utilizing surplus area within the building.

Mr. Reynolds commented that it seemed like they operating at a two to one ratio of volunteers to staff, based on the hours they had reported. Ms. Walker said that it was possible because there were many hours that were unlogged but the hours also included time put toward functions outside the Library, such as plant sales and other fundraising event.

Mr. Leavitt wanted to know if they had received any corporate support. Ms. Walker replied that they were working on some grant writing projects and had received assistance but that had not been receiving any reoccurring funding from any local businesses. She stated that the often tried to avoid asking them for money because they received so many requests from other organizations. She and Ms. Stevenson pointed out that the Library had received funding from IBM, UNUM, and Key Bank. Ms. Stevenson took the opportunity to thank the Good Life Market for their support with the Community Garden by offering organic gardening course to raise money. She apologized if they were forgetting any contributors because they did not come prepared with a complete list.

**\*\*e) Consideration of Proposed FY2011-12 Municipal Budget/Warrant Articles- Board of Selectmen**

Mr. Bruno explained that they were going to go through the budget article-by-article and any discussion or changes should be brought up at that time. Mr. Willard opened by stating that the budget that they had before them was \$2400 less than the draft budget seen on February 22, 2011 because two Selectmen had foregone their stipends. This would reduce the gross budget to \$3,645,536, or \$2433 less than the FY2010-11 gross budget.

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He continued by explaining that the Town had received the final tax assessment from Cumberland County and it was \$186 more than what was estimated on their website and reported on February 22 at the Budget Finance Committee meeting. This would bring the total to be appropriated to \$589,325, which would be an increase of \$44,379, or 8.14%, over the previous year. He stated that the estimated non-property tax revenue was projected to be \$1,503,006, which considered the usage of \$88,406 from the Undesignated Fund Balance. Overall, the proposed net budget was \$2400 under the LD1 levy limit that had been calculated by contract assessor, Mike O'Donnell.

*Article 1: Election of a moderator*

DISCUSSION: None.

*Article 2-7: Place Holders*

DISCUSSION: None.

*Article 8: Property Sale for Non-Payment of Taxes*

DISCUSSION: None.

*Article 9: When property taxes are due and interest rate for late taxes*

DISCUSSION: Mr. Reynolds wanted to know if these had changed from the previous year. Mr. Bruno replied that they had not and explained that the State of Maine set the percentage limit.

*Article 10: Interest rate for abated taxes*

DISCUSSION: None.

*Article 11: Disposal of Town-owned property, not to exceed \$35,000*

DISCUSSION: Mr. Leavitt wanted to know what the process was for disposing of property. Mr. Willard explained that if it was a *de minimis* amount, which was under \$5,000, it would be sold and anything of significant value would go to bid. Mr. Leavitt then asked about how the public was notified of such sales and Mr. Willard said that they used regular Town Office posting places and free website postings, such as Craig's List and Uncle Henry's. Mr. Leavitt expressed concern that the public was not being given sufficient notice that these items were available for purchase. Through conversation that included Mr. White, it was explained that many of these items were posted and some were posted for quite sometime before being purchased, but that many were purchased for close to their retail value once it was decided that they would be sold. Mr. Willard said that putting all items out to bid was an option but he felt that they would not get as big of a return. Mr. Reynolds suggested that, with the Town website being more user friendly, it should be the first place that any items be posted for sale.

*Article 12: Contingency Fund (Not over \$75,000)*

DISCUSSION: None.

*Article 13: Transfer of Appropriation Funds*

DISCUSSION: None.

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*Article 14: Town Employees to Plow/Work on Private Property.*

DISCUSSION: None.

*Article 15: Authorize Treasurer to Accept Early Taxes.*

DISCUSSION: None.

*Article 16: Use of TIF Moneys toward Town Projects*

DISCUSSION: Mr. Leavitt wanted to know where the \$15,000 was coming from for GIS. Nancy Yates, Finance Director, said that it was coming from unspent moneys from prior years. Mr. Willard stated that the Town had gone from using \$250,000 of Undesignated Fund Balance moneys to \$88,000. Mr. Reynolds wanted to know if there was anything else coming from the TIF and Mrs. Yates said that there was not.

Mr. Leavitt was concerned with the process that they were using to review the budget and felt that there should have been a workshop. Mr. Bruno reminded him that he could talk about any concerns that he had for each article. Mr. Leavitt stated that the meeting that they had attended on February 22<sup>nd</sup> with the Budget Committee was only for presentation and he wanted to discuss how each of the goals by the Town Manager were or were not met.

*Article 17: Administrative Account*

DISCUSSION: Mr. Bruno reminded the Board that these were closed articles, which meant that each could only be decreased.

*Article 18: Assessing Account*

DISCUSSION: Mr. Bruno stated that there was a decrease due to an employee retiring.

*Article 19: Town Hall Account*

DISCUSSION: Mr. Bruno stated that this was down 7.7% from the previous year.

*Article 20: Insurance Account*

DISCUSSION: Mr. Reynolds stated that they were going to wait and see what direction that the school went in with their employees and pointed that this account was down 3% from what it was the previous year. Mr. Leavitt explained the different dollar amounts that would be save if the Town decreased their percentage of contribution to each employees benefits. Mr. Reynolds reminded him that these funds were what was appropriated toward paying benefits, not what was actually spent.

*Article 21: General Assistance Account*

DISCUSSION: None.

*Article 22: Technology Department Account*

DISCUSSION: There was brief conversation about the contract GIS Technician.

*Article 23: Community Development Account*

DISCUSSION: There was some discussion concerning the Milfoil Project and GPCOG.

*Article 24: Fire Rescue Account*

DISCUSSION: Mr. Bruno said that he was impressed by the budget because it had gone down for the last three years. Fire Chief Denis Morse responded that he agreed to a flat budget for three years.

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*Article 25: Animal Control Account*

DISCUSSION: None.

*Article 26: Infrastructure*

DISCUSSION: Mr. Bruno explained that this account was for items such as street lights and that it was down 7.6% due to shopping around for electricity.

*Article 27: Public Works Account*

DISCUSSION: There was discussion about how to assist public works during the summer months to help increase productivity. It was suggested that funding be allocated to allow for temporary staffing to help with flagging.

MOTION: Mike Reynolds motioned to add \$18,000 to Public Works for use of a support person; seconded by Lonnie Taylor.

DISCUSSION: Mr. Bruno said that he could not support the motion because it puts the budget over LD-1. Mr. Reynolds said that they would take the money out of fund balance because he felt that the Town's appearance was more important. He felt that the staffing had not changed in five years but the workload had increased. The Selectmen asked Public Works Director Nathan White what he would do with the funding. He replied that he would hire two flaggers. Mr. Leavitt felt that it was irresponsible to add to the budget without a corresponding decreases but agrees with the decision to add someone. Mr. Reynolds stated that municipal budgets do not add to taxes but there were other factors that did.

VOTE: FAIL (2/3 [JB, LT, CL])

*Article 28: Solid Waste Account*

DISCUSSION: Mr. Bruno mentioned that the account was down about 1% from the previous year's budget.

*Article 29: Cemetery Account*

DISCUSSION: None.

*Article 30: Parks and Recreation*

DISCUSSION: None.

*Article 31: Library*

DISCUSSION: None.

*Article 32: Capital Improvement Program Account*

DISCUSSION: Mr. Leavitt asked Mr. Morse if he would consider reducing funding for one year in order to help fund a more pressing need. Mr. Morse explained that they had started out at \$180,000 and have already reduced that to fit the budget. The more he reduced his budget, the more he would have to ask for the following year because inflation would drive prices up 50-70%. He gave the example of the current forestry truck for the fire department because they just invested \$7,000 to keep it on the road when they should be replacing it.

*Article 33: Capital Improvement Account*

DISCUSSION: None.

*Article 34: County Tax*

DISCUSSION: Mr. Bruno stated that this was the largest increase in the budget with \$45,000.

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*Article 35: Revenue from Non-Property Taxes*

DISCUSSION: None

*Article 36: Acceptance of Monies*

DISCUSSION: None.

*Article 37: Specific Revenue Lines*

DISCUSSION: None.

MOTION: Mike Reynolds motioned to accept warrant articles 1 and 8-37 as presented to produce a total municipal budget of \$3,645,536; seconded by Lonnie Taylor.

DISCUSSION: None.

VOTE: APPROVED (4/1[CL])

**\*\*f) Executive Session pursuant to 1 MRSA §405(6)(H): Meeting with CEO Chris Hanson regarding ongoing legal matters related to land use violations.**

MOTION: Lonnie Taylor motioned to go into Executive Session pursuant to 1 MRSA §405(6)(H) to meet with CEO Chris Hanson regarding ongoing legal matters related to land use violations; seconded by Mike Reynolds.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board went into Executive Session at 8:55pm.

MOTION: Charly Leavitt motioned to come out of Executive Session; seconded by Sam Gifford.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Mike Reynolds motioned to authorize our CEO Chris Hanson to move forward with discussions with our lawyer regarding two land use violation, and we have letters of authorization of us to sign; seconded by Charly Leavitt.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**b) Election of Selectmen Parliamentarian**

Mr. Bruno stated that every year they elect a new parliamentarian, as well as a chairman.

MOTION: Lonnie Taylor motioned to accept Joe Bruno as the parliamentarian; seconded by Sam Gifford.

VOTE: APPROVED (3/1[CL]/1[JB])

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**c) Approval of Municipal Tax Release Deeds:**

**a) Jamie Morin & Michael Reynolds for o Valley Road (013/045)**

MOTION: Lonnie Taylor motioned to approve the Tax Release Deed for map 013, lot 045 for Jamie Morin and Michael Reynolds; seconded by Sam Gifford.

VOTE: APPROVED (3/1[CL]/1[MR])

**b) Jeffery & Carolyn Pollard for o Daggett Drive (006/006)**

MOTION: Lonnie Taylor motioned to approve the Tax Release Deed for map 006, lot 006 for Jeffery and Carolyn Pollard; seconded by Sam Gifford.

VOTE: APPROVED (4/1[CL])

**d) Policy Review: Code of Ethics for Appointed and Elected Municipal Officials and Selectmen Bylaws & Policies- Chairman Joe Bruno**

Mr. Bruno stated they he did not feel that the Board was operating smoothly. Under Maine Law, Title 30-A, when the Board acted, it needed to act as a whole. He added that requests are to go through the town manager. Mr. Gifford mentioned that he had also received some phone calls from the public regarding similar concerns. Mr. Leavitt said that he felt the Board was functioning quite well with the existence of minority opinions.

A note was to be added to the Bylaws regarding this statute and brought to the next meeting for review.

**4) Old (unfinished) business.**

**5) Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.

**6) Town Manager Report and Communications.**

**a) Confirm date for next meeting:**

It was confirmed that the next meeting day was going to be April 5, 2011.

**b) March 18: Planning Board Public Hearing for Changes to:**

- **Land Use Ordinance (Article 13)**
- **Subdivision Ordinance (Articles 4&9)**
- **Raymond Street Ordinance**
- **Raymond Shoreland Zoning Ordinance**
- **Fire Protection Ordinance**

**c) March 28: Budget/Finance Committee Meeting to consider/vote on proposed budget.**

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**7) Selectmen Communications:**

**a) Happy Birthday- Charly Leavitt**

Mr. Leavitt wished his father a happy birthday as well as to Edgar Gorham, Town of Randolph Selectman.

**b) Selectmen Bylaws- Charly Leavitt**

Mr. Leavitt requested, that since they were already reviewing the Bylaws, that the section on communication be reviewed as well.

**c) Letter of Appreciation- Charly Leavitt**

Mr. Leavitt requested that a letter of appreciation be sent to former Selectman Dana Desjardins for his work with the Veteran's Memorial.

**8) Fiscal Warrants – Payroll and Appropriation Warrants – March 8, 2011**

MOTION: Lonnie Taylor motioned to accept the Payroll Expense Summary dated March 8, 2011 in the amount of \$41,472.23; seconded by Mike Reynolds.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lonnie Taylor motioned to accept the Treasure's Warrant dated March 8, 2011, in the amount of \$109,662.79; seconded by Charly Leavitt.

VOTE: UNANIMOUS APPROVAL (5/0)

**9) Adjournment:**

MOTION: Charly Leavitt motioned to adjourn; seconded by Lonnie Taylor.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Joe Bruno adjourned the meeting at 9:44pm.

Danielle Loring  
Recording Secretary

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