



## BOARD OF SELECTMEN

Minutes\*

May 13, 2014

### SELECTMEN'S MEETING

**Present:** Chairman Sam Gifford, Teresa Sadak and Mike Reynolds.

**Absent:** Joe Bruno and Lonnie Taylor

**Staff:** Don Willard, Town Manager; Nancy Yates, Finance Director; Chris Hanson, Code Officer; Bruce Tupper, Fire Chief; and Danielle Loring, Recording Secretary.

**Other:** Ed Gagne, Charles Leavitt, Julie Sutherland, John Russo, Sharon Dodson, Elissa Gifford, Rolf Olsen, Frank & Betty McDermott, Joanne Stinson, Dana Desjardins, Peter & Grace Leavitt

**1) Call to order:** Chairman Gifford called the meeting to order at 7:03pm and a quorum was declared.

**2) Minutes of previous meeting dated:**

- **April 8, 2014**

**MOTION:** Mike Reynolds motioned to accept the minutes from April 8, 2014 meeting; seconded by Teresa Sadak.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

- **April 17, 2014**

**MOTION:** Teresa Sadak motioned to accept the minutes from the April 17, 2014 meeting; seconded by Mike Reynolds.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

- **April 22, 2014**

**MOTION:** Teresa Sadak motioned to accept the minutes from the April 22, 2014 meeting; seconded by Mike Reynolds.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

**3) Public Hearing**

**a) Application for a Malt Liquor License Renewal, William Coppersmith, Jr., DBA Fisherman's Catch (1270 Roosevelt Trail)- Town Clerk Louise Lester**

Chairman Sam Gifford opened the Public Hearing for comment and there was none and the Public Hearing

---

*\*Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).*

was closed.

MOTION: Mike Reynolds motioned to renew malt liquor license for Fisherman's Catch; seconded by Teresa Sadak.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

#### **4) New Business.**

##### **a) Consideration of appointment of Joanne Stinson as New Zoning Board of Appeals Member – Board of Selectmen**

Joanne Stinson explained her interest with being involved with the Town and how she had learned about the position. Mr. Reynolds asked her if she knew about the function of the Zoning Board of Appeals, and Mrs. Stinson explained that she had recently gone through the process.

MOTION: Mike Reynolds motioned to accept the Zoning Board of Appeal's recommendation for a new Board member; seconded by Teresa Sadak.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

##### **b) Application for Use of Town Property for “U Can 5K” - Brenda Dionne, Organizer**

Ed Gage thanked the Town for use of the facilities at Sheri Gagnon Park for previous events and explained the purpose of the event. He explained that the event was using the former Founders Day Path and last year had 400 participants. Mr. Willard explained that the Town would work with the group to make sure that the event was supported.

Mr. Reynolds asked if there were any issues in the past, and Chief Tupper explained that there were none because the group was so well organized.

MOTION: Mike Reynolds motioned to approve the agreement for the “U Can 5k”; seconded by Teresa Sadak.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

##### **c) Request for Policy Clarification Regarding Official DVD Record – Danielle Loring, Planning Board Secretary**

Mrs. Loring explained how the clarification had come up and the purpose of it. Mr. Reynolds read the policy and the amendments for the record.

Peter Leavitt, Leavitt Road, explained the training that this matter had come up was regarding Conflicts of Interest and recommended it for all Boards.

MOTION: Teresa Sadak motioned to accept the new changes to the “Minutes of the Meetings Policy”; seconded by Mike Reynolds.

DISCUSSION: None.

---

*\*Per the “Minutes Policy,” reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).*

VOTE: UNANIMOUS APPROVAL (3/0)

**d) Presentation and Final Report from Economic Development Task Force (EDTF) – Rolf Olsen and Elissa Gifford, EDTF Co-Chairs**

Rolf Olsen, Co-Chair for the Task Force, explained the purpose of the Task Force and listed the recommendations from the group as:

1. Appoint a staff member as a single point of contact for businesses
2. Appoint a business advocacy group
3. Host networking opportunities
4. Host training/informational seminars
5. Maintain quality of life issues
6. Work on marketing
7. Review/Update Comp Plan
8. Investigate TIF Programs

Mr. Olsen continued that there were mixed reactions regarding requirements and approval process, but there was an overall high opinion of the town. Mr. Reynolds asked what specific issues in the ordinance were going to be addressed because of the report, and Mr. Olsen explained that the group did not look into that because of timing but could be part of an additional committee.

Mr. Olsen offered to make the report available on the website, and Mr. Gifford agreed because he felt comfortable accepting it.

Elissa Gifford, Co-Chair, thanked Rolf Olsen, Danielle Loring and Laurie Forbes for all of their hardwork on the report and expressed hopes that the work would continue forward in a positive direction with the business community.

Peter Leavitt, Leavitt Road, respects amount of work but had not had time to fully review the materials. He agrees with the quality of life being essential to Raymond but also agrees with quality of place, especially with issues related to protecting the environment. He cautioned against relaxing regulations in the face of economic recovery.

Charles Leavitt, Leavitt Road, was concerned with the report. He disagreed with the underlying theme of nothing being done to encourage economic development and listed the monies being spent on those efforts. He felt that spending money was not up to the town but was a personal business venture.

**e) Consideration and Award of Bid for Contract Auditing Services – Nancy Yates, Finance Director**

Nancy Yates, Finance Director, listed the results of the bids received and explained the budgeted cost for 2014-15 FY. She stated that the Selection Committee was composed of Joe Bruno, Rolf Olsen, Don Willard and herself. She explained that Smith & Associates was the current contractor and was the current low bidder. Mr. Willard explained the process and how they had come to the current pricing level and felt that it was prudent to stay with the existing contractor at the negotiated price to save on staffing costs associated with a new contractor.

MOTION: Teresa Sadak motioned to stay with Smith & Associates from Yarmouth for \$6,200 for the next three years; seconded by Mike Reynolds.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

Mrs. Yates asked the Board to sign the engagement letter.

---

*\*Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).*

**f) Consideration of RSU#14 & Municipal Referendum Warrants for June 10, 2014 Election - Louise Lester, Town Clerk**

Town Clerk Louise Lester explained that the warrant was a formality and set the date of the elections. Mr. Willard clarified that the Board would vote on both warrants but not sign the RSU Warrant until it was available. Mrs. Lester announced RSU meeting at Windham High for School Budget on May 28<sup>th</sup>.

MOTION: Mike Reynolds motioned to sign warrant as presented and authorized the Board to sign the RSU warrant outside the meeting when available; seconded by Teresa Sadak.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

Mr. Reynolds asked about the process and about absentee ballots in regard to RSU budget, and Mrs. Lester explained that they would keep a list of all those that received ballots before the school was available and sent it to them. Grace Leavitt, Leavitt Road, explained that the Public Hearing schedule for the RSU budget was due to the referendum law.

**g) Consideration of Amendment to Board of Selectmen Bylaws – Board of Selectmen**

Chairman Gifford asked to table the item until all members were present.

MOTION: Mike Reynolds motioned to table; seconded by Teresa Sadak.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

**h) Update on Community Park Project/Bond Issue and Reconsideration of Warrant Article Vote – Danielle Loring, Executive Assistant and Mike Reynolds, Selectmen**

Mrs. Loring explained the results of the environmental assessment for the Egypt Road lot. Because the results showed that there were significant wetlands and vernal pools, they were no longer going to move forward with this property as a rec site and asked that it be removed from the warrant.

MOTION: Mike Reynolds motioned to remove Article 45 from the Town Warrant; seconded by Teresa Sadak.

DISCUSSION: Charles Leavitt, Leavitt Road, stated that he was not disappointed to see that the project was not moving forward and did not think that it was necessary.

Frank McDermott, McDermott Road, stated that he was disappointed but wanted the Town to look for another site for this facility. He suggested looking at Tassel Top because there were 40 acres and felt that it was a worth while site.

Peter Leavitt, Leavitt Road, cited the information from the engineer at a previous meeting and cautioned moving forward with the project just because the resources were available.

VOTE: UNANIMOUS APPROVAL (3/0)

**\*5) Public Comment**

**a) Bruce Tupper, Fire Chief**, thanked the Board for their support. He reviewed the Valley Road Tower site project and the reasoning behind the project. He recommended supporting the project and associated budget at town meeting.

---

*\*Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).*

**b) Charles Leavitt, Leavitt Road**, thanked the Board for reading the letters of support at the last meeting from Mr. Tarbox and Mr. Gagnon and wanted to see a letter for John Ewalt also read into the record. He clarified a point made by Chief Tupper that the IRT was paid for federal monies and was not actually “free”. He stated that he was concerned with some of the content in Mr. Gagnon's letter and cautioned against getting involved neighbor disputes. He complained that the content on Raymond TV was stale.

**c) Peter Leavitt, Leavitt Road**, clarified Donald Rumsfield's quote that Rolf Olsen used in his presentation and warned about context.

## **6) Selectmen Commented**

**a) Teresa Sadak** advised the public to pay attention to school board meetings because they were looking to move forward with building the new middle school without State funding. She cautioned that the Town paid 45% of anything over the base budget. She explained that she had also asked for updated estimated because they were basing their figures on outdated numbers but had not received a response.

**b) Mike Reynolds** gave a Raymond Village Library Update of events and programs and announced the new library hours.

## **\*7) Town Manager Report and Communications.**

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

- **June 17, 2014**

### **b) New FD vehicle bids in**

## **\*New Business**

### **i) Executive Session pursuant to 1 MRSA § 405(6)(F): Consideration and Award of 2014 Town Scholarships**

### **j) Executive Session pursuant to 1 MRSA § 405(6)(E): Consultation with Town Attorney and Code Officer**

MOTION: Mike Reynolds motioned to go into Executive Session pursuant to Title 1 MRSA § 405(6)(F) and Title 1 MRSA § 405(6)(E); seconded by Teresa Sadak.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

Chairman Sam Gifford announced that the Board was going into Executive Session at 8:17 pm.

MOTION: Sam Gifford motioned to come out of Executive Session; seconded by Teresa Sadak.

VOTE: UNANIMOUS APPROVAL (3/0)

Chairman Gifford announced that the Board was coming out of Executive Session at 8:45pm.

MOTION: Mike Reynolds motioned to allow the Code Officer to draft a tentative consent agreement; seconded by Teresa Sadak.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

---

*\*Per the “Minutes Policy,” reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).*

Mr. Reynolds congratulate eight students who would be getting scholarships and announced that they would be contacted tomorrow.

**8) Fiscal Warrants –May 13, 2014**

- **Payroll Expense Summary Warrant**

MOTION: Teresa Sadak motioned to accept the Payroll Expense Summary, stated May 13, 2013, in the amount of \$54,912.72; seconded by Mike Reynolds.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

- **Treasurer's Warrant**

MOTION: Teresa Sadak motioned to accept the Treasurer's Warrant, dated May 13, 2014, in the amount of \$16,3278.17; seconded by Mike Reynolds.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

**9) Adjournment:**

MOTION: Mike Reynolds motioned to adjourn; seconded by Teresa Sadak.

VOTE: UNANIMOUS APPROVAL (3/0)

Chairman Sam Gifford adjourned the meeting at 8:46pm.

Danielle Loring  
Recording Secretary

---

*\*Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).*