



**BOARD OF SELECTMEN  
Minutes**

June 30, 2015

Broadcast Studio

423 Webbs Mills Road

*Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.*

Selectmen in attendance: Mike Reynolds (chair), Joe Bruno, Teresa Sadak, and Samuel Gifford

Selectmen absent: Lawrence Taylor

Town Staff in attendance:

Chris Hanson – Codes Enforcement Officer  
Suzanne Carr – Deputy Tax Collector  
Sue Look – Town Clerk

1) **Called to order** at 7:00pm by Chairman Reynolds.

Unanimous consent to allow non-residents to speak.

2) **Election of Chair, Vice Chair and Parliamentarian – Board of Selectmen**

Each year the Selectmen elect a new Chairman, Vice-Chairman and Parliamentarian at their first meeting following annual town meeting.

Ⓜ) **Election of Chairman** – The chairman of the Board of Selectmen consults with the town manager on a weekly basis regarding items for inclusion on the Selectmen agenda as well as coordinates requests for agenda items and other public business from the members of the Board of Selectmen, and occasionally the public at large. The chairman presides over Selectmen meetings, represents the town and board as the chief elected official of the community, and attends to various ceremonial functions throughout the year as required.

**Motion** to nominate Mike Reynolds as Chairman by Selectman Bruno. Second by Selectman Gifford.

**Unanimously approved.**

Ⓜ) **Election of Vice-Chairman** – The vice chairman fills all the same roles in the chairman's absence. On rare occasions, and at the direction of the chairman, the vice chair may preside

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\*\* Items taken out of order

over a meeting if the chairman has a conflict of interest or other circumstance arises that would prevent the chairman from serving in this capacity.

**Motion** to nominate Teresa Sadak as Vice-Chairman by Chairman Reynolds. Second by Selectman Bruno.

**Unanimously approved.**

- Ⓜ) **Election of Parliamentarian** – The function of a Parliamentarian is to advise the Selectmen about correct parliamentary procedure in order to conduct meetings in an orderly and professional manner. Qualifications for parliamentarian include a thorough knowledge of and experience in facilitating meetings under “Roberts Rules of Order Newly Revised” as adopted as the official meeting guide of the Town.

**Motion** to nominate Joe Bruno as Parliamentarian by Selectman Sadak. Second by Selectman Gifford.

**Unanimously approved.**

- 3) **Approval of minutes** of previous meetings dated: May 12, 2015 and June 5, 2015

**Motion** to approve the minutes from May 12, 2015, meeting as presented by Selectman Sadak. Second by Selectman Gifford.

**Unanimously approved.**

**Motion** to approve the minutes from June 5, 2015, meeting as presented by Selectman Sadak. Second by Selectman Bruno.

**Unanimously approved.**

- 4) **New Business.**

- Ⓜ) **Consideration of New Electrical/HVAC Permit and Fee Schedule** – Chris Hanson, Code Enforcement Officer

Code Officer Chris Hanson is requesting that the Selectmen consider adopting new Electrical and HVAC permits in order to track work being done and required inspections. Proposed fees are outlined as follows:

**Electrical Permit:**

	Residential	Commercial
Temporary Service	\$25.00	\$40.00
Permanent Overhead Service	\$27.00	\$45.00
Permanent Underground Service	\$40.00	\$65.00
New Construction/ Renovations/Additions (Cost per square foot)	\$0.05	\$0.10

**HVAC Permit:**

- \$20.00 for first \$1,000 of construction and equipment cost

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- \$5.00 for each additional \$1,000

A building permit would trigger checking to see if these would be necessary. A small SFDU would be about \$100. Most towns around us do this with similar fees.

Currently CEO Hanson is reviewing the electrical set up. What this will add is the ability to document who the electrician is on the job.

Selectman Sadak – I see this a yet another fee in a long list of fees. It seems to me we are charging for everything.

Selectman Bruno – He is spending time now and is not getting paid for it.

Selectman Gifford – These are not unusual fees.

Chairman Reynolds – This will help people to feel more protected by knowing that it is a licensed electrician doing the work.

Louise Lester – Would this be only for residences?

CEO Hanson – Any structure with electrical service.

**Motion** to approve as presented with the caviot that this not be a burden to people doing minor work by Selectman Bruno. Second by Selectman Gifford.

**Unanimously approved.**

□) **Consideration of FY2015-16 Fee Schedule** – Sue Look, Town Clerk

Changes include:

- Dogs at Large
  - 1st Violation: Changed to \$50 plus all associated court fees and removing \$250 limit
  - 2nd Violation: Changed to not less than \$100 plus all associated court fees and removing the limit of \$500
  - 3rd Violation: Changed to not less than \$100 plus all associated court fees and removing the limit of \$500
- Canine Waste Infraction
  - 2nd Violation: Changed to \$75 from \$50
- Planning Site Plan Review Application
  - Staff application fee changed to \$75 from \$310
  - Minor application fee changed to \$100 from \$390
  - Major application fee changed to \$250 from \$500
  - Add Staff Site Plan Review Escrow: \$625
  - Add Minor Site Plan Review Escrow: \$725

Subdivision Fees

- Preliminary Review: Changed fee over 4 lots to \$200 per lot/unit from \$155
- Final Review: Changed to \$475 plus \$100 per lot over 4 lots/units from \$390 plus \$80
- Minor Review: Changed to \$475 from \$390
- Legal Notice charge changed to \$150 per advertisement from \$100
- Fire Department
  - Add Patient's Treatment Record Fee: \$5 for 1st page and \$0.45 for each additional

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page up to a total of \$250

Office Charges

- Freedom of Information Request Research: \$15/hr after 1st hour per State Law
- Freedom of Information Copy Fee: \$0.15 per side of page per legal advice

**Motion** to approve as presented by Selectman Bruno. Second by Selectman Gifford.  
**Unanimously approved.**

Ⓜ) **Consideration of FY2015-16 Committee Appointments** – Sue Look, Town Clerk

Annually, Town Clerk, Sue Look provides a slate of committee appointments, including Selectmen committee assignments, for approval by the Board of Selectmen. Subsequent to appointment by the Board, all volunteers on boards and committees having authority to make financial or legally binding decisions for the Town of Raymond are sworn in as prescribed under Maine law and agree to adhere to the Town's Code of Ethics for Appointed and Elected Officials.

**Motion** to approve as presented by Selectman Sadak. Second by Selectman Bruno.  
**Unanimously approved.**

Ⓜ) **Consideration of Auditor Engagement Letter with Smith & Associates** – Board of Selectmen

Pursuant to 30-A MRSA §5823 each municipality must have an annual post-audit made of its accounts covering the last complete fiscal year by the Maine Department of Audit or by a qualified public accountant elected by ballot or engaged by its municipal officers.

Smith & Associates, CPA's of Yarmouth, ME have performed the audit for the Town of Raymond for a number of years. An engagement letter confirming that this firm will audit the Town of Raymond's financial statements for the fiscal year ending June 30, 2015 is attached for approval and signature of the Chair of the Board of Selectmen, as required under law.

**Motion** to approve as presented by Selectman Gifford. Second by Selectman Sadak.  
**Unanimously approved.**

Ⓜ) **Consideration of Boston Post Cane Nomination** – Board of Selectmen

The Boston Post Cane tradition was established in 1909 by the *Boston Post* newspaper. A special cane was presented to the Board of Selectmen in 431 towns in New England, to be presented as an honor to each town's oldest resident. The recipient held the honor as long as he/she lived. Upon his or her death the cane would be awarded to the next oldest resident.

The cane is town property and not awarded permanently to the resident who received it in order to provide for the preservation and public awareness of the tradition and to protect the cane from loss or damage. The cane is ebony with a 14 carat gold head inscribed thus:

*Presented by*  
**THE BOSTON POST**  
*to the*  
**OLDEST CITIZEN**  
*of*

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*Raymond, Maine*

Today the cane remains in the Town Office in a display for its protection and the recipients receive a Certificate of Recognition. The Town Clerk has solicited nominations and received one response for Harry J. (Buster) Delan born September 8, 1923. If accepted, the Cane would be presented to Mr. Delan at the September 2015 Selectmen's meeting.

**Motion** to award the Boston Post Cane to Mr Harry J Delan by Selectman Sadak. Second by Selectman Gifford.

**Unanimously approved.**

- ii) \* **Consideration of Appointment of Sheila Bourque as a new Planning Board Member** – Board of Selectmen

Ms Bourque was not in attendance to answer questions for the Selectmen. Traditionally the Board of Selectmen meet and interview Planning Board applicants.

**Motion** to postpone to the next regular Selectman's Meeting in September Selectman Bruno. Second by Chairman Reynolds.

**Unanimously approved.**

- iii) \* **Consideration of FY2014-15 Budget Reserve Carry Forwards** – Board of Selectmen  
Staff is requesting consideration of carrying monies forward from the FY2014-15 budget to FY2015-16 budget cycle for ongoing projects.

- Transportation Enhancement Grant Match for Main Street Sidewalks

This project is still in the planning phase of the grant process. A grant match of \$32,000 is required in order to be awarded the MDOT grant of \$127,782.10. The Selectmen need to conduct a site walk of the proposed sidewalk to determine a final location with the Town Engineer and Public Works Director in early fall. Once the best suited location is determined, plans can be drawn and a Public Hearing can be held. Construction is scheduled to begin in 2016 per MDOT.

**Motion** to approve by Selectman Bruno. Second by Selectman Sadak.

**Unanimously approved.**

- Monies from Election Budget for New Town Office Sign

Town Clerk Sue Look is requesting that \$1,000-2,000 of remaining Election Budget funds be carried forward to add to the reserve containing \$9,700 toward the purchase of a new digital sign to replace the existing sign in front of the Town Office.

**Motion** to approve by Selectman Bruno. Second by Selectman Sadak.

**Unanimously approved.**

- Monies for Community Forest Project Land Purchase

\$20,000 from the Patricia Avenue town forest Timber Harvest Project funds were committed toward the purchase of lands off of Conesca Road for a community forest. There was an additional \$30,000 committed from the Open Space Fund, for a total of \$50,000. Once the land is purchased, Raymond town residents will be asked if they wish to own the land as a public forest with a conservation easement held by the Loon Echo Land Trust (LELT). If not,

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Loon Echo is prepared to protect and manage the forest. Staff is recommending that the funds be consolidated into a separate account until either the purchase is made or the agreement expires, at which point the funds would go before the Town for a vote to reallocate.

**Motion** to approve by Selectman Bruno. Second by Selectman Sadak.  
**Unanimously approved.**

□) \* **Consideration of Proclamation Recognizing Civil War Medal of Honor Recipient Daniel S. Milliken**— Board of Selectmen

Civil War Medal of Honor recipient, Daniel S. Milliken's grave is in the Riverside Cemetery, which is located at 168 Plains Road. The grave site was marked with only a marble VA stone that listed just his name and the date he died. Local Veterans organizations and the community have rectified this situation to honor his meritorious service with the addition of a suitable memorial stone. Following is a Proclamation for consideration honoring Mr. Milliken's service that will be presented by the Chair at the July 4th Ceremony.

Mel Granier, Commander of Field-Allen Post 148, spoke about the history of this effort and the monument that will be dedicated on July 4, 2015. The ceremony will begin at 9am. There have been dignitaries at the State, County, and Local level invited. The Third Maine (Civil War re-enactors) will be participating.

*PROCLAMATION*

*Commemorating and recognizing the award of the  
Civil War Medal of Honor to Daniel S. Milliken.*

*WHEREAS, on July 4, 2015, the Town of Raymond, Maine, honors Civil War Medal of Honor awardee, Daniel S. Milliken; and,*

*WHEREAS, Mr. Milliken served as a Quarter Gunner on the USS New Ironsides from December 1864 to January 1865 in the Battle of Fort Fisher, North Carolina; and,*

*WHEREAS, Mr. Milliken was commended for "highly meritorious conduct during the several engagements with Fort Fisher in December, 1864, and January, 1865"; and,*

*WHEREAS, Mr. Milliken was awarded the Medal of Honor on August 30, 1870; and,*

*WHEREAS, in 2015, with the continuing effort of members of the American Legion Field-Allen Post 148, as well as the assistance of the Raymond Town Office staff, a footstone to commemorate Mr. Milliken's commendation has been set on his grave site; and,*

*NOW, therefore, I as Chairman of the Board of Selectmen for the Town of Raymond, and on behalf of our Select Board, do hereby Proclaim that the Town of Raymond does officially recognize the outstanding efforts of Mr. Milliken during the Battle of Fort Fisher.*

**Motion** to approve by Selectman Gifford. Second by Selectman Sadak.  
**Unanimously approved.**

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## 5) Policy Updates

- ) **Consideration of Creating a New Treasurer's Warrant Policy** – Board of Selectmen  
Chairman Mike Reynolds inquired about the possibility of the Town Manager signing Treasurer's Warrants on behalf of the Board of Selectmen. It was found that pursuant to 30-A MRSA §5603, only the municipal officers (Selectmen) could sign the warrant, but that they could adopt a policy to allow for only one (1) Selectman signature required for weekly Payroll Expense Warrants and three (3) for Treasurer's Warrants. This policy would have to be reviewed and approved on an annual basis.

		<b>POLICY ON TREASURER'S PAYROLL WARRANTS AND ACCOUNTS PAYABLE WARRANTS</b>	
Purpose	To allow at least one (1) of the municipal officers to review, approve, and sign the treasurer's payroll warrants, and to allow a majority of the municipal officers to review, approve, and sign the treasurer's accounts payable warrants.		
Delegation of Authority	This policy allows at least one (1) of the municipal officers (selectmen), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for employee wages and benefits (pursuant to 30-A MRSA § 5603 (2)(A)(1)).  This policy further allows at least a majority of the municipal officers (selectmen), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's accounts payable warrants (pursuant to 30-A MRSA § 5603 (2)(A)).		
Majority Power	This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for payroll and for accounts payable.		
Original & Copy	The original document will be filed annually with the Town Clerk and a copy will be filed with the Treasurer.		
Lapse	This policy lapses annually on June 30 <sup>th</sup> , if not sooner amended or canceled.		
Renewal	This policy may be renewed at any time before its lapse. Thereafter it may be readopted at any time. Any renewal is valid until June 30 <sup>th</sup> of the next fiscal year.		
Effective Date:	May 12, 2015	End Date:	June 30, 2016

**Motion** to approve the above policy by Selectman Sadak. Second by Selectman Gifford.  
**Unanimously approved.**

- ) **Discussion of Private School Tuition Payments** – Board of Selectmen  
At the May 12, 2015 meeting, Board of Selectmen discussed with RSU#14 Superintendent and Legal Counsel the current school tuition payments for students who attend schools outside of the RSU#14 school district. The Selectmen proposed that a tuition cap be set at the RSU#14 tuition rate as had been the practice in prior years, rather than the Maine State maximum set by the school. This question was forwarded for legal review.

Selectman Bruno – We are currently paying more for students going to private schools than for students going to RSU #14. We need a policy stating that the amount of money paid for each student should be no more than the cost for RSU #14. The legal opinion is that we can not do this. If we do we could be sued and then perhaps the law would be better defined. I am for

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school choice, and I think we should pay the same amount for any student.

Town Manager Willard – We could put this to the legislature to change.

Chairman Reynolds – I feel we should have a public hearing.

Selectman Bruno – I would like a public hearing in September and then put this to a vote in November. I am not willing for taxpayers to pay more for one child than for another. Don & I spoke with Mike McClellan about putting this in the legislative session.

**Motion** to have a public hearing in September to make all school payments be the same as that paid to RSU #14 by Selectman Bruno. Second by Selectman Gifford.  
**Unanimously approved.**

6) \* **Unfinished Business**

□) **Tax Acquired Properties (TAP) Update** – Sue Carr, Deputy Tax Collector  
Deputy Tax Collector Sue Carr will be presenting the current Tax Acquired Property (TAP) list. At the March 10, 2015 meeting, the Board of Selectmen instructed her to send out letters requiring payment plans for those that did not have one and warn those that are not making consistent payments.

Acct #	Map/Lot	Name	Year(s)	Amount of Tax	Type	Size	Value
B7008R	M42-L80	Anthony Beattie	2011-12	\$9,504.43	Seasonal	0.697	\$244,500
L0880R	M21-L02	James Lewis	2011-12	\$974.72	Land	0.196	\$22,300
P0270R	M23-L21	Jane E Parker	2012-13	\$1,116.71	Land	1.5	\$32,700
S0006R	M53-L32	Square J Realty	2012-12	\$1,538.59	Land	1.3	\$39,100
C0280R	M30-L16	Town of Raymond Haskell Ave			Land	1.75	\$41,900

Anthony Beattie has not made a payment since March until today (he sent his April payment). He is not regular in making payments. Before that he made a payment in October.

Everyone else is making regular payments if they have set up a plan.

There are 2 that can not be found/contacted.

1 of the bankruptcies has been dismissed. I think we should send the tax bill to the bank (he has a mortgage). He has been in touch with Chairman Reynolds and said that he will be in to set up a payment plan in July and the Selectmen need to be updated in September. Any that are not making regular payments by September will either be sold or taken on by the Conservation Commission.

1 is working through Probate Court for her father's property to catch up his taxes.

There is 1 property that can go back to auction.

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**Motion** to start the procedure for Map-Lots M42-L80, M21-L02, M23-L21, M53-L32 to become Tax Acquired Properties and to sell M30-L16 (town owned already) by Selectman Gifford. Seconded by Selectman Sadak.  
**Unanimously approved.**

□) **Continuation of Merit Pay System Discussion** – Board of Selectmen

Chairman Reynolds – Should we continue this discussion with a town committee or with a hired 3<sup>rd</sup> party or stop the discussion.

Selectman Gifford – I think merit pay for management employees may be worthwhile. I think an outside consultant would be helpful.

Chairman Reynolds – We did not set aside funds for this so it would need to be paid for out of Selectmen's Contingency. To implement next July we would need to have a report by next Fall.

Selectman Sadak – I think this needs to be objective and an outside firm would be a fresh set of eyes.

Selectman Bruno – I don't think merit would work for the hourly employees, but possibly for the salaried.

Chairman Reynolds – Part of what this would do is create pay ranges for each position.

**Motion** to solicit proposals for salary comparisons, setting up pay ranges, reviewing job descriptions, and setting up a merit pay system by Selectman Bruno. Seconded by Selectman Sadak.

Don will put together an RFP to be back by the September Selectmen's Meeting.

**Unanimously approved.**

7) **Public Comment**

Mrs Lester – I do not understand how you can take 2 months off and still do the business of the town. I have found over the years that the Selectmen's Meeting Minutes are a great source of information. There are many things happening that are not being discussed in the Selectmen's Meeting – trash at the Town Office, renovations, public forest, etc. I would like to see you meet twice a month.

8) **Selectmen Comment**

Selectman Gifford – Could Ms Bourque serve as a non-voting member?

Chairman Reynolds – We can not make any decisions or discuss this issue. This segment is for comment only.

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Selectman Sadak – During this segment we do bring up things that are going on. Raymond has a new email service where people can sign up for an email newsletter. The Town Office renovations are looking good.

Selectman Bruno – Last week the final meeting occurred for the RSU Withdrawal Committee. I have been doing a lot of thinking about our Fire Department. I think it is time for Raymond to explore full-time staffing for Fire Department and Rescue Department. I would like to see this on the September agenda.

Chairman Reynolds – Library update – the Library is raising monies. They had a wonderful turnout for the paint the town. The garden tour was very well attended. There will be a book sale on July 19<sup>th</sup> from 10-4 and then ongoing throughout the summer. Happy & Safe July 4<sup>th</sup>.

#### 9) **Town Manager Report and Communications.**

Town Office is closed July 1<sup>st</sup> for end of year processing, and July 3<sup>rd</sup>-4<sup>th</sup> in recognition of Independence Day. July 4<sup>th</sup> at 9am is the Medal of Honor ceremony at Riverside Cemetery. Following is the “Everybody Loves Raymond” celebration on Main St.

The Town eNewsletter is coming soon. Danielle Loring is still working out some formatting issues and is hopeful that it will be sent in July.

Paving – surface work on roads that already had a base:  
Spiller Hill Road from Raymond Hill Road to Ledge Hill Rd  
Peterson Road  
Crockett Road  
County Road  
Ridge Road  
Plains Road

Valley Road:

The remaining 3600' has been reclaimed and the Town Crew will begin ditching and culvert replacement the week of July 6<sup>th</sup>. The paving should be the last week of July or the first week of August.

We purchased a new 2015 International, 10 wheel, dump/plow truck with full equipment for a savings of about \$20,000. This truck will replace the 2006 International plow truck. The 2006 will take the place of the 1988 F800 (which will be put up for sale later this month).

Ⓜ) Confirm date for next regular meeting:

- September 8, 2015 at 7pm

Ⓜ) Personnel Policy Update

We have been meeting (Nancy, Rita, Don, Nathan) and we are satisfied with the draft and we will send it to the attorneys and will be ready for the September 8<sup>th</sup> meeting.

#### 10) **Fiscal Warrants – June 30, 2015**

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□) Payroll Expense Summary Warrant

**Motion** to approve the Payroll Expense Summary for a total of \$82,896.41 by Chairman Reynolds. Seconded by Selectman Bruno.

**Unanimously approved.**

□) Treasurer's Warrant

**Motion** to approve the Treasurer's Warrant for a total of \$120,576.33 by Chairman Reynolds. Seconded by Selectman Bruno.

**Unanimously approved.**

11) **Adjournment**

**Motion** to adjourn by Selectman Sadak at 9:01pm. Seconded by Selectman Bruno.

**Unanimously approved.**

Respectfully submitted, \_\_\_\_\_  
Sue Lock, Town Clerk

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