



**BOARD OF SELECTMEN
Minutes**

September 13, 2016

6:30pm – Regular Meeting

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: Joe Bruno, Teresa Sadak, Samuel Gifford, and Rolf Olsen

Selectmen absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager
Sue Look – Town Clerk
Rita Theriault – Human Resource Officer
Sue Carr – Tax Collector

1) **Called to order** at 6:30pm by Chairman Bruno

2) * **Minutes of previous meetings** – June 21, 2016 and August 16, 2016

Motion to approve the minutes for June 21, 2016, by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

Motion to approve the minutes for August 16, 2016, by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

3) **New Business**

a) * **Community Service Award** – Joe Bruno, Board of Selectmen Chair

Chair Bruno – Mike Reynolds, will you please meet me at the podium. This is an award for your outstanding, dedicated service for the past 12 years representing the people of the Town of Raymond. It is a little token of our appreciation for all you have done for the Town. We are going to miss you. I know you have a calming effect on me. People don't understand the dedication, time and effort you have put in over 12 years to do this and it is not easy. You were always up on top of things, you never let anything slide. You are very much appreciated by me, the Select Board, and the Town.

Mr Reynolds – I do want to say that even though Joe's nice words about being prepared and being conscientious about it, it is not that hard a job. Yes, there is a lot of reading, but I would encourage anybody who is here or anybody watching – don't be afraid to volunteer for anything in Town. I started with baseball and soccer, and then Kevin Woodbrey asked me

about Technology and I went there. The reason I ended up on this Board is because of Vicki Woodbrey coming to me and saying could you find somebody to serve on the Board. That was close to 13 years ago and I have enjoyed it for the most part. It has been a great ride, I think we have accomplished a lot. I am proud of having worked with you folks, and Ada Brown and Chris McClellan who took me under their wings, and Betty McDermott who just reached out and made me feel so comfortable. Those folks and others over the years, nobody does it alone. Thank you again for this (*a plaque and a gift certificate*), and I will miss it. For anybody who doesn't know, my wife and I have purchased a home in another community and will be moving from Raymond within the month, but that doesn't mean you can't come visit. Thank you again.

b) Update from the Raymond Village Library Trustees – Emily Allen, President, and Sheila Bourque, Treasurer

Introduction of the new Library Director, Allison Griffin, and an update on the Library's budget.

Ms Bourque – We have revamped our chart of accounts. We took the last 5 years of income and have reduced our spending by 14%. We have reduced our book budget by \$2,000. Norway Savings Bank gave us \$1,000 for children's books or the reduction would have been \$3,000. Hancock Lumber donated the materials to fix the back wall of the Library. We have 3 new board members – Janet Walker, Paul Cullinan, and Leigh Walker. Laurie Forbes is joining us on the Technology Committee. Our new Library Director started yesterday and is the former director of the Bridgton Library. She also has a solid budget background. We would like to come back to the Selectmen for updates quarterly.

Chair Bruno – It is good to see a realistic budget. This is much appreciated.

Ms Bourque – We really took your questions and suggestions to heart.

Selectman Sadak – Thank you for keeping the communication open and for coming back after a tough budget season.

Chair Bruno – Congratulations to the new Board Members.

c) Consideration of Appointment of Planning Board Member – Kyle Bancroft

At its 8-10-2016 meeting the Planning Board voted unanimously to approve Kyle Bancroft's application and to forward his application to the Select Board with a recommendation that he be appointed. Mr Bancroft is filling a vacancy with a term ending on June 30, 2018.

Motion to table until October's meeting by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

d) * Annual Tax Commitment – Curt Lebel, Contract Assessor

The Contract Assessor will ask the Board to set the FY17 tax rate, execute the tax commitment and charge Tax Collector Sue Carr with the collection of taxes. Possible tax rate options will be provided at the meeting and Contract Assessor Lebel will be available to discuss this year's valuation.

Mr Lebel – The valuations remain strong with new building. We will need a slight increase in mill rate to cover the school and county tax increases. I am suggesting a \$41,000 overlay to

satisfy our budget needs.

Chairman Bruno – the municipal budget went down. We have not gone over the 12 mill mark since the last revaluation.

Mr Lebel – The homestead exemption has been increased from \$10,000 to \$15,000, so increasing the mill rate will not mean a tax increase for many tax payers. The growth in building and excise taxes help on the revenue side.

Motion to approve a mill rate of 12.1 by Selectman Olsen. Seconded by Selectman Sadak.
Unanimously approved.

e) **Proposed Quit Claim Deeds** – Sue Carr, Tax Collector

Tax Collector Carr presented the following properties to be considered for granting Quit Claim Deeds as all back taxes, interest, and fees have now been paid in full:

Owner	Address	Map-Lot
Richard Cunningham	367 Webbs Mills Rd	010-124
Peter & Colleen Moreshead	Webbs Mills Rd	051-022-A

Motion to accept the Quit Claim Deed for Peter & Colleen Moreshead by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

Motion to accept the Quit Claim Deed for Richard Cunningham by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

f) * **County Tax Warrant** – Nancy Yates, Finance Director

The annual Tax Assessor’s Return in the amount of \$676,263 for the County Tax Warrant requires the signatures of the majority of the Selectmen.

Motion to approve by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

g) * **Personnel Policy Rev 2016 for Discussion and Possible Approval** – Rita Theriault, Human Resource Officer

A “red-line” copy as recommended by Town Attorney Matthew Tarasevich was included in the ePacket, as well as a final draft should the Board of Selectmen elect to approve this revised policy.

Motion to enter Executive Session (A) at 6:58pm by Selectman Gifford. Seconded by Selectman Sadak.
Unanimously approved.

Motion to leave Executive Session at 7:15pm by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

Motion to adopt the Personnel Policy by Selectman Olsen. Seconded by Selectman Gifford.

Unanimously approved.

Chair Bruno – Thank you to Rita Therriault, Human Resource Officer, and Stacy Taylor, Consultant, for all of their hard work on this project.

Town Manager Willard – Thank you also to Sue Look, Town Clerk, and Matt Tarasevich, Town Attorney, for their review of the final document.

- h) * **2016-2017 General Assistance Ordinance Public Hearing and Approval** – Don Willard, Town Manager

This is an annual requirement of the Maine Department of Human Services to bring the Raymond General Assistance Ordinance into compliance with Maine Law, Title 22 M.R.S.A. §4305 (4), related to levels of financial assistance and eligibility. The town annually adopts the Maine Municipal Association Model Ordinance General Assistance Appendices, which cover the period of October 1 through October 1.

Appendices A-D and Maximums Adoption Form

6:50pm Public Hearing opened.

6:51pm Public Hearing closed.

Motion to adopt the General Assistance Appendices A-D and Maximums Adoption Form as presented by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved.

- 4) **Public Comment** – None

- 5) * **Selectman Comment**

Selectman Sadak - Congratulations to Mary Beth Noonan for getting as far as she did in the Miss America Pageant.

- 6) * **Town Manager's Report and Communications**

- a) **Confirm Dates for Upcoming Regular Meetings**

- October 11, 2016
- November 15, 2016

- b) **Reminder of Election Related Activities**

- 1st week of October - Absentee Ballots available
- November 3rd – Last day to request an Absentee Ballot
- November 8th – Election Day – Polls open 7am to 8pm at Jordan Small Middle School

- c) **Reminder of Upcoming Holiday Schedule**

- Monday, October 10th – Columbus Day
- Friday, November 11th – Veterans' Day
- Thursday & Friday, November 24 & 25 – Thanksgiving

- d) September 24-28 Town Manager Willard will be at the ICMA Conference.

7) **Treasurer's Warrant** – September 13, 2016

Motion to \$213,961.87 by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

8) **Executive Sessions**

a) **Consideration of Bids for Tax Acquired Properties** – Pursuant to MRSA 1 §405 (6)(C)

Motion to enter Executive Session as cited above at 7:18pm by Selectman Olsen. Seconded by Selectman Sadak.
Unanimously approved.

Motion to leave Executive Session at 7:29pm by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

Motion to reject the bid from Donald and Holly Bernier for Map 018 Lot 027-A by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

Motion to reject the bid from Pine Tree Real Estate for Map 021 Lot 002 by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

Motion to reject the bid from Pine Tree Real Estate for Map 030 Lot 016 by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

Motion to accept the bid from Lou Gonzales for Map 030 Lot 016 by Selectman Sadak. Seconded by Selectman Olsen.
Unanimously approved.

b) **Consideration of Annual Town Report Dedication** – Pursuant to MRSA 1 §405 (6)(A)

Motion to enter executive session as cited above at 7:31pm by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

Motion to leave executive session at 7:40pm by Selectman Sadak. Seconded by Selectman Olsen.
Unanimously approved.

9) **Adjournment**

Motion to adjourn at 7:42pm by Selectman Sadak. Seconded by Selectman Gifford.
Unanimously approved.

Respectfully submitted,

Susan L Look, Town Clerk