



**BOARD OF SELECTMEN
Minutes**

August 13, 2019

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.

Select Board members in attendance: Rolf Olsen, Marshall Bullock, Teresa Sadak, Samuel Gifford

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager
Nathan White – Public Works Director
Wayne Jones – Fire Inspector
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) July 9, 2019

Motion to approve as presented by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved.

3) **New Business**

a) Consideration of Liquor License Renewal – The Beacon – Robert & Pamela Wing

No comments from the public.

Selectman Sadak – Everything seems to be fixed and done.

Selectman Bullock – I thought there were cinderblocks between the 2-hour firewall units.

Fire Inspector Jones – No, most are sheet-rocked walls. Some do.

* Taken out of order

Motion to renew the liquor license for The Beacon by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved.

- b) * Main Street Sidewalk Status – Nathan White, Public Works Director & Owens McCullough, Town Engineer with Sebago Technics

Town Manager Willard – This is a project that has been under study, development, review for a long time. I think it is a signature project for the town. It has not moved along as quickly as I would like. We are here tonight to talk about how best to proceed with the various options we have with the State.

Mr McCullough – This falls under the Maine Department of Transportation (MaineDOT)'s **Local Project Administration (LPA)**, which means that there is a **25-75% cost share** – 25% from the Town and 75% from the State via Federal monies. We have run into significant cost escalation. We have gone through a preliminary design meeting with MaineDOT and ran into right-of-way and easement requirements due to the use of Federal funds. They have a very stringent process to deal with these and it is very costly. We are now looking at a total for the project of about \$800,000 - \$200,000 for the Town and \$600,000 for the State. The original estimate was a total of \$600,000 and the State, thanks in part to help from Senator Bill Diamond, has agreed that regardless of the increase of costs they will still honor the 25-75% cost share. We would like to do a 2" overlay on the road for about \$35,000. This would not be a part of the cost share as the State looks at this as extra, so the Town's share would be \$235,000. We do have another option which is called the **Municipal Project Initiative (MPI)**. It is a **50-50% cost share** and does not have the same federal requirements that the LPA has.

Public Works Director White – Most of the requirements pertaining to right-of-way and easement come from the federal side, for example a requirement to buy the property in the right-of-way instead of getting an easement.

Mr McCullough – We looked at what if Public Works did the work themselves or contracted it out. We came out with a cost of \$478,000 making the Town's share \$239,000, \$4,000 more than with the LPA and without the expense of the right-of-way work. One advantage with the MPI is it puts much more control with the Town. I wanted to share with you where we are with the project and see which direction you would like to proceed with. If we change from LPA to MPI, the Town would need to reimburse the State for any work they have reimbursed.

Finance Director Ricker – They have not reimbursed any money as yet; they have not billed us either.

Mr McCullough – Then they will charge for whatever work they have done.

Finance Director Ricker – We have paid Sebago Technics so far and the State has not reimbursed as yet. They said that they think that the work they have done so far will be about \$20,000.

Chairman Olsen – Will we get work product from what the State has done thus far?

Mr McCullough – Yes, the right-of-way work we will get.

Chairman Olsen – So that will go against the \$478,000?

Mr McCullough – Yes.

* Taken out of order

Public Works Director White – The part that concerns me with staying with the LPA is that the cost does not reflect what we could have to spend to buy rights-of-way. With the MPI we can get permission (easements) to use the land and not have to buy it.

Selectman Sadak – What if the owner does not want to grant us an easement?

Mr McCullough – I think that we will be able to stay within the right-of-way. We may need to grade a bit onto an owner's property, but this would be to their benefit as well as ours, so I do not see any major issues from this. Don and Nathan and I have discussed this, and we feel that the MPI process would be best.

Chairman Olsen – What is the application process for the MPI?

Mr McCullough – It is fairly simple. We send a letter; the plan and the cost estimate we have.

Town Manager Willard – Senator Diamond has been very helpful (he is on the Transportation Committee) in getting the State to change the contribution. The sense I get with talking with the MaineDOT folks that they would be amiable to the MPI route.

Public Works Director White – The other part of the MPI plan is that the State will cost share the paving of that section of road. With the LPA we would need to do 2 different projects, 1 for the sidewalk and 1 to pave the road. With the MPI we could start this project in July of 2020. I would advocate that we do this in-house.

Mr McCullough – In order to apply for the MPI we would need to disengage from the LPA. We are not allowed to do both.

Town Manager Willard – I think before we did that, we would want to have a conversation with Senator Diamond. I think he wants to see this happen.

Selectman Gifford – Do we maintain control of the process with MPI?

Town Manager Willard – The LPA is the worst of both worlds. You have no control of the finances and have to fulfill the minutia of their bureaucratic requirements. There is a course that I and Nathan have completed to be eligible to do LPA projects. I believe local control is the way to go.

Chairman Olsen – Doing the paving, would you save us maintenance down the road?

Public Works Director White – I would actually take it 1 step further and grind the road and then pave. This is a part of the \$478,000.

Chairman Olsen – I see the cost of the LPA being higher due to the unknown costs.

Selectman Gifford – Nathan, are you in contact with the residents?

Public Works Director White – Not since we had the hearings at the beginning of this. The design has not changed.

Town Manager Willard – We will have another community meeting once we decide on a direction and have a timeline.

Selectman Bullock – How much money is on the table now for this project?

Finance Director Ricker – We had \$65,000 and we are down to \$59,000, but we have not seen a bill from MaineDOT. We also do not have a bill from Sebago Technics for Owen's most recent stuff.

Chairman Olsen – This fits in with our paving anyway?

Public Works Director White – I have been anticipating this and have not made my schedule for next summer as yet. I expect them to be on Main Street for 2 months.

* Taken out of order

The MPI we will need to sit with the people in Scarborough, not Augusta.

Mr McCullough – We want to get a high level of confidence that if we walk away from the LPA money, that the MPI money will be there before we make such a move.

Town Manager Willard – We will need a meeting with the State and Senator Diamond before making this change.

Consensus for Don and crew to proceed with the proposed MPI option and to work with Senator Diamond who is on the Transportation Committee.

c) * Consideration of Auto Recycling Business – Marc Day, Owner

Marc Day – I am applying for a 30-A permit to be able to sell salvage vehicles behind the barber shop. I want buy salvage cars and sell them. I will have 20 or less on the property. I won't store junk cars.

Selectman Sadak – Is there a limit?

Mr Day – I put a limit of 20 or less. I have some cars out for sale already. I need the permit so I can sell savage vehicles.

Selectman Gifford – You are not going to store oil or junk cars?

Mr Day – No, I am not going to store junk cars. I just want to buy salvage vehicles and sell them. I will need to work on some of them and I only work on my own vehicles, no one else's.

Selectman Bullock – The ZBA has vetted this, why are we looking at it.

Town Clerk Look – The State requires the Municipal Officers to authorize the Code Enforcement Officer to sign the application.

Selectman Sadak – If you buy one and can not fix it, what happens then?

Mr Day – I call a salvage yard and they come and get them.

Chairman Olsen – When do you plan on starting?

Mr Day – After I submit my application the State will need to come down and approve the site.

Motion to authorize CEO Dvorak to sign the application by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved.

d) Consideration of Smoking Policy or Ordinance Language – Karlene Hafemann, Be the Influence Representative

Ms Hafemann was unable to attend. Kirsten Faucher, the Program Coordinator for Cumberland County, represented Be the Influence on her behalf.

There was discussion about the enforcement of such a policy or ordinance. Adoption of a resolution, policy, or ordinance qualifies the Town of Raymond to get free signage which would be consistent with signage in other towns. The consensus of the Select Board was to relook at the resolution (that was reviewed in June 2019) in the

* Taken out of order

September meeting.

- e) Consideration of the Conversion to a Town Owned LED Street Light System – Don Willard, Town Manager & Cathy Ricker, Finance Director

Town Manager Willard – LED streetlights consume less electricity and have a longer life, therefore less maintenance. They have a very long lifespan. The light is downward directed reducing “light pollution”. It is a significant cost savings over time. The cost of the project is \$78,936 with a payback period of 4.8 years. We have about 87 other town-owned decorative and other lights and it is cost prohibitive to upgrade these. We will be able to control the lights remotely and can change the amount of light. The Town of Raymond will own the streetlights and we will need to buy them from CMP. Other towns who have done this are pleased with the results and the cost savings.

Chairman Olsen – How many lights are there? There seems to be a discrepancy in the reports.

Town Manager Willard – There are inaccuracies in CMPs count. If we find we have been paying for more lights than we have, we will be going to CMP and asking for a credit.

Chairman Olsen – What is the cost of additional lights? We should tell developers as they build new subdivisions.

Town Manager Willard – We can get that number.

Chairman Olsen – Could we do a phased approach and do the decoratives in a phase 2? What about replacing the lights at the school?

Town Manager Willard – What if we replaced the decoratives with solar? I believe there are 69 decoratives. We are going to do an energy audit. The school is not Town property now. Cathy will ask RSU #14.

Finance Director Ricker – The difference is that the streetlights have wiring above ground and the decoratives have the wiring underground. The buy-out is \$10,000 and includes removal of the old lights. The removal timeline will be at CMP’s discretion.

Town Manager Willard – What we are recommending is a Special Town Meeting vote on a warrant article to authorize the use of surplus monies to fund this project at a cost of \$78,000. Gorham is ready to go; Windham and Standish are voting on it.

Chairman Olsen – Before we schedule a Special Town Meeting, we would need hard figures.

Finance Director Ricker – End of FY 2017-2018 there was about \$317,000. At the June 2019 Town Meeting we were authorized to use up to \$300,000 to reduce the tax commitment. We have not had our audit yet (Sept 4) and I believe we will be adding \$100,000 to surplus. This will give us about \$417,000.

Chairman Olsen – So the warrant article should read “not to exceed \$78,000”.

Town Manager Willard – You could use your contingency.

Chairman Olsen – The cleaner way is the Special Town Meeting. We would need to know the timeline and the real cost. The Budget-Finance Committee will need to view the warrant article. We could have the Special Town Meeting in either October or November. We would want to know what the timeline is if it is approved in October.

* Taken out of order

- f) Update & Consideration of Fines for Sandwich Board Signs Left Out Overnight – Teresa Sadak, Selectman

Selectman Sadak – CEO Dvorak has spoken to the businesses who are leaving their sandwich boards up overnight and written letters. Some of the signs are impeding view for drivers. There are no teeth to our ordinance.

Town of Raymond

Land Use Ordinance Excerpts

ARTICLE 9 – MINIMUM STANDARDS

L. Signs

1. Definitions Specific to Sign Regulation

Sandwich board - A sign that is not designed or intended to be permanently affixed in the ground or to a building or other structure, and that is displayed only while the business associated with the sign is open, and which contains copy set out in chalk, paint or print form which is easily changed but which is not removable lettering such as is typically found on reader boards. A sandwich board may be hung from a fixed sign or a structure, so long as they are not permanently or semi-permanently affixed.

3. Exceptions. Permits are not required for:

- j. Sandwich boards allowed under subsection 8.f*

8. Temporary Signs & Temporary Advertising Features

f. Sandwich Boards

- *One temporary sandwich board is allowed for each business provided it meets the requirements of this section.*
- *Sandwich boards shall not exceed three (3) feet in height or a total of nine (9) square feet per side in size.*
- *Sandwich boards shall not be counted toward calculating the maximum number of signs or the maximum gross display area of signs on the property.*
- *Sandwich boards may not include any source of illumination.*
- *Sandwich boards are allowed to be displayed outside only during the hours of operation of the business.*
- *Sandwich boards are not subject to lot line setbacks and may be placed in the portion of a public right of way abutting the property containing the*

* Taken out of order

business as long as they are not placed in a travel way or on a public sidewalk and do not create a hazard.

ARTICLE 5: ADMINISTRATION

I. Code Enforcement Officer

If the Code Enforcement Officer shall find that any provision of this Ordinance is being violated, the Code Enforcement Officer shall notify, in writing, the person responsible for such violation indicating the nature of the violation and ordering the action necessary to correct it, including discontinuance of illegal use of land, buildings, structures or work being done, removal of illegal buildings or structures, and abatement of nuisance conditions.

J. Legal Action

When the above action does not result in the correction or abatement of the violation or nuisance condition, the Board of Selectmen is hereby authorized and directed to institute any and all actions and proceedings either legal or equitable, including seeking injunctions of violations and the imposition of fines that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the municipality.

K. Fines

Any person who continues to violate any provisions of this Ordinance, after receiving notice of such violation, shall be guilty of a misdemeanor subject to a fine of up to \$100.00 for each violation. Each day such a violation is continued is a separate offense.

Chairman Olsen – An ordinance change to add consequences means a vote at Town Meeting.

Town Clerk Look – The CEO has been trying to change places in the ordinance that refer to fines by removing the fine from the ordinance and stating that the fine is found in the Town of Raymond Fee Schedule.

Town Manager Willard – So we need a blanket article in the ordinance.

- g) Consideration of a Proclamation for Camp Agawam's 100th Anniversary – Select Board

Proclamation

Commemorating and Recognizing Camp Agawam for 100th Celebration & Alumni Reunion

Whereas, Camp Agawam in Raymond, Maine is celebrating its 100th year as a traditional summer camp dedicated to personal growth, character development, and fun through activities like swimming, sailing, outdoor living skills, wood shop, camping, canoeing, lacrosse, and more for boys aged 8 to 15.

* Taken out of order

Whereas, founder Appleton “The Governor” Mason and the history of camp directors who followed – Appleton Mason, Jr. (1939), David Mason (1957), Garth Nelson (1986), and Erik Callhoun (2007) have led the camp with distinction, creating a unique and meaningful camp experience.

Whereas, the Agawam Council Board of Directors, established in 1985, has helped Camp Agawam to continue to thrive since the retirement of David Mason, by supporting camp programs and helping to ensure an outstanding camp experience for campers.

Whereas, since 1971, Camp Agawam provides a free, fun week of camp every June for more than 100 Maine boys through The Main Idea program.

Whereas, Camp Agawam maintains life-changing traditions for the campers like personal Katiaki goals, weekly camp Council Fire, adherence to the Woodcraft Laws, and healthy, summer-long competition between the Ags & Wams.

Whereas, throughout its 100 years, Camp Agawam has maintained its values, quality, and impact through the camp staff, counsellors, alumni, and volunteers who serve as inspiring mentors and guides, offering encouragement and serving as role models and teachers.

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 congratulate and recognize Camp Agawam for such a milestone.

Rolf A Olsen Jr, Chairman of the Town of Raymond’s Select Board

Town Manger Willard – There has been a great partnership between the Town and the Camp for the use of soccer fields, etc. over the years.

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

Unanimously approved.

h) Consideration of Communication Strategy – Teresa Sadak, Selectman

Selectman Sadak – The biggest issue we hear complaints about is the lack of communication from the Town. I put out a survey on Election Day in June and they are on the counter at the Town Office. What I am finding is Raymond TV has the least response. The Windham Eagle got the highest amount of hits. I am recommending that we have a communication employee to coordinate updating Facebook, the news section of the website, and any other news source. We have talked with the Windham Eagle about once a month buying either the middle 2 pages or the middle 4 pages to place our newsletter. We need to get more people involved. I think it is \$800 for the center pages. We would include any public notices required. What does the Board think? It would be up to Don to get an employee and decide the scope of their responsibilities.

Town Manager Willard – I have a couple of leads. I think this is the way to go. Cost-wise we could not do this ourselves for that price.

* Taken out of order

Selectman Sadak – One of the issues that came up is that the sign at the Fire Station does not give Town items and we addressed that. The PTO has closed their site.

Selectman Bullock – I think it is worth a try. I think to fill up 2 pages we will need access to the school activities. I would have no advertisers. We would want the Library, the Village Church, the non-profits to be a part of that.

Town Manager Willard – We used to fill 16 pages in the old Road Runner. I have no doubt we will have enough content.

Chairman Olsen – Do we have any free board left in the TIF?

Town Manager Willard – I think it was \$18,000. When I get back from vacation, I will get together with the person I am considering and Teresa, Sue Look, Kaela and discuss this. We will have to decide what their responsibilities would be.

Chairman Olsen – So when you have met come back with a plan and I would like to see this coming from the TIF.

- i) Consideration of the MMA Annual Election Ballot – Don Willard, Town Manager

Motion to authorize Town Manager Willard to fill out and return the MMA ballots by Selectman Bullock. Seconded by Selectman Gifford.

Unanimously approved.

- j) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

Chairman Olsen – Our next meeting is September 10th.

Selectman Sadak – The One Raymond Sub-Committee met, and we have some good ideas.

4) **Public Comment** – None

5) **Selectman Comment**

Selectman Bullock – The Board of Directors at Tassel Top is starting to explore ideas on how to make their properties more available. There will be information coming out probably in November.

6) **Town Managers Report and Communications**

- a) Confirm Dates for Upcoming Regular Meetings

- September 17, 2019
- October 8, 2019

* Taken out of order

b) Reminder of Upcoming Holiday Schedule

- Monday, September 2nd – Labor Day

A Gore Road project story will be appearing in the Windham Eagle. The tree work and drainage are mostly done. Soon the road work will begin. It should be done mid-September.

7) **Treasurers Warrant** – none

8) **Executive Session**

- a) Executive Session to discuss the use of Town Property pursuant to 1 MRSA §405 (6)(C)

**** No longer needed, removed from agenda at the beginning of the meeting by Chairman Olsen. ****

9) **Adjournment**

Motion to adjourn at 8:12pm by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved.

Respectfully submitted,

Susan L Look, Town Clerk