



**BOARD OF SELECTMEN
Minutes**

October 12, 2021

6:30pm – Regular Meeting

At Broadcast Studio

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, Joe Bruno, Teresa Sadak, Samuel Gifford, Lawrence Taylor

Select Board members absent: none

Town Staff in attendance:

Don Willard – Town Manager
Alex Sirois – Code Enforcement Officer
Chris Hanson – Assistant Code Enforcement Officer
Sue Look – Town Clerk

NOTE: Due to technical issues the first 26 minutes of the meeting are not available on the recording.

1) **Called to order** at 6:30pm by Chair Sadak.

2) **Minutes of previous meetings**

a) September 14, 2021

Motion to approve as presented by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

3) **New Business**

a) Consideration of the RSU #14 Windham Middle School Option – Select Board

The Select Board discussed that the Jordan Small Middle School is an emotional topic with all of its history. If emotion is taken out of the equation, putting the \$3.7 million operating budget into the new school makes more sense. We need to continue to move the Town forward and 66% of the Town has voted to go with the RSU and not withdraw. Keeping 2 different middle schools equal is difficult. Travel for students could be difficult. Comparing a new facility to a 30 year old facility, there is really no way to keep the learning in both the same. If the RSU #14 Board of Directors (who have the final vote on whether or not include Raymond students in the new Middle School) vote not to include Raymond students, how would the RSU make sure that

* Taken out of order

Raymond students have the same opportunities as those at the new middle school. If the Raymond students are included, the school should be named to include both Raymond and Windham.

The RSU Board of Directors will not be voting on this at their next meeting, it will be the one after that. They are looking for land and have put an ad in the newspaper asking for 35-40 acres. The RSU Board has a deadline of before Thanksgiving to let the State know what the decision is. Site selection is the step that is being worked on now. This is a State funded process and therefore there are many things that need to be taken into account for a site to qualify. The RSU Board and Superintendent Howell thanked the Select Board for their timely response to this issue.

There were comments agreeing with the Select Board from those in the audience. A parent expressed the opinion that he would rather the school was between the 2 towns so the Raymond students would not have too long a drive. Another said that he worked in a school district where the ride was long and the busses were hot spots so the students could do homework on the way home. If the Raymond Middle School students are included, then the Jordan Small Middle School building and property will revert to the Town of Raymond.

Motion to recommend that the RSU #14 Board of Directors vote to include Raymond in the new Middle School by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

Motion that the Town of Raymond will donate 45 acres of land on Patricia Avenue for the building of the new Middle School, contingent upon the State and the RSU #14 Board of Directors approving the land, that it passes a Town Meeting vote, and that the property will remain the Town of Raymond's if it is not chosen for the building site of the new Middle School by Selectman Bruno. Seconded by Selectman Olsen.

There will be a Special Town Meeting on November 9th at the next Select Board meeting.

Superintendent Howell – I want to remind the Select Board that there is a process for site location. The RSU Board will gladly consider this piece of property in the matrix along with all other pieces of property. Ultimately that will go to a straw poll process next October. Also, thank you for putting out the consideration.

Unanimously approved

- b) * Executive Session to Discuss Publicly Held Property – pursuant to 1 MRSA §405 (6)(C)

Motion to go into executive session as noted above at 6:31pm by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

Motion to leave executive session at 6:48pm by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

* Taken out of order

c) Consideration of Memorandum of Understanding with Raymond Village Library – Select Board

Deb Hutchinson, who is the President of the RVL, explained that the \$15,000 start up costs are to cover the change from a 501c3 to a Town department and to pay for the fund raising appeal this year. The Board of Trustees will continue as a group to support the Library as they have with fund raising.

MEMORANDUM OF UNDERSTANDING (MOU)

By and Between

THE RAYMOND VILLAGE LIBRARY and THE TOWN OF RAYMOND

The Raymond Village Library (“Library”) by and through its Board of Trustees (“Board”) and the Town of Raymond (“Town”), a municipal corporation under the laws of the State of Maine, by and through its Board of Selectmen, hereby enter into this agreement to set forth the understanding of the Board and Town with respect to management and operation of the library.

OVERVIEW

The Library provides a vibrant and dynamic place where the community engages in personal enrichment. People of all ages are welcome and have free access to information that promotes and inspires their educational, recreational, and cultural interests.

The Board is a nonprofit 501(c)(3) corporation that currently owns the Library building and contents and intends to transfer such ownership to the Town at no cost for the purpose of the Town operating the Library as a town department. The future mission of the Board will be a fundraising/support to the Library Director on Library matters on behalf of the Library.

The Board has been responsible for serving the community's interests by setting and overseeing the Library's vision, strategic direction, governance, management, funding, programs, and policies that ensure the best possible library service. The Library Director (“Director”) is the organization's chief executive, leading and managing the day-to-day operations under the oversight and at the direction of the Board.

The Town of Raymond gifted the library lot to the Raymond Women's Club, predecessor in title to the Raymond Village Library Board of Directors with a reverter provision for the lot and any buildings that may be erected should the library cease to operate or disband. The town provides an annual appropriation, subject to town meeting approval as well as certain in-kind services. These include, but are not limited to: Information technology assistance, including provision of both software and hardware support, Public Works grounds keeping work, including mowing, plowing and building snow removal, as well as assistance with excavation and small construction projects. [

The Town and the Library both acknowledge that the two organizations serve the same constituency and have the same goals and objectives.

PURPOSE & SCOPE

The purpose of this MOU is to enhance the effectiveness and financial strength of the Library by outlining the terms and conditions of the proposed transfer of the Library to the Town in order to operate as a Town department and each party's responsibility and obligation concerning same, and providing an understanding that will permit the parties to effectuate such a transfer, if mutually agreed upon and approved by the Town Meeting. Upon transfer, the Director and Library staff will be employed and supervised under conditions specified in the Town Personnel Policy Manual (TPPM). The Town and Board acknowledge and understand that the Director and Library staff will now be employees of the town.

The Town and Director will strive to fulfill the libraries' existing vision and mission, with guidance from the Board.

* Taken out of order

The Town and Board acknowledge that the Town has agreed to provide and fund all Library services and responsibilities.

It is the responsibility of the Town to ensure that the Library operates in compliance with all applicable Federal, State, and Municipal laws, rules, and regulations including the Freedom of Access Act (FOAA). Further, the Library and Town will abide by the American Library Association Bill of Rights and the Maine Library Commission unless doing so would conflict with existing law.

RESPONSIBILITIES UNDER THIS MOU

The Board shall:

1. Raise money and accept gifts on behalf of the Library. Work collaboratively with the Library Director to determine how money raised by the Board will be allocated.
2. Help promote the Library to the community, including beyond Raymond.
3. Maintain open communications and relationships with the Town via the Library Director, including providing input in areas where the Board has particular expertise, e.g.:
 - a. The execution of the Library's mission and vision.
 - b. Annual budget, particularly regarding fundraising.
 - c. Policy-program-strategic vision and planning, e.g. adult/children's programs and services.
4. The Board shall transfer all monetary assets previously raised, minus \$15,000 for start-up costs, to the Town. The Board will work with the Library Director to allocate the money raised through future fundraising.
5. Transfer ownership of the Library building and all contents to the Town at no cost for the purpose of the Town operating the Library as a town department.

The Town shall:

1. Fund all Library operations and expenses, including but not limited to: compensation and benefits, staff development, media, programs, services, technology, utilities, insurances, supplies, professional services, activities (e.g., author talks, educational lectures, etc.), and buildings, grounds and maintenance, contingent on town meeting approval.
2. Set policies that govern personnel and the day-to-day operations of the Library (e.g., declaration of snow days or emergency/disaster contingency plans).
3. Establish the Director as a Town Department Head; maintain open communications and relationships with the Board via the Library Director.
4. The Town will set up a separate designated account for the purposes of supporting the Library.

EFFECTIVE DATE-TERMINATION-MODIFICATION-SIGNATURES

Finalization of this transition is contingent upon Raymond voter approval at the Annual Town Meeting. The parties expressly acknowledge and agree that even if this MOU is fully executed, neither party hereto has any obligation to the other to consummate the transactions contemplated unless binding agreement(s) are entered in to by the parties.

This MOU shall be effective upon the last date stated below and shall remain in full force until terminated in writing with 60 days advance notice by the Board or the Town. Any modifications to this MOU shall be in writing and approved by both the Board and the Town. This MOU shall be effective upon the last date stated below.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum and confirmed its purpose and the principles set forth above on behalf of their respective bodies.

THE TOWN OF RAYMOND

By its Select Board

Teresa Sadak, Chair

RAYMOND VILLAGE LIBRARY

By its Board of Trustees

Deborah Hutchinson, President

* Taken out of order

Motion to approve as presented by Selectman Olsen. Seconded by Selectman Taylor.

This is simply a vote to approve the MOU. Accepting the Raymond Village Library as a Town entity/department will require a Town Meeting vote next June. The Library's reserves will be put into a CIP account.

Unanimously approved

- d) Consideration of Appointing Suzanne Carr as Election Warden – Sue Look, Town Clerk

Motion to appoint Suzanne Carr as Election Warden for the November 2, 2021, State Referendum Election by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved

4) **Public Comment** – none

5) **Selectman Comment**

Chair Sadak thanked the Board members for listening to all of her ideas.

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

The Town has received the first half of the ARPA grant and we have until April 2022 to use, mostly for improvements to Tassel Top. We have found a bus which was donated from RSU #14 for the Raymond Recreation department to use for programs.

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

- November 9, 2021
- December 14, 2021

b) **Reminder of Upcoming Election Schedule**

- Tuesday, November 2, 2021 – State Referendum Election at JSMS Gym from 7am to 8pm

7) **Adjournment**

Motion to adjourn at 7:39pm by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

* Taken out of order