



**BOARD OF SELECTMEN
Minutes**

December 14, 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

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager
Charisse Keach – Finance Director
Rita Theriault – HR Administrator
Bruce Tupper – Fire Chief
Wayne Jones – Fire Inspector
Cathy Gosselin – Health Officer
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) November 9, 2021

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

Unanimously approved

3) **New Business**

a) Consideration of Renewal of A La Mexicana Liquor License – Jose Chavez, owner

There are no current issues, nor complaints. There are a couple of items that are scheduled to be taken care of that were noted on the Fire Inspection Report. Grease hood and grease on walls needs to be cleaned, this is scheduled for December 21st.

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

Unanimously approved

- b) Consideration of Approving the 2022 Ice Derby – Ingo Hartig, Sebago Lake Rotary Club

Annual Ice Fishing Derby and Polar Dip to be held on February 19-20, 2022. There will be a pre-meeting pulled together by Public Safety which will include Public Works, Cumberland County Sheriff's Office, IF&W, and the Rotary Club.

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

Unanimously approved

- c) Consideration of Business License Application – Astoirin, LLC – Betsy Jewell Spekke, owner

(pronounced As-tor-in) It will be a retail gift shop/skin care with some workshops in the evening. The space will be shared with a retailer that sells jewelry. W-Sat 10am to 6pm.

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

Unanimously approved

- d) Consideration of Adopting the 2022 Cumberland County Hazard Mitigation Plan – Don Willard, Town Manager, and Bruce Tupper, Fire Chief

Every 5 years we must do this to qualify for County grants.

Motion to adopt the 2022 Cumberland County Hazard Mitigation Plan as presented by Selectman Gifford. Seconded by Selectman Olsen.

Unanimously approved

- e) Consideration of Setting the FY 2022-2023 Budget Goals – Don Willard, Town Manager

Budget Goals FY 2021-2022

1. *Maintaining or lowering the tax rate.*
2. *Continuing commitment to improvement and maintenance of the Town roads.*
3. *Undesignated fund balance can be utilized within existing policy to accomplish priority number one.*
4. *All budget areas are on the table for discussion and review.*
5. *Core services driven budget.*

Consensus to continue with last year's goals.

f) Consideration of Setting the FY 2022-2023 Budget Schedule – Charisse Keach, Finance Director

- Tues., December 14, 2021 Board of Selectmen – Set budget goals and approve schedule
- Fri., January 14, 2022 Deadline for Agency Requests to be submitted to Don Willard, Town Manager or Charisse Keach, Finance Director
- Wed., February 23, 2022 Town Manager submits proposed budget to Board of Selectmen and Budget-Finance Committee
- Tues., March 1, 2022 Joint Meeting – Department Head Review #1 (CIP Requests with be reviewed & discussed at the time of the coinciding department review)
- | | |
|-------------------|-------------------------------|
| Administration | <u>Public Services</u> |
| Assessing | Cemeteries |
| Code Enforcement | Parks & Recreation/Tassel Top |
| Town Buildings | Provider Agencies |
| Town Insurances | Raymond Village Library |
| Employee Benefits | |
| TIF | Revenues |
- Tues., March 15, 2022 Joint Meeting – Department Head Review #2
- | | |
|---------------------|----------------------|
| <u>Public Works</u> | <u>Public Safety</u> |
| Solid Waste | Animal Control |
| General Assistance | Fire Department |
| Technology | Emergency Management |
- Tues., March 29, 2022 Joint Meeting – Budget Workshop
- Tues., April 5, 2022 Select Board – warrant article review and recommendations
- Tues., April 12, 2022 Budget-Finance Committee – Vote on recommendations for each budget warrant article
- Tues., April 19, 2022 Board of Selectmen – Warrant Approval (proposing to move regular Select Board meeting to April 19)
- Tues., June 7, 2022 Annual Town Meeting at 6:00pm (In Person, Zoom, or Secret Ballot?)

NOTE: Unless a time is specified, all meetings are at 6:30pm at the Broadcast Studio

Switch Public Services with Public Safety. Change March 29 to March 31.

Consensus to make the above changes and send it to the Budget-Finance Committee for feedback.

g) Consideration of Honey Hill Lane as a Road Name – Sue Look, Town Clerk

This is in a new subdivision that has received preliminary approval by the Planning Board.

NOTE: This request was received by the Town Clerk on September 15, 2021, and was inadvertently overlooked until after the Election.

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

Unanimously approved

h) Consideration of Issuing a Quit Claim Deed – Sue Carr, Tax Collector

William & Irene Furlong – 31 Furlong Rd – Map 18 Lot 18-F – paid all back taxes (\$6,206.24), they are in the process of selling the property

Motion to issue a Quit Claim Deed for the above property by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

4) **Public Comment** – none

5) **Selectman Comment**

Rolf Olsen is on the committee to look at the new middle school.

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

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

- January 11, 2022
- February 8, 2022

b) **Reminder of Upcoming Holiday Schedule**

- Friday, December 17, 2021 – closing at 12:00pm for Town Office Christmas Party
- Thursday, December 23, 2021 – closing at 12:00pm for Christmas Holiday
- Friday, December 24, 2021 – in observance of Christmas Day
- Friday, December 31, 2021 – in observance of New Year's Day

37 Students signed up for Ski Program. The bus given by RSU #14 is working out well. We are looking for a driver. Registration still open. There will be a skating rink at Mill Street. Basketball is going.

Thank you to the Select Board and Staff for all their hard work during such difficult times.

7) Executive Session

- a) Consideration of a COVID Vaccine Incentive and Employee COVID Hazard Pay – pursuant to 1 MRSA §405 (6) (A)

Motion to enter executive at 6:56pm as cited above by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved

Motion to leave at 7:51pm by Selectman Olsen. Seconded by Selectman Bruno.

Unanimously approved

Motion to approve the Vaccine Incentive and Hazard Pay as discussed by Selectman Olsen. Seconded by Selectman Gifford.

Unanimously approved

8) Adjournment

Motion to adjourn at 7:51pm by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk