



**BOARD OF SELECTMEN
Minutes**

April 19, 2022

6:30pm – Regular Meeting

Via Zoom & on YouTube

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 – CEO
Wayne Jones – Fire Inspector
Kevin Woodbrey – Technology Contractor
Sue Carr – Tax Collector
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

- a) April 4, 2022 – approved at April 14, 2022 meeting
- b) April 6, 2022 – approved at April 14, 2022 meeting
- c) April 14, 2022

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

Unanimously approved

3) **New Business**

- a) Consideration of Issuing a Business License – Brighter Days LLC (Daycare), Holly Flynn, owner

Fire Inspector Jones – The outstanding items from the March 25, 2022, Fire & Life Safety Inspection have been corrected.

Additionally, the State Fire Marshal's Office (SFMO) completed a licensing inspection on April 7, 2022. The SFMO issued a report with four deficiency items listed. The

* Taken out of order

applicant, current daycare owner, and the property owner have been working at addressing the deficiencies noted in both inspection reports. The RFRD would recommend "conditional" approval of this Business License subject to the parties completing all outstanding items on the SFMO Inspection Report. A copy of the written Plan of Correction (POC) submitted to the SFMO shall be forwarded to the RFRD for the file.

Ms Flynn has been running a daycare in Bridgton for the past 10 years. She has a degree in elementary education. The strobes will be installed tomorrow.

Motion to issue the Business License contingent upon completing any outstanding issues with the State Fire Marshall's report to Brighter Days LLC by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved

- b) Consideration of Issuing a Business License – Bea's Blooms Floral Design, Hannah Quinn, owner

Fire Inspector Jones – The outstanding items from the March 29, 2022, Fire & Life Safety Inspection have been corrected. The RFRD would recommend approval for this Business License application.

Motion to issue the Business License to Bea's Blooms Floral Design by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

- c) Consideration of Liquor License Renewal – Fisherman's Catch, William Coppersmith, owner

Fire Inspector Jones – The outstanding items from the April 1, 2022, Fire & Life Safety Inspection have been corrected. The RFRD would recommend approval of this Liquor License Application, conditional on bathroom fixtures being installed prior to opening.

Motion to approve the renewal of Fisherman's Catch's liquor license by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved

- d) Consideration of Quit Claim Deeds – Sue Carr, Tax Collector

Patricia & Dorren Cole – Map 014 Lot 001-H – Over Drive – land only – Patricia passed away and the son forgot about this parcel. Once notified he paid in full.

Motion to approve a Quit Claim Deed for Patricia & Dorren Cole for Map-Lot 014-001-H by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved

* Taken out of order

the property.

3. After 18 months if the taxes still remain unpaid, then the property is automatically placed in foreclosure.
4. Once a property is in foreclosure, I begin the process of contacting the owner or a family member to resolve the taxes or setting up a payment arrangement.

During COVID I did not want to increase the payments due to the financial circumstances of many. This year I sent out letters (*a sample of which is in your epackets*) to move people to payments that would allow their taxes be paid off within 5 years. The only one I am having issues with is Southern Maine Construction, but he has said he would agree to the terms I sent. Most of the people in foreclosure I know their situation and have worked with them. In the 15 years I have been here we have not taken a home due to foreclosure.

Select Board consensus is that as long as people continue to try and keep in touch with Tax Collector Carr, the Select Board will not be taking possession of the property. The number of foreclosures is very small.

- f) * Recognition of Barry Alden, Tassel Top Park Maintenance Manager, Awarded the Maine Recreation and Parks Association (MRPA) - Outstanding Parks Professional Award – Joe Crocker, Parks & Recreation Director

Parks & Recreation Director Crocker – Barry does not want recognition, but he certainly earns it. We are formally announcing that Barry is the MRPA 2022 recipient of the Outstanding Parks Professional Award. I can't say enough about what it has meant to work with Barry over the past 2 years during the craziest of conditions! We could not have done it without Barry! On top of that, his years of dedication and service to the park has made it such a welcoming place. Thank you, Barry, on behalf of me and the Select Board.

Town Manager Willard – Over the years that I have worked with Barry I have been amazed at the transformation of the park. There is not a place in there that his hand has not touched. The cabin improvements, the trail system, snack shack, benches, picnic tables, you name it he has done it and been a big part of Tassel Top in the past and I am hopeful that he will be in the future along with his wife. I am thrilled that he was nominated and got this significant award from his peers. Congratulations and thank you.

- g) Update on Plans for Sheri Gagnon Park with Discussion of Ball Field Ideas – Joe Crocker, Parks & Recreation Director

Parks & Recreation Director Crocker outlined his long-range plans for Sheri Gagnon Park. He said that we should not underestimate the retention of water at the park (he did until he lost a shoe in the park! 😊). I see this as a community, leisurely, family site. This means dropping in, playing on the playground, shooting hoops, etc. It is a bus stop and the kids would like the playground back. I have had people ask for outdoor pickleball courts (we currently have 70 signed up for indoor), tennis courts, dog park, skate park, walking path, those types of items.

2020 there was no Little League, numbers were down and COVID. 2021 saw only tee-ball in Raymond. In the Fall of 2021 we tried to reform the Little League board

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(due to Little League rules it must be a parent run board, the Town of Raymond may not run Little League, but can be involved in the field maintenance, etc.) and only had a couple of volunteers. It has to be community driven to succeed. A few years ago, we had a couple of teams for each of Little League, Cal Ripken and girls' softball. It is a shame the numbers are so low now. The Raymond board voted to merge with Gray-New Gloucester for Little League. Right now Raymond has one seat on the board and it is a 2 year process to complete the merge. It is a national trend that the numbers are down. RSU #14 will not allow notices like Little League to be sent out, only their notices.



There is always someone at Sherri Gagnon Park, it is a high traffic area. We will be updating the signage. Public works has removed some trees to give it more visibility. The front field will be rented this summer for another revenue source. The field has to be lit with LED, galvanized, and concreted in due to Little League standards if it is going to be used for Little League games. The lights were put in by volunteers about 20 years ago. Selectman Taylor bought the existing scoreboards and said he would buy replacements and help in many ways due to what the park has meant to his family. There are grants, especially for tennis courts. The perimeter path is currently partially swamp. There are grants for ADA walking paths. We have better site lines which will

* Taken out of order

help with security. The buildings need some work. The basketball court is in good shape since Public Works fixed the hoop. The batting cage next to the basketball court will be turned into a place for picnic tables. This is a 2-10 year plan.

- h) Consideration of Funding the Cumberland Oxford Lakes Area Broadband (COLAB) from American Rescue Plan Monies and Authorize Town Manager to Execute MOU – Don Willard, Town Manager; Kevin Woodbrey, Technology Director; Melissa McConkey, Communications Director

Town Manager Willard – over the past year there has been 10 communities working with GPCOG to get geo-mapping and a contractor to get a feel for what the communities wanted to do. Kevin Woodbrey has been key to getting the proper direction for this project.

Mr Woodbrey explained that they are looking to develop an infrastructure that will serve the 3 areas of Raymond – residential, commercial, and municipal. The way to do this is with a fiber optical network. We are trying to create a structure that will support the current and future needs of the Town of Raymond. We need service level agreements with the vendor we go with. The fiber will last for at least 50 years.

Definitions:

- Dark Fiber – unused optical fiber that has been laid but is not currently being used in fiber-optic communications. Because fiber-optic cable transmits information in the form of light pulses, a "dark" cable refers to one through which light pulses are not being transmitted.
- DHCP – Dynamic Host Configuration Protocol – an under-the-covers mechanism that automates the assignment of IP addresses to fixed and mobile hosts that are connected wired or wirelessly
- Optical Fiber Ring – a fiber ring network connects your building to redundant nodes with different physical paths. This mitigates the risk of a single fiber cut taking down service.
- FTTP – Fiber To The Premise - refers to equipment used in fiber access deployments where fibers extend all the way to the end-user premises
- IPv4 – Internet Protocol version 4 – limited by the number of addresses available
- IPv6 – Internet Protocol version 6 – almost unlimited addresses available
- ISP – Internet Service Provider
- Jitter – any deviation in, or displacement of, the signal pulses in a high-frequency digital signal. Jitter can cause a display monitor to flicker, affect the ability of the processor in a desktop or server to perform as intended, introduce clicks or other undesired effects in audio signals, and lead to loss of transmitted data between network devices.
- Latency – how long it takes to receive a response when you send a packet, during speed tests, it's referred to as a ping response time

* Taken out of order

- Optical Networks – key difference between AON and PON is how the signal is split between the multiple fibers going to each customer:
 - AON – Active Optical Network – uses active, electrically powered devices to direct the appropriate signal only to the relevant customer
 - PON – Passive Optical Network – uses optical splitters, which require no electrical power, to send the signal to each customers
- Redundant Paths to the ISP – used when the service provider link is down and all traffic needs to be routed to the remaining service provider backup link or an alternate service provider
- Static – A static IP address is simply an address that doesn't change. Once your device is assigned a static IP address, that number typically stays the same until the device is decommissioned or your network architecture changes. Static IP addresses generally are used by servers or other important equipment.
- Symmetrical – both upload and download at the same speed
- Tier 2 Regional Provider – an Internet service provider which engages in the practice of peering with other networks, but which also purchases IP transit to reach some portion of the Internet

These are the minimum acceptable levels:

Residential

- PON FTTP to all residential locations.
- Symmetrical 1 Gbps (Gigabits per second).
- Latency < 30 milliseconds to the ISP vendors interconnect to their Tier 2 regional provider.
- Jitter < 15 milliseconds to the ISP vendors interconnect to their Tier 2 regional provider.
- IPv4 with DHCP.

Business

- AON (Active Optical Network) FTTP to all business locations.
- Symmetrical 1 Gbps (Gigabits per second) with 10 Gbps available.
- Latency < 20 milliseconds to the ISP vendors interconnect to their Tier 2 regional provider.
- Jitter < 10 milliseconds to the ISP vendors interconnect to their Tier 2 regional provider.
- IPv4 with Static and DHCP. IPV6 with Static and DHCP. Support of advertising Business owned IPV6 blocks.
- Fiber ring to create local redundancy.

* Taken out of order

- Redundant paths to ISP.

Municipal

- AON (Active Optical Network) FTTP to all municipal locations including public locations such as parks and beaches.
- Symmetrical 1 Gbps (Gigabits per second) with 10 Gbps to 40Gbps available.
- Latency < 20 milliseconds to the ISP vendors interconnect to their Tier 2 regional provider.
- Jitter < 10 milliseconds to the ISP vendors interconnect to their Tier 2 regional provider.
- IPV4 with Static and DHCP. IPV6 with Static and DHCP. Support of advertising Business owned IPV6 blocks.
- Available dark fiber dedicated to the Municipality to use as a private Municipal intranet.
- Fiber ring to create local redundancy.
- Redundant paths to ISP.

Town Manager Willard said we are trying to build it once and build it right and with Mr Woodbrey this will be the case. There is only 1 vendor, GWI, right now who meets our requirements. GWI has the best cost model as well. It may be more expensive up front and will be less expensive over time. We need a plan to be ready when ARPA funds are available. GPCOG is overseeing the administration of the project and Mission Broadband has been selected to do the work. The State and the County also have a hand in this.

Motion to approve authorizing Town Manager Don Willard to use the funds from ARPA and to execute an MOU with GPCOG by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

- i) Consider Appointments of Representatives to the COLAB Steering Committee and the Regional Broadband Communications Team – Don Willard, Town Manager

Consensus that Rolf Olsen and Kevin Woodbrey will be the representatives to the COLAB Steering Committee.

- j) Consider Appointment of Election Clerks Nominated by Democratic Party – Sue Look, Town Clerk

Motion to appoint Janice Miller and Edward Kranich as Election Clerks by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

- k) Consider Appointment of Warden for June 14th Primary Election – Sue Look, Town Clerk

* Taken out of order

Motion to appoint Suzanne Carr as Warden for the June 14th Primary Election by Selectman Bruno. Seconded by Selectman Olsen.

Unanimously approved

4) **Public Comment** – none

5) **Selectman Comment** – none

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

Thank you to Charisse for her first budget.

Thank you to Sue for keeping all the meetings, minutes, etc. straight through budget season.

Thank you to the Select Board for attending all the various meetings to get the warrant completed.

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

- May 10, 2022
- June 21, 2022

b) **Reminder of Upcoming Election Schedule**

- May 18, 2022 – Budget Vote at Windham High School Auditorium – 6:30pm
- May 27, 2022 – Deadline to change parties to vote in the Primary on June 14th
- June 9, 2022 – Deadline to request absentee ballots
- June 14, 2022 – State Primary, Municipal Officers & RSU #14 Budget Elections at Jordan Small Middle School Gym – 7:00am to 8:00pm

7) **Executive Session**

a) Discussion of Labor Contracts and Proposals – pursuant to 1 MRSA §405 (6) (D)

The meeting was postponed that was going to be discussed. This will be moved to the May 10, 2022, meeting.

b) Code Enforcement Violations Updates – pursuant to 1 MRSA §405 (6) (H)

Motion to enter executive session at 7:40pm as noted above by Selectman Taylor. Seconded by Selectman Bruno.

Unanimously approved

Motion to leave executive session at 8:11pm by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved

* Taken out of order

8) Adjournment

Motion to adjourn at 8:11pm by Selectman Olsen. Seconded by Selectman Taylor.
Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk