



**BOARD OF SELECTMEN  
Minutes**

December 13, 2022

6:30pm – Special Town Meeting &  
Regular Meeting

At Broadcast Studio &  
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.*

**1) Special Town Meeting**

**Town of Raymond  
December 13, 2022  
SPECIAL TOWN MEETING WARRANT**

Town Clerk Look opened the meeting by reading: *In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Broadcast Studio at 423 Webbs Mills Road in said town on Tuesday, December 13, 2022, at 6:30 P.M., then and there to act on Articles 1 through 2 as set out below.*

**ARTICLE 1:** To elect a moderator to preside at said meeting.

Town Clerk Look entertained a nomination for Moderator.

Selectman x nominated Joe Bruno as Moderator. Seconded by Selectman .

**Motion** to cease nominations and elect Joe Bruno as Moderator by . Seconded by .

**Unanimously approved** by written ballot 3-0

**ARTICLE 2:** Shall an ordinance entitled “An Ordinance to Renumber and Recaption the Zoning Ordinance and Shoreland Zoning Ordinance” be enacted? (A copy of the full text of the Ordinance is available for review and inspection in the Town Clerk’s Office in a document entitled “Final Draft of the Land Use and Shoreland Zoning Ordinances of the Town of Raymond,” dated September, 2022, prepared by General Code, LLC).

Summary: this Ordinance does the following:

1. Renumbers the Land Use Ordinance and Shoreland Zoning Ordinance chapters and each of the sections and subsections;
2. Updates internal references to reflect the new numbering system; and
3. Making certain non-substantive changes to the text of the ordinances so that the style of the text is consistent in terms of grammar, punctuation, spelling, capitalization and citation of numbers and statutory references.

\* Taken out of order

Select Board recommends Article 2  
Planning Board recommends Article 2

**Motion** to approve as presented by Selectman Sadak. Seconded by Selectman Olsen.

**Unanimously approved**

**2) Adjourn Special Town Meeting**

**Motion** to adjourn the Special Town Meeting at 6:33pm by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

**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  
Curt Lebel – Contract Assessor  
Alex Sirois – CEO  
Bruce Tupper – Fire Chief  
Wayne Jones – Fire Inspector  
Cathy Gosselin – Finance Assistant  
Sue Look – Town Clerk

**3) Called regular meeting to order** at 6:34pm by Chair Bruno

**4) Minutes of previous meetings**

a) November 15, 2022

**Motion** to approve as presented by Selectman Sadak. Seconded by Selectman Gifford.

**Unanimous approved**

**5) New Business**

a) \* Consideration of Sebago Lake Rotary Ice Derby – February 18 & 19, 2023 – Ingo Hartig, Sebago Lake Rotary

The Rotary is coordinating with Public Safety, Public Works and Cumberland County Sheriffs.

**Motion** to approve the Ice Derby on February 18 & 19, 2023 by Selectman Sadak. Seconded by Selectman Gifford.

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\* Taken out of order

**Unanimously approved**

- b) \* Consideration of the Town of Raymond Taking on the Diver Assisted Suction Harvesting (DASH) Milfoil Program – Peggy Jensen, RWPA President

From the letter from RWPA:

After careful consideration of all the imaginable ways to address the remaining small patches and the inevitable stray plants that may regenerate from even tiny pieces of stem or root, we have decided the best solution is to move the DASH program to the town. We pledge to guide town personnel in taking ownership of the boat and its necessary equipment so that it could be quickly put back into operation and in applying for possibly available grant funds. We recommend hiring a private contractor.

RWPA will continue to monitor and mitigate any invasive aquatic species found in the upper Jordan River, from the route 302 highway to Mill Street, and Dingley Brook, from Cape Road to Sebago Lake.

We will continue to operate the Courtesy Boat Inspection program at 4 launch sites in Raymond. We hope to have continuing support from the town for this program. We would like to expand the hours covered and we will need to hire a manager for the program this coming season.

Peggy Jensen discussed what their efforts have been and the current status.

**Motion** to have the Town of Raymond take over the milfoil program as outlined above by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

- c) \* Consideration of Renewal of Liquor License – Jose Chavez, A La Mexicana

**Motion** to approve the renewal of A La Mexicana's Liquor License contingent upon completion of items in the Fire Inspection Report by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

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\* Taken out of order

**BUDGET GOALS**  
**FY 2022 – 2023**

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1. Maintaining or lowering the tax rate; presently the mil rate is ~~\$14.10~~ \$15.00.
2. Continuing commitment to the improvement and maintenance of the Town roads.
3. Undesignated fund balance can be utilized within existing policy to accomplish priority number one. (see below policy)
4. All budget areas are on the table for discussion and review.
5. Core services driven budget

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Financial Policy Excerpt:

**UNASSIGNED GENERAL FUND BALANCE (SURPLUS)**

The purpose of maintaining surplus is to ensure adequate undesignated reserves to respond to unforeseen emergencies and provide overall financial stability. In view of the unpredictability of non-tax revenues, the Town of Raymond shall set as a target sufficient fund balance to both protect the creditworthiness of the Town and ensure adequate liquid funds for emergency needs.

The goal of the Town is to have a level of undesignated surplus equal to at least 15% of the prior year's tax commitment. This level of surplus is to be exclusive of any amount already designated to be paid from surplus.

The appropriate use of any funds over that level shall be determined upon receipt of audited figures, and used, with Town Meeting approval, for equipment reserves, capital improvements, debt reduction, and/or real estate tax reduction.

Consensus to keep the goals the same with an addition to support existing programs. Finance Director Keach informed the Select Board that a 5-year lease was signed for a new budgeting software.

e) \* Consideration of Budget Schedule for FY2023-24 – Charisse Keach, Finance Director

PROPOSED SCHEDULE FOR FY2024 BUDGET DEVELOPMENT JULY 1, 2023 – JUNE 30, 2024															
Tues., December 13, 2022;	Board of Selectmen; Set budget goals and approve tentative meeting calendar														
Fri., January 13, 2023;	Deadline for Outside Agency Requests														
Mon., January 30, 2023;	Department Heads to submit proposed budget(s) to Don Willard, Town Manager <u>and</u> Charisse Keach, Finance Director														
Wed. February 22, 2023;	Town Manager submits proposed budget to Board of Selectmen and Budget-Finance Committee														
Tues., Feb. 28, 2023;	Joint Meeting – Department Head Review #1 (CIP Requests will be reviewed & discussed at the time of the coinciding department review.) <table border="0" style="margin-left: 40px;"> <tr> <td>Administration</td> <td><u>Public Safety</u></td> </tr> <tr> <td>Assessing</td> <td>Animal Control</td> </tr> <tr> <td>Code Enforcement</td> <td>Fire Department</td> </tr> <tr> <td>General Assistance</td> <td></td> </tr> <tr> <td>Town Insurances</td> <td>Technology</td> </tr> <tr> <td>Employee Benefits</td> <td>TIF</td> </tr> <tr> <td>Debt Service</td> <td></td> </tr> </table>	Administration	<u>Public Safety</u>	Assessing	Animal Control	Code Enforcement	Fire Department	General Assistance		Town Insurances	Technology	Employee Benefits	TIF	Debt Service	
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Tues., March 7, 2023;	Joint Meeting – Department Head Review #2 (CIP Requests will be reviewed & discussed at the time of the coinciding department review.) <table border="0" style="margin-left: 40px;"> <tr> <td>Public Works</td> <td><u>Public Services</u></td> </tr> <tr> <td>Solid Waste</td> <td>Cemeteries</td> </tr> <tr> <td>Town Buildings</td> <td>Parks &amp; Recreation / Tassel Top</td> </tr> <tr> <td>Revenues</td> <td>Provider Agencies</td> </tr> <tr> <td></td> <td>Raymond Village Library</td> </tr> </table>	Public Works	<u>Public Services</u>	Solid Waste	Cemeteries	Town Buildings	Parks & Recreation / Tassel Top	Revenues	Provider Agencies		Raymond Village Library				
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Tues., March 14, 2023;	Joint Meeting – Budget Workshop (Board of Selectmen & Budget-Finance Committee) @ 7:30 PM following BOS Regular Meeting														
Tues., March 28, 2023;	Board of Selectmen – Warrant article review and recommendations														
Tues., April 4, 2023;	Budget-Finance Committee – Vote on recommendations for each budget warrant article														
Tues., April 11, 2023;	Board of Selectmen – Final Warrant Approval														
Tues., June 13, 2023;	Annual Town Meeting Voting – Secret Ballot Referendum (7:00 AM – 8:00 PM at JSMS Gym)														

Consensus to begin with this schedule and make changes later if necessary. Selectman Olsen stated that the Casco Town Manager should be presenting on February 28<sup>th</sup>, not the ACO. The ACO could be there to answer questions. Send a reminder to everyone who has requested money in the past.

The Select Board would like to see at least 3 and as many as 4 years of history in the budget software.

\* Taken out of order

- f) \* Consideration of Updates to the General Assistance Ordinance – Jennie Silverblade, GA Administrator

In a recent audit of GA, it was noted that the last full ordinance that the Select Board enacted was from 2014 and there is a more recent version from September of 2022.

**Motion** to enact the September 2022 version of the General Assistance Ordinance and Appendices by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

6) **Public Comment** – none

7) **Selectman Comment**

Chair Bruno proposed that the Select Board Meetings begin at 5:30pm instead of 6:30pm from here on. By consensus the Select Board agreed with this change.

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

Comp Plan Update, there is a new section on the website for people to sign up for updates on the progress of the Comp Plan. RFP has been sent out, the deadline is January 6, 2023.

We do have funds in the Community Assistance Fund due to the generous contributions of some citizens, so if you need help please contact the Town Office.

We have a new Deputy Fire Chief (*subsequent to this meeting the candidate withdrew his acceptance of the position*).

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

- January 10, 2023 – 5:30pm
- February 14, 2023 – the Select Board will decide in January whether to move the February meeting from Valentine's Day

9) **Executive Session**

- a) Discussion of Labor Contract & Proposal - pursuant to 1 MRSA §405 (6) (D)

**Motion** to enter executive session at 7:59pm as cited above by Selectman Sadak. Seconded by Selectman Olsen.

**Unanimously approved**

**Motion** to leave executive session at 8:30pm by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

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\* Taken out of order

- b) \* Discussion of Code Enforcement with Attorney – pursuant to 1 MRSA §405 (6) (E)

**Motion** to enter executive session at 7:05pm as cited above by Selectman Sadak. Seconded by Selectman Olsen.

**Unanimously approved**

**Motion** to leave executive session at 7:39pm by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

#### 10) Adjournment

**Motion** to adjourn at 8:30pm by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*

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\* Taken out of order