



**BOARD OF SELECTMEN
Minutes**

January 10, 2023

5:30pm – 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.

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
- Curt Lebel – Contract Assessor
- Alex Sirois – CEO
- Sue Look – Town Clerk

1) **Called meeting to order** at 5:30pm by Chair Bruno

2) **Minutes of previous meetings**

a) December 13, 2022

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

Unanimously approved

3) **New Business**

a) Consideration of Tax Abatement Request(s) – Curt Lebel, Contract Assessor

Tax Year	Map-Lot	Acct	Owner	Tax Abated	Description
2022	004-015-A	175	John Bennett PO Box 308 Manchester MA 01944	\$495.00	Property not developable due to no access, wetlands, and zoning non-conformance.
2022	016-045-C	1431	James & Patricia Ross PO Box 811 Raymond ME 04071	\$1,245.00	Property improvements over graded

Motion to approve abatement for Map-Lot 004-015-A for \$495.00 by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

Motion to approve abatement for Map-Lot 016-045-C for \$1,245.00 by Selectman Olsen. Seconded by Selectman Sadak.

Unanimously approved

b) Update on 9 Shaker Woods Road – Alex Sirois, CEO

CEO Sirois gave an update on the recent inspection. Mr Marston has made good progress with the junk onsite, there is still more to be done. Fall and Spring is when he does most of the clean-up. The garage has had some repairs and it is now acceptable as a dwelling. It will still take some time. The pictures show a significant improvement. He has done work to the driveway so Public Safety could gain access. There has been no indication of hazardous chemicals. It has been about 2 years of progress thus far. Consensus to encourage to continue progress and continue to monitor the site.

The Board requested an update on 17 Tower Road at the next meeting.

c) Consideration of Raymond IPTV Content Display Policy – Sue Look, Town Clerk

Town of Raymond Policy

RAYMOND IPTV CONTENT DISPLAY POLICY

Adopted January 10, 2023

This policy addresses the display of computer-based multimedia content by authorized IPTV meeting presenters at live broadcast events. Displaying of this content will be allowed using Supported Content Types on the IPTV dedicated laptop or a presenter laptop that conforms to the approved hardware specifications.

Presenters must be authorized by one of the following:

- *Official Raymond Board Chair*
- *Raymond Town Manager*
- *Raymond Town Department Manager*

Responsibilities

- *General public presenting content*
 - *Correctly formatted and supported content type*
 - *Manipulation of content before or during the meeting*
 - *List of website URL's that might be used in the presentation*
 - *Notifying the Communications Director of the presentation and the content type to be displayed. This notification should be at least 4 business days before the presentation.*
 - *Arriving at least 30 minutes before the meeting to test the presentation*

- *Display of content during the presentation*
- *Municipal employee with Windows domain account presenting content*
 - *Signon to raymondmaine.int with their Windows domain account*
 - *Correctly formatted and supported content type*
 - *Manipulation of content before or during the meeting*
 - *List of website URL's that might be used in the presentation*
 - *Notifying the Communications Director of the presentation and the content type to be displayed. This notification should be at least 4 business days before the presentation*
 - *Arriving at least 30 minutes before the meeting to test the presentation*
 - *Display of content during the presentation*
- *IPTV Videographer*
 - *Signing on the iptv.guest account for general public presenters*
 - *Setting the IPTV displays so the content may be tested before the meeting*
 - *Supply the password for the IPTV public WiFi when the presenter uses their own laptop*
- *Communications Director*
 - *Notifying the IPTV Videographer and Tech support of any presentations and content to be displayed at least 2 business days before the presentation*
 - *Test access to the websites that the presenter may try to access*
- *IPTV Tech Support*
 - *Answer questions about supported Content Types and Content Access*

Supported Content Types

The IPTV laptop is Windows 10 based with the listed software installed for display of content. All software and the Windows OS are kept current with service. Content types are supported if they can be displayed by the following software:

- *Microsoft Office 365 Pro including Word, Excel, PowerPoint*
- *LibreOffice including Draw, Writer, Calc and Impress*
- *Internet Browsers including Chrome, Firefox, Edge, Internet Explorer*
- *Multimedia Audio/Video support with VLC media player (check www.videolan.org for supported file types)*
- *Google Earth Pro Desktop*
- *Adobe Acrobat Reader*

Supported Content Access Methods

- IPTV Laptop
 - The IPTV laptop is connected to the Internet and the Intranet. It has USB, USB-C ports allowing for USB attachable media storage devices and an SD card reader. Devices that are natively supported by Windows 10 are supported. No devices that require non-native Windows 10 drivers will be supported.
 - The laptop is equipped with Webroot Endpoint and DNS Protection. This may block some websites so a list of websites to be used in a presentation should be forwarded to the Communications Director with the presentation notification.
- Presenter Supplied Laptop
 - The laptop can access the public WiFi at the IPTV station to display content. The Videographer will supply the password.
 - The laptop must have an external video display port with one of the following interface types and resolutions:
 - USB-C -1080p
 - VGA - 720p
 - HDMI – 1080p
 - mini HDMI – 1080p
 - Display Port – 1080p
 - mini Display Port – 1080p
 - Audio is only supported through the HDMI interface

Adopted this 10th day of January 2023, by the Raymond Select Board:

Joseph Bruno, Chair

Rolf Olsen, Vice Chair

Teresa Sadak

Samuel Gifford

Lawrence Taylor

There have been some instances where presenters have come in at the last minute to a meeting with media that is not compatible. If the policy is adopted by the Select Board, then we do have the option to say no if it is not followed.

Motion to adopt the Raymond IPTV Content Display Policy above by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

d) Update on Early Meeting Time – Sue Look, Town Clerk

After conferring with the Videographers, we can not consistently support meetings that begin earlier than 6:30pm, nor do we have any back-up for the 1 videographer who can occasionally accommodate a meeting beginning prior to 6:30pm. Videographers are expected to arrive 1 hour prior to any meeting start time to get the equipment running and tested prior to the beginning of the meeting. All of our current videographers have other jobs and can not consistently get here in time to get an earlier meeting ready. We have reached out to St Joseph's & RSU #14 and will post an ad on Indeed, if we are able to get more videographers who are able to support earlier start times, we could revisit this change.

4) **Public Comment** – none

5) **Selectman Comment** – none

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

Working on milfoil grant.

Season passes are available for Tassel Top.

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

- February 14, 2023 – consensus to cancel this meeting
- March 14, 2023 (before the Budget-Finance Committee Meeting)

b) **Budget Meeting Changes**

No meetings in February and 4 meetings in March

- Move Feb 28th to Mar 7th
- Move Mar 7th to Mar 14th
- Move Mar 14th to Mar 21st

7) **Adjournment**

Motion to adjourn at 5:50pm by Selectman Sadak. Seconded by Selectman Olsen.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk