



## SELECT BOARD MEETING Minutes

June 19, 2023

5:30pm – 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:** Joe Bruno, Rolf Olsen, Teresa Sadak, Derek Ray

**Select Board members absent:** Samuel Gifford

**Town Staff in attendance:**

Nathan White, Public Works Director  
Wayne Jones, Fire Inspector  
Alex Sirois – CEO  
Charisse Keach, Finance Director  
Sue Look – Town Clerk

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

Welcome to our newest Select Board member, Derek Ray. Welcome back Don, good to have you back.

**2) Minutes of previous meetings**

a) May 9, 2023

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

**Voted 3-0-1, motion carried** (Select Ray did not attend the previous meeting)

**3) Election of Officers**

a) Chair

**Nomination** of Joseph Bruno for Chair by Select Sadak. Seconded by Select Olsen.

**Call for nominations to cease** by Select Olsen. Seconded by Select Sadak.

**Unanimously approved**

**Vote for Mr Bruno as Chair was unanimous**

b) Vice Chair

**Nomination** of Rolf Olsen for Vice Chair by Chair Bruno. Seconded by Select Sadak.

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\* Taken out of order

**Call for nominations to cease** by Chair Bruno. Seconded by Select Sadak.

**Unanimously approved**

**Vote for Mr Olsen as Vice Chair was unanimous**

c) Parliamentarian

**Nomination** of Rolf Olsen for Parliamentarian by Select Sadak. Seconded by Chair Bruno.

**Call for nominations to cease** by Chair Bruno. Seconded by Select Sadak.

**Unanimously approved**

**Vote for Mr Olsen as Parliamentarian was unanimous**

4) **Executive Session**

a) Code Enforcement Land Use Matter with Attorney – pursuant to 1 MRSA §405 (6) (E)

**Motion** to enter executive session at 5:33pm as noted above by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

**Motion** to leave executive session at 5:48pm by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

b) \* Consideration and Award of Scholarship Applications and Student Recognition (Pursuant to MRSA 1 §405 (6)(F))

**Motion** to enter executive session at 7:23pm as noted above by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

**Motion** to leave executive session at 7:29pm by Select Olsen. Seconded by Select Sadak.

**Unanimously approved**

5) **Public Hearing**

a) Proposed Consent Agreement for 402 Webbs Mills Road

**Enter Public Hearing** at 5:48pm.

CEO Sirois said there is a proposed consent agreement for a violation. The property owner is willing to agree to the Town's request. They have decided to shut down the business and move it to a different town. There is still the issue of the clearing and removal of vegetation which will be the violation addressed on the consent agreement.

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\* Taken out of order

There is still a discussion to be had concerning a fine for the violation.

**Public Hearing Closed** at 5:51pm.

## 6) New Business

### a) Consideration of Consent Agreement for 402 Webbs Mills Road

**Motion** to approve the consent agreement subject to approval by the Town Manager by Select Olsen. Seconded by Select Sadak.

**Unanimously approved**

### b) Consideration of Appointment of RSU #14 Board of Directors Vacancy – Sue Look, Town Clerk

- Kate Leveille resigned from the Board as of May 15, 2023
- 3 applications were received:
  - Lisa Duncanson
    - 9 Viola St, occupation is entrepreneur, has been involved in Raymond Baseball for 10 years, Director of Rick Duncanson Memorial Scholarship for 10 years, and WHS sports for 8 years
    - Has lived in Raymond since 4<sup>th</sup> grade and went through Raymond schools. Does not like what is going on in the schools and would like to be an advocate for the students. Thinks the Raymond schools were better before we joined Windham. Wants to bring back respect. Now has 5 grandchildren in the Raymond schools.
    - Select Sadak asked what her plan is to have board members heard more. There should not be a we-they, we should all be working for the best of the students. I have been able to communicate with all walks of life.
    - Chair Bruno, do you see yourself running when this appointment runs out next Town Meeting? We will see.
  - Megan Juhase-Mehesz
    - 16 Pulpit Rock Rd, occupation is special services coordinator/educator, has 2 children at RES & WHS
    - Megan was unavailable to attend due to taking her daughter to the airport.
  - Mike McClellan
    - 27 Pismire Rd, occupation is policy director, 7 years on School Board (1 as Chair), 3 years on Select Board, 6 years in Maine State House on Education Committee, sport coaching, Beautification Committee, Recycling Committee, RSU #14 Withdrawal Committee
    - Has lived in Raymond since 1987. Wife is a lifelong educator. Children went through Raymond schools. I have always focused on service. Served on the RSU #14 BOD to fill a vacancy a couple of years ago.
    - Chair Bruno, is your heart in this? Mr McClellan, I think so. When I was on before I could not get items added to the agenda for the meetings and I have heard a number of people who are not happy with how things are run.

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\* Taken out of order

I think I am pretty prepared for this.

Char Jewell spoke concerning the challenges children are facing in schools today and urged the Select Board to elect Lisa Duncanson to the RSU #14 Board of Directors.

**Motion** to appoint Mike McClellan to fill the RSU #14 Board of Directors vacancy until the next Annual Town Meeting in June of 2024 by Select Olsen. Seconded by Select Ray.

**Unanimously approved**

- c) Consideration of Peddler's License Application – B&B Fat Guys, Billie Jo Smith, Owner

- Food Truck selling subs, burgers, hot dogs, etc.

From Lewiston. Worked for the original owner for 6 years and bought the food truck from him upon his retirement. Has owned the truck for 4 years and does the fair circuit, birthday parties, etc. Our sausages are made in Lewiston with our own spice mix. Sebago Outfitters wants to partner with us and has family in Raymond. Considering 10-6 or 7 for hours roughly. Will be running off a generator and will be taking the truck back and forth unless a permanent electrical outlet is installed.

CEO Sirois – no concerns with egress or parking issues, we do need a signed copy of the lease agreement and proof of insurance (she did send that to Town Clerk Look prior to the meeting).

Fire Inspector Jones – scheduled an inspection for Friday, June 22, 2023.

Leah Drinkwater of Sebago Outfitters requested that this truck come to her parking lot. I am pushing for this. I am trying to put Raymond on the map.

**Motion** to approve by Select Sadak. Seconded by Select Ray.

**Unanimously approved**

- d) Consideration of Business License Application – IFS in ME, Toni Jo Coppa, Owner

- Counseling

Fire Inspector Jones – everything has been corrected.

**Motion** to approve by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

- e) Presentation of FY 2021-2022 Audit – Ron Smith, Managing Partner, RHR Smith & Company, CPA's

The town received their highest unmodified opinion. Mr Smith had a short presentation.

No issues of significance, only a few "best practices" issues with the General Ledger and Chart of Accounts. Some of which Finance Director Keach inherited and needed to be cleaned up.

In the General Fund the Town ended at about \$2,600,000 for FY2021-2022, roughly the same amount as at the end of FY2020-2021.

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\* Taken out of order

Undesignated Fund Balance ended at about \$2,000,000. We want to see that be about 30, 60, to 90 days of our operating budget (\$1,200,000 for 30, \$2,400,000 for 60, \$3,600,000 for 90). So, Raymond is near the 60-day mark, the same roughly as last year. Of that the Town used \$200,000 to reduce taxes and there were some carry forwards. 60 days is average for municipalities, but Raymond is above average due to the low level of debt carried and the fact it will be paid off within 3 years.

The foresight of putting monies aside for future projects in the TIF account of about \$860,000 and in CIP of about \$800,000 shows the Town to be above average and flexible.

f) Consideration of Annual Payroll Warrant Policy – Charisse Keach, Finance Director

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

**Unanimously approved**

g) Discussion of Change to Grandfathered Medical Cannabis Establishment – Alex Sirois, CEO

- Request for a warrant article that would authorize grandfathered medical cannabis retail stores to operate pursuant to a state dispensary registration rather than a caregiver registration.

Shawn Bowie discussed that the “caregiver-ship” has very little oversight and has to be reported and tracked separate from a dispensary. The State has lifted the cap on dispensaries. For him it is an infrastructure issue. For the Town there is an annual approval process and there are requirements for cameras, etc. Our other shops have been moved to dispensaries. We would be able to have 1 account and not have to keep the caregiver separate. Rugged Roots has 3 recreational facilities. This change would not be a step toward recreational.

B&B has a court hearing to be evicted and the power has been shut off. Once B&B is evicted, Rugged Roots plan is to move in. Our attorney said that both uses are non-conforming uses that could be grand-fathered. This is a relatively new arrangement from the State. There are 2 in Town B&B and High Wire, both of whom had applied for a Business License in 2018, the Codes Office lost the application (and was later found) and cashed the check before the State Statutes were voted in to regulate. Once found, the application was denied by CEO Sirois at the advice of the Town Attorney and sent to the ZBA who approved it.

There was discussion pertaining to warrant article being confusing and difficult to explain that this does not change that we only have 2 grandfathered facilities that can be medical only.

Chair Bruno asked for a Special Town Meeting to be scheduled at the beginning of the August Select Board Meeting. Add to the warrant an explanation that this is not opting in for recreational.

h) Discussion of Town Retirement Funds Match

Public Works Director White asked the Select Board to reconsider the 1% additional retirement Town match for the FY2023-2024 budget (from 6% to 7%). HR Gosselin told Public Works Director White’s crew that the 1% increase had been removed from the budget. Chair Bruno asked who authorized HR Gosselin to speak about this to

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\* Taken out of order

the crew. Town Manager Willard said that she is the HR Director and the crew asked her about the change.

HR Gosselin said that Scott Picavet asked her about the change, and she said that the change was not approved.

The Select Board remembers that they authorized the change during the budget process.

**Motion** to enter executive session pursuant to MRSA 1 §405 (6)(A) at 6:53pm by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

**Motion** to leave executive session at 7:12pm by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

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

**Motion** to issue a Quit Claim Deed for Map 049 Lot 001-A in the names of Robert and Diana Martin by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

**Motion** to issue a Quit Claim Deed for Map 019 Lot 039 in the name of Jared J Marston by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

**Motion** to issue a Quit Claim Deed for Map 019 Lot 039 in the name of Richard Strout by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

j) Consideration of Staff Annual Appointments – Sue Look, Town Clerk

Position	Expiration	First Name	Last Name
ANIMAL CONTROL OFFICER	6/30/2024	Jessica	Jackson
CODE ENFORCEMENT OFFICER	6/30/2024	Alex	Sirois
CONSTABLE	6/30/2024	Nathan	White
CONTRACT ASSESSOR	6/30/2024	Curt	Lebel
EMERGENCY MANAGEMENT DIRECTOR	6/30/2024	Bruce	Tupper
FIRE CHIEF	6/30/2024	Bruce	Tupper
FOREST WARDEN	6/30/2024	Bruce	Tupper
FREEDOM OF INFORMATION OFFICER	6/30/2024	Sue	Look
General Assistance Administrator	6/30/2024	Jennie	Silverblade
Harbor Master	6/30/2024	Don	Willard
HEALTH OFFICER	6/30/2024	Cathy	Gosselin

\* Taken out of order

Maine Waste to Energy	6/30/2024	Don	Willard
ROAD COMMISSIONER	6/30/2024	Nathan	White
Tax Collector	6/30/2024	Suzanne	Carr
Town Clerk	6/30/2024	Sue	Look
Treasurer	6/30/2024	Charisse	Keach

**Motion** to approve as listed above by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

k) Consideration of Boards/Committees Annual Appointments – Sue Look, Town Clerk

Committee	Term	Expiration	First Name	Last Name	Street
BEAUTIFICATION COMMITTEE	1	6/30/2024	Mitzi	Burby	64 Spiller Hill Rd
BEAUTIFICATION COMMITTEE	1	6/30/2024	Sharon	Dodson	PO Box 577
BEAUTIFICATION COMMITTEE	1	6/30/2024	Fran	Gagne	68 Whittemore Cove Rd
BEAUTIFICATION COMMITTEE	1	6/30/2024	Elissa	Gifford	PO Box 357
BEAUTIFICATION COMMITTEE	1	6/30/2024	Christine	McClellan	PO Box 406
BEAUTIFICATION COMMITTEE	1	6/30/2024	Mary	McIntire	31 Egypt Road
BEAUTIFICATION COMMITTEE	1	6/30/2024	Jan	Miller	59 Hancock Rd
BOARD OF ASSESSMENT REVIEW	3	6/30/2026	Brenda	Tubbs	350 Webbs Mills Rd
PLANNING BOARD	3	6/30/2026	Greg	Foster	29 Ledge Hill Rd
PLANNING BOARD	3	6/30/2026	Robert	O'Neill	67 Spring Valley Road
VETERANS MEMORIAL PARK COMMITTEE	1	6/30/2024	David	McIntire	31 Egypt Rd
ZONING BOARD OF APPEALS	3	6/30/2026	Pete	Lockwood	189 Mountain Rd
ZONING BOARD OF APPEALS	3	6/30/2026	Frederick	Miller	170 Thomas Pond Terrace Rd

Remove Beautification Committee as there is no need to appoint them.

**Motion** to approve as listed above by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

l) Consideration of Select Board Representation on Boards/Committees – Select Board

Committee	Position	First Name	Last Name
BEAUTIFICATION COMMITTEE	Selectman Rep	Teresa	Sadak
RECYCLING COMMITTEE	Selectman Rep	Rolf	Olsen
VETERANS MEMORIAL PARK COMMITTEE	Selectman Rep	Samuel	Gifford
MMWAC	Alternate	Don	Willard
MMWAC		Mark	Gendron

**By consensus** the Select Board decided on the above listed representatives.

\* Taken out of order



m) Consideration of Annual Fee Schedule – Sue Look, Town Clerk

Proposed updates are:

- Correcting a confusing part of the Building Permits section
- Increasing the Personal Campsite fee from \$25 to \$50
- Correcting Change of Use fees
- Adding Motor Vehicle Accident Billing fees for the newly adopted policy
- Removing fees from the Fee Schedule that are set by statute and not within the Select Board's control
- Changing "Bounced" to "Returned"
- Removing Tassel Top Park fees as they are not collected at the Town Office and Tassel Top Park fees are a part of their enterprise account

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

**Unanimously approved**

7) **Public Comment** – none

8) **Selectman Comment**

Thank you, Lonnie, for your 19 years on the Select Board!

Welcome Derek!

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

Thanks to the Select Board and the Town Staff for their support while he has been out and now back half time for the next 2 weeks

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

- July 11, 2023 - cancelled
- August 15, 2023 – changed from August 8<sup>th</sup> by consensus

b) **Reminder of Upcoming Holiday Schedule**

- Tuesday, July 4<sup>th</sup> – Independence Day

10) **Adjournment**

**Motion** to adjourn at 7:29pm by Select Olsen. Seconded by Select Sadak.

**Unanimously approved**

*Respectfully submitted,  
Susan L Look, Town Clerk*

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\* Taken out of order