



**SELECT BOARD  
Minutes**

July 9, 2024

5:30pm – Regular Meeting

At Broadcast Studio &  
Via Zoom & on YouTube

*Resolution: We, the Raymond Select Board, 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, Samuel Gifford, Teresa Sadak, Derek Ray, Denis Morse

Absent: none

**Town Staff in attendance:**

Melanie Fernald (Town Clerk), Wayne Jones (Fire Inspector), Sue Look (Town Manager), Nathan White (Public Works Director)

1) **Called regular meeting to order** at 5:30pm by Chair Olsen with a quorum present.

2) **Minutes of previous meetings**

a) May 6, 2024 – Emergency Meeting

**Motion** to approve as presented by Ms. Sadak. Seconded by Mr. Gifford

**Motion carried**, vote (4-0-1 Mr. Morse abstained, was not present for meeting)

b) June 20, 2024

**Motion** to approve as presented by Ms. Sadak. Seconded by Mr. Gifford

**Unanimously approved**

c) June 28, 2024 – Emergency Meeting

**Motion** to approve as presented by Ms. Sadak. Seconded by Mr. Gifford

**Motion carried**, vote (4-0-1 Mr. Ray abstained, was not present for meeting)

3) **New Business**

a) Consideration of Renewing Liquor License for Fisherman's Catch – Bill Coppersmith, owner

**Motion** to approve application for renewal of liquor license for Fishermen's Catch by Ms. Sadak. Seconded by Mr. Gifford.

**Unanimously approved**

b) Consideration of August 13<sup>th</sup> Public Hearing and Special Town Meeting Warrant – Land Use Ordinance Change for Commercial Solar in Residential Districts Petition – Select Board

Noted for the record that meetings will begin at 6pm from here on out  
Peter Leavitt, 2 Leavitt Road, asked that all boards/committees use the same start time.

Next meeting will begin at 6 – warrant in the packet has been updated  
**Motion** to approve the Warrant for the Special Town Meeting by Ms. Sadak, seconded by Mr. Morse.

- c) Recommendation of Special Town Meeting Warrant Article – Select Board  
**Motion** to recommend as presented by Ms. Sadak, seconded by Mr. Morse  
**Unanimously approved**

- d) Consideration of Building a Public Works Garage – Select Board  
**Withdrew** the request after a meeting with Select Board Chair, Public Works Director & Town Manager

- e) Set a Date for a Joint Meeting with Planning Board and Comprehensive Plan Committee – Select Board

August meeting or September meeting? What timing might work for the comp plan committee

Peter Leavitt, Co-Chair Comprehensive Plan Committee, asked for some time to prep an agenda for the workshop, could be a significant discussion, asked that the invitation to attend is extended to a wider group of committee/board representation. Comprehensive Plan committee has gathered a lot of information to share, important information to consider

Ms. Sadak suggested that we plan ahead to use a bigger space to accommodate all who want to join the discussion.

Town Manager Look noted that it takes IT approximately 6 hours to set up a new space for the audio & recording of a meeting.

Mr. Morse asked if Peter Leavitt thought the Committee would have a shareable copy of the draft of the comprehensive Plan from NorthStar in time for the meeting. Peter noted that NorthStar is cautious about sharing the draft to the public so that it doesn't influence or confuse anyone or any details until it's fully finished.

- f) 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

**Motion** to approve as listed above by Ms. Sadak, seconded by Mr. Gifford.

**Unanimously approved**

#### 4) Public Comment

Jennifer Danzig, Pulpit Rock Road - ordinances/comp plan combination question – what impacts what?

Chair Olsen noted that the final rules are the Town's Ordinances.

Peter Leavitt, Leavitt Road – ordinances are approved by Town; State website says that an approved Comprehensive Plan should be the guiding document for Ordinances. There should be consistency between a Comprehensive Plan and any related Ordinances.

## 5) Selectman Comment

Ms. Sadak, attended the Budget-Finance Committee Meeting on June 25<sup>th</sup>, and wanted to help get some clarifications for all involved. Can the Budget-Finance Committee make additions to the warrant? Someone noted that budget items can only decrease, cannot increase from recommended amount on a warrant? Could the Budget-Finance Committee draft warrant language to give to the Select Board – yes.

Chair Olsen said the authorization to create warrants comes under Section 30-A of State law. The Select Board is the governing body to *create* those, the Town Meeting is the governing body of the town, so they *vote* on those items. The Budget-Finance Committee does not have the authorization to create warrants, but that committee can make recommendations if there is a financial issue

Discussion about clarifying how an item could make it on the warrant. Agreement among the Board that a more formal process is needed for Committees to make official recommendations for warrant items.

Chair Olsen noted that joint meetings were held early in the budget season to discuss and collect input on warrant items before the final warrant was written. Some amounts were changed at that time.

Spoke about the development of Capital Improvement Plan (CIP) budgets.

Reopened Public Comment:

Shawn McKillop, Budget-Finance Committee member – Budget-Finance and Select Board should get together to hash out issues. As a citizen, all the boards and committees should be working together better. Is in favor of the pw garage but doesn't like how the process happened. As a Budget-Finance Committee member, he would like to be able to have the information to clearly state to citizens who ask why it costs what it costs, why it's the size it is, why it's on the location it is, etc.

Peter Leavitt, Leavitt Road - encouraged better communication in the future among boards and committees.

Jennifer Danzig, Pulpit Rock Road – asked for clarification on the processes. Notice of Public Hearings are advertised in the Windham Eagle and on the Town website. The Select Board always holds a Public Hearing before approval of the Town Warrant. There is always Public Comment session at regular Select Board meetings, except when the meeting is only an Executive Session. The Planning Board has different sets of rules. Planning Board can suggest ordinances and ordinance changes, which are submitted to the Select Board for consideration to be included in the Warrant for the Annual Town Meeting. Voters in the Town then vote on those. Public Hearings are part of the process as these ordinances are developed – prior to adoption by votes at the Annual Town Meeting.

Peter Leavitt – noted that citizens can bring concerns and suggestions to Code Enforcement to bring before the Planning Board for changes.

Mr. Morse - asked about the topic options for Selectman's Comment – does not need to be directly related to items on the agenda for that meeting.

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

### a) Confirm Dates for Upcoming Regular Meetings

- August 13, 2024 – including special town meeting, 6pm
- September 10, 2024 at 6:00pm

Upcoming training for all Board and Committee members on **July 23, 2024** on FOAA & running meetings, Robert rules - 6pm

## 7) **Adjournment**

**Motion** to adjourn at 7:16pm by Ms. Sadak. Seconded by Select Gifford.

**Unanimously approved**

Respectfully submitted,

Melanie Fernald, Town Clerk