



# Town of Raymond Board of Selectmen ePacket September 17, 2019

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# Agenda

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## BOARD OF SELECTMEN Agenda

September 17, 2019

6:30pm – Regular Meeting

Broadcast Studio  
423 Webbs Mills Road

*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) Call to order

### 2) Minutes of previous meetings

- a) August 13, 2019

### 3) New Business

- a) Consideration of a Supplemental Assessment for Farmland Removal – Curt Lebel, Assessor's Agent
- b) Consideration of Annual Tax Commitment Rate – Curt Lebel, Assessor's Agent
- c) Consideration of a Resolution pertaining to No Smoking on Town Property – Don Willard, Town Manager
- d) Consideration of a Warrant for a Special Town Meeting on October 8, 2019, at 6:00pm – Don Willard, Town Manager

Proposed warrant article is:

*To see if the Town will vote to appropriate monies not to exceed **\$78,000** from Undesignated Fund Balance (surplus) to replace the leased Central Maine Power streetlights with high efficiency Light Emitting Diode (LED) Town-owned streetlights.*

- e) Consideration of Issuing Quit Claim Deeds – Sue Carr, Tax Collector
- f) Discussion of Remote Meeting Participation of Board Members and Consideration of Change in Select Board Bylaws – Rolf Olsen, Select Board Chair

In light of MMA's Legal Notes and the action of the Maine Legislature on three proposals to allow electronic participation by committee/board members, the following change to the Select Board Bylaws will be considered:

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*Selectman's Meeting Agenda (Page 1 of 2) September 17, 2019*

**Section 6. Attendance**

Attendance shall be defined as present physically ~~or orally by electronic means.~~  
No written ~~nor~~ electronic means will be considered attendance (i.e. ~~Skype,~~  
~~telephone,~~ text messages, emails, etc.).

- g) Consideration of Select Board Representatives on Committees/Boards – Rolf Olsen, Chairman
- h) Investigate Recreational Opportunities for the Town of Raymond – Teresa Sadak, Selectman
- i) Consideration of a Communication Strategy – Teresa Sadak, Selectman
- j) Consideration of a MMA Annual Business Meeting Voting Delegate – Don Willard, Town Manager  
The MMA Annual Business Meeting will be held during the 2019 MMA Convention on October 2<sup>nd</sup> in Bangor. Each member municipality is allowed 1 voting delegate.
- k) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

**4) Public Comment**

**5) Selectman Comment**

**6) Town Managers Report and Communications**

- a) **Confirm Dates for Upcoming Regular Meetings**
  - October 8, 2019
  - November 12, 2019
- b) **Reminder of Upcoming Holiday Schedule**
  - Monday, October 14, 2019 – Columbus Day

**7) Treasurers Warrant**

**8) Adjournment**

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# Previous Meeting Minutes - August 13, 2019

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## BOARD OF SELECTMEN Minutes

August 13, 2019

6:30pm – Regular Meeting

Broadcast Studio  
423 Webbs Mills Road

*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, Marshall Bullock, Teresa Sadak, Samuel Gifford

**Select Board members absent:** Lawrence Taylor

**Town Staff in attendance:**

Don Willard – Town Manager  
Nathan White – Public Works Director  
Wayne Jones – Fire Inspector  
Sue Look – Town Clerk

1) **Called to order** at 6:30pm by Chairman Olsen

2) **Minutes of previous meetings**

a) July 9, 2019

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

**Unanimously approved.**

3) **New Business**

a) Consideration of Liquor License Renewal – The Beacon – Robert & Pamela Wing

No comments from the public.

Selectman Sadak – Everything seems to be fixed and done.

Selectman Bullock – I thought there were cinderblocks between the 2-hour firewall units.

Fire Inspector Jones – No, most are sheet-rocked walls. Some do.

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\* Taken out of order

Selectman's Meeting Minutes (Page 1 of 10) August 13, 2019

**Motion** to renew the liquor license for The Beacon by Selectman Bullock. Seconded by Selectman Sadak.

**Unanimously approved.**

- b) \* Main Street Sidewalk Status – Nathan White, Public Works Director & Owens McCullough, Town Engineer with Sebago Technics

Town Manager Willard – This is a project that has been under study, development, review for a long time. I think it is a signature project for the town. It has not moved along as quickly as I would like. We are here tonight to talk about how best to proceed with the various options we have with the State.

Mr McCullough – This falls under the Maine Department of Transportation (MaineDOT)'s **Local Project Administration (LPA), which means that there is a 25-75% cost share** – 25% from the Town and 75% from the State via Federal monies. We have run into significant cost escalation. We have gone through a preliminary design meeting with MaineDOT and ran into right-of-way and easement requirements due to the use of Federal funds. They have a very stringent process to deal with these and it is very costly. We are now looking at a total for the project of about \$800,000 - \$200,000 for the Town and \$600,000 for the State. The original estimate was a total of \$600,000 and the State, thanks in part to help from Senator Bill Diamond, has agreed that regardless of the increase of costs they will still honor the 25-75% cost share. We would like to do a 2" overlay on the road for about \$35,000. This would not be a part of the cost share as the State looks at this as extra, so the Town's share would be \$235,000. We do have another option which is called the **Municipal Project Initiative (MPI). It is a 50-50% cost share** and does not have the same federal requirements that the LPA has.

Public Works Director White – Most of the requirements pertaining to right-of-way and easement come from the federal side, for example a requirement to buy the property in the right-of-way instead of getting an easement.

Mr McCullough – We looked at what if Public Works did the work themselves or contracted it out. We came out with a cost of \$478,000 making the Town's share \$239,000, \$4,000 more than with the LPA and without the expense of the right-of-way work. One advantage with the MPI is it puts much more control with the Town. I wanted to share with you where we are with the project and see which direction you would like to proceed with. If we change from LPA to MPI, the Town would need to reimburse the State for any work they have reimbursed.

Finance Director Ricker – They have not reimbursed any money as yet; they have not billed us either.

Mr McCullough – Then they will charge for whatever work they have done.

Finance Director Ricker – We have paid Sebago Technics so far and the State has not reimbursed as yet. They said that they think that the work they have done so far will be about \$20,000.

Chairman Olsen – Will we get work product from what the State has done thus far?

Mr McCullough – Yes, the right-of-way work we will get.

Chairman Olsen – So that will go against the \$478,000?

Mr McCullough – Yes.

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\* Taken out of order

Public Works Director White – The part that concerns me with staying with the LPA is that the cost does not reflect what we could have to spend to buy rights-of-way. With the MPI we can get permission (easements) to use the land and not have to buy it.

Selectman Sadak – What if the owner does not want to grant us an easement?

Mr McCullough – I think that we will be able to stay within the right-of-way. We may need to grade a bit onto an owner's property, but this would be to their benefit as well as ours, so I do not see any major issues from this. Don and Nathan and I have discussed this, and we feel that the MPI process would be best.

Chairman Olsen – What is the application process for the MPI?

Mr McCullough – It is fairly simple. We send a letter; the plan and the cost estimate we have.

Town Manager Willard – Senator Diamond has been very helpful (he is on the Transportation Committee) in getting the State to change the contribution. The sense I get with talking with the MaineDOT folks that they would be amiable to the MPI route.

Public Works Director White – The other part of the MPI plan is that the State will cost share the paving of that section of road. With the LPA we would need to do 2 different projects, 1 for the sidewalk and 1 to pave the road. With the MPI we could start this project in July of 2020. I would advocate that we do this in-house.

Mr McCullough – In order to apply for the MPI we would need to disengage from the LPA. We are not allowed to do both.

Town Manager Willard – I think before we did that, we would want to have a conversation with Senator Diamond. I think he wants to see this happen.

Selectman Gifford – Do we maintain control of the process with MPI?

Town Manager Willard – The LPA is the worst of both worlds. You have no control of the finances and have to fulfill the minutia of their bureaucratic requirements. There is a course that I and Nathan have completed to be eligible to do LPA projects. I believe local control is the way to go.

Chairman Olsen – Doing the paving, would you save us maintenance down the road?

Public Works Director White – I would actually take it 1 step further and grind the road and then pave. This is a part of the \$478,000.

Chairman Olsen – I see the cost of the LPA being higher due to the unknown costs.

Selectman Gifford – Nathan, are you in contact with the residents?

Public Works Director White – Not since we had the hearings at the beginning of this. The design has not changed.

Town Manager Willard – We will have another community meeting once we decide on a direction and have a timeline.

Selectman Bullock – How much money is on the table now for this project?

Finance Director Ricker – We had \$65,000 and we are down to \$59,000, but we have not seen a bill from MaineDOT. We also do not have a bill from Sebago Technics for Owen's most recent stuff.

Chairman Olsen – This fits in with our paving anyway?

Public Works Director White – I have been anticipating this and have not made my schedule for next summer as yet. I expect them to be on Main Street for 2 months.

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\* Taken out of order

The MPI we will need to sit with the people in Scarborough, not Augusta.

Mr McCullough – We want to get a high level of confidence that if we walk away from the LPA money, that the MPI money will be there before we make such a move.

Town Manager Willard – We will need a meeting with the State and Senator Diamond before making this change.

**Consensus** for Don and crew to proceed with the proposed MPI option and to work with Senator Diamond who is on the Transportation Committee.

c) \* Consideration of Auto Recycling Business – Marc Day, Owner

Marc Day – I am applying for a 30-A permit to be able to sell salvage vehicles behind the barber shop. I want buy salvage cars and sell them. I will have 20 or less on the property. I won't store junk cars.

Selectman Sadak – Is there a limit?

Mr Day – I put a limit of 20 or less. I have some cars out for sale already. I need the permit so I can sell salvage vehicles.

Selectman Gifford – You are not going to store oil or junk cars?

Mr Day – No, I am not going to store junk cars. I just want to buy salvage vehicles and sell them. I will need to work on some of them and I only work on my own vehicles, no one else's.

Selectman Bullock – The ZBA has vetted this, why are we looking at it.

Town Clerk Look – The State requires the Municipal Officers to authorize the Code Enforcement Officer to sign the application.

Selectman Sadak – If you buy one and can not fix it, what happens then?

Mr Day – I call a salvage yard and they come and get them.

Chairman Olsen – When do you plan on starting?

Mr Day – After I submit my application the State will need to come down and approve the site.

**Motion** to authorize CEO Dvorak to sign the application by Selectman Sadak. Seconded by Selectman Gifford.

**Unanimously approved.**

d) Consideration of Smoking Policy or Ordinance Language – Karlene Hafemann, Be the Influence Representative

Ms Hafemann was unable to attend. Kirsten Faucher, the Program Coordinator for Cumberland County, represented Be the Influence on her behalf.

There was discussion about the enforcement of such a policy or ordinance. Adoption of a resolution, policy, or ordinance qualifies the Town of Raymond to get free signage which would be consistent with signage in other towns. The consensus of the Select Board was to relook at the resolution (that was reviewed in June 2019) in the

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\* Taken out of order

September meeting.

- e) Consideration of the Conversion to a Town Owned LED Street Light System – Don Willard, Town Manager & Cathy Ricker, Finance Director

Town Manager Willard – LED streetlights consume less electricity and have a longer life, therefore less maintenance. They have a very long lifespan. The light is downward directed reducing “light pollution”. It is a significant cost savings over time. The cost of the project is \$78,936 with a payback period of 4.8 years. We have about 87 other town-owned decorative and other lights and it is cost prohibitive to upgrade these. We will be able to control the lights remotely and can change the amount of light. The Town of Raymond will own the streetlights and we will need to buy them from CMP. Other towns who have done this are pleased with the results and the cost savings.

Chairman Olsen – How many lights are there? There seems to be a discrepancy in the reports.

Town Manager Willard – There are inaccuracies in CMPs count. If we find we have been paying for more lights than we have, we will be going to CMP and asking for a credit.

Chairman Olsen – What is the cost of additional lights? We should tell developers as they build new subdivisions.

Town Manager Willard – We can get that number.

Chairman Olsen – Could we do a phased approach and do the decoratives in a phase 2? What about replacing the lights at the school?

Town Manager Willard – What if we replaced the decoratives with solar? I believe there are 69 decoratives. We are going to do an energy audit. The school is not Town property now. Cathy will ask RSU #14.

Finance Director Ricker – The difference is that the streetlights have wiring above ground and the decoratives have the wiring underground. The buy-out is \$10,000 and includes removal of the old lights. The removal timeline will be at CMP’s discretion.

Town Manager Willard – What we are recommending is a Special Town Meeting vote on a warrant article to authorize the use of surplus monies to fund this project at a cost of \$78,000. Gorham is ready to go; Windham and Standish are voting on it.

Chairman Olsen – Before we schedule a Special Town Meeting, we would need hard figures.

Finance Director Ricker – End of FY 2017-2018 there was about \$317,000. At the June 2019 Town Meeting we were authorized to use up to \$300,000 to reduce the tax commitment. We have not had our audit yet (Sept 4) and I believe we will be adding \$100,000 to surplus. This will give us about \$417,000.

Chairman Olsen – So the warrant article should read “not to exceed \$78,000”.

Town Manager Willard – You could use your contingency.

Chairman Olsen – The cleaner way is the Special Town Meeting. We would need to know the timeline and the real cost. The Budget-Finance Committee will need to view the warrant article. We could have the Special Town Meeting in either October or November. We would want to know what the timeline is if it is approved in October.

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\* Taken out of order



- f) Update & Consideration of Fines for Sandwich Board Signs Left Out Overnight – Teresa Sadak, Selectman

Selectman Sadak – CEO Dvorak has spoken to the businesses who are leaving their sandwich boards up overnight and written letters. Some of the signs are impeding view for drivers. There are no teeth to our ordinance.

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## **Town of Raymond**

### **Land Use Ordinance Excerpts**

#### ARTICLE 9 – MINIMUM STANDARDS

##### L. Signs

###### 1. Definitions Specific to Sign Regulation

Sandwich board - A sign that is not designed or intended to be permanently affixed in the ground or to a building or other structure, and that is displayed only while the business associated with the sign is open, and which contains copy set out in chalk, paint or print form which is easily changed but which is not removable lettering such as is typically found on reader boards. A sandwich board may be hung from a fixed sign or a structure, so long as they are not permanently or semi-permanently affixed.

###### 3. Exceptions. Permits are not required for:

- j. Sandwich boards allowed under subsection 8.f

###### 8. Temporary Signs & Temporary Advertising Features

###### f. Sandwich Boards

- One temporary sandwich board is allowed for each business provided it meets the requirements of this section.
- Sandwich boards shall not exceed three (3) feet in height or a total of nine (9) square feet per side in size.
- Sandwich boards shall not be counted toward calculating the maximum number of signs or the maximum gross display area of signs on the property.
- Sandwich boards may not include any source of illumination.
- Sandwich boards are allowed to be displayed outside only during the hours of operation of the business.
- Sandwich boards are not subject to lot line setbacks and may be placed in the portion of a public right of way abutting the property containing the

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\* Taken out of order

business as long as they are not placed in a travel way or on a public sidewalk and do not create a hazard.

ARTICLE 5: ADMINISTRATION

I. Code Enforcement Officer

If the Code Enforcement Officer shall find that any provision of this Ordinance is being violated, the Code Enforcement Officer shall notify, in writing, the person responsible for such violation indicating the nature of the violation and ordering the action necessary to correct it, including discontinuance of illegal use of land, buildings, structures or work being done, removal of illegal buildings or structures, and abatement of nuisance conditions.

J. Legal Action

When the above action does not result in the correction or abatement of the violation or nuisance condition, the Board of Selectmen is hereby authorized and directed to institute any and all actions and proceedings either legal or equitable, including seeking injunctions of violations and the imposition of fines that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the municipality.

K. Fines

Any person who continues to violate any provisions of this Ordinance, after receiving notice of such violation, shall be guilty of a misdemeanor subject to a fine of up to \$100.00 for each violation. Each day such a violation is continued is a separate offense.

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Chairman Olsen – An ordinance change to add consequences means a vote at Town Meeting.

Town Clerk Look – The CEO has been trying to change places in the ordinance that refer to fines by removing the fine from the ordinance and stating that the fine is found in the Town of Raymond Fee Schedule.

Town Manager Willard – So we need a blanket article in the ordinance.

- g) Consideration of a Proclamation for Camp Agawam's 100<sup>th</sup> Anniversary – Select Board

***Proclamation***

***Commemorating and Recognizing Camp Agawam for  
100<sup>th</sup> Celebration & Alumni Reunion***

*Whereas, Camp Agawam in Raymond, Maine is celebrating its 100<sup>th</sup> year as a traditional summer camp dedicated to personal growth, character development, and fun through activities like swimming, sailing, outdoor living skills, wood shop, camping, canoeing, lacrosse, and more for boys aged 8 to 15.*

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\* Taken out of order

*Whereas, founder Appleton “The Governor” Mason and the history of camp directors who followed – Appleton Mason, Jr. (1939), David Mason (1957), Garth Nelson (1986), and Erik Callhoun (2007) have led the camp with distinction, creating a unique and meaningful camp experience.*

*Whereas, the Agawam Council Board of Directors, established in 1985, has helped Camp Agawam to continue to thrive since the retirement of David Mason, by supporting camp programs and helping to ensure an outstanding camp experience for campers.*

*Whereas, since 1971, Camp Agawam provides a free, fun week of camp every June for more than 100 Maine boys through The Main Idea program.*

*Whereas, Camp Agawam maintains life-changing traditions for the campers like personal Katiaki goals, weekly camp Council Fire, adherence to the Woodcraft Laws, and healthy, summer-long competition between the Aqs & Wams.*

*Whereas, throughout its 100 years, Camp Agawam has maintained its values, quality, and impact through the camp staff, counsellors, alumni, and volunteers who serve as inspiring mentors and guides, offering encouragement and serving as role models and teachers.*

*Now, therefore, I as Chairman of the Board of Selectmen for the Town of Raymond, and on behalf of our Select Board, do hereby Proclaim that the Town of Raymond does officially congratulate and recognize Camp Agawam for such a milestone.*

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*Rolf A Olsen Jr, Chairman of the Town of Raymond’s Select Board*

Town Manger Willard – There has been a great partnership between the Town and the Camp for the use of soccer fields, etc. over the years.

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

**Unanimously approved.**

h) Consideration of Communication Strategy – Teresa Sadak, Selectman

Selectman Sadak – The biggest issue we hear complaints about is the lack of communication from the Town. I put out a survey on Election Day in June and they are on the counter at the Town Office. What I am finding is Raymond TV has the least response. The Windham Eagle got the highest amount of hits. I am recommending that we have a communication employee to coordinate updating Facebook, the news section of the website, and any other news source. We have talked with the Windham Eagle about once a month buying either the middle 2 pages or the middle 4 pages to place our newsletter. We need to get more people involved. I think it is \$800 for the center pages. We would include any public notices required. What does the Board think? It would be up to Don to get an employee and decide the scope of their responsibilities.

Town Manager Willard – I have a couple of leads. I think this is the way to go. Cost-wise we could not do this ourselves for that price.

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\* Taken out of order

Selectman Sadak – One of the issues that came up is that the sign at the Fire Station does not give Town items and we addressed that. The PTO has closed their site.

Selectman Bullock – I think it is worth a try. I think to fill up 2 pages we will need access to the school activities. I would have no advertisers. We would want the Library, the Village Church, the non-profits to be a part of that.

Town Manager Willard – We used to fill 16 pages in the old Road Runner. I have no doubt we will have enough content.

Chairman Olsen – Do we have any free board left in the TIF?

Town Manager Willard – I think it was \$18,000. When I get back from vacation, I will get together with the person I am considering and Teresa, Sue Look, Kaela and discuss this. We will have to decide what their responsibilities would be.

Chairman Olsen – So when you have met come back with a plan and I would like to see this coming from the TIF.

- i) Consideration of the MMA Annual Election Ballot – Don Willard, Town Manager  
**Motion** to authorize Town Manager Willard to fill out and return the MMA ballots by Selectman Bullock. Seconded by Selectman Gifford.  
**Unanimously approved.**

- j) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman  
Chairman Olsen – Our next meeting is September 10<sup>th</sup>.  
Selectman Sadak – The One Raymond Sub-Committee met, and we have some good ideas.

**4) Public Comment** – None

**5) Selectman Comment**

Selectman Bullock – The Board of Directors at Tassel Top is starting to explore ideas on how to make their properties more available. There will be information coming out probably in November.

**6) Town Managers Report and Communications**

- a) Confirm Dates for Upcoming Regular Meetings
- September 17, 2019
  - October 8, 2019

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\* Taken out of order

b) Reminder of Upcoming Holiday Schedule

- Monday, September 2<sup>nd</sup> – Labor Day

A Gore Road project story will be appearing in the Windham Eagle. The tree work and drainage are mostly done. Soon the road work will begin. It should be done mid-September.

7) **Treasurers Warrant** – none

8) **Executive Session**

- a) Executive Session to discuss the use of Town Property pursuant to 1 MRSA §405 (6)(C)

*\*\*\* No longer needed, removed from agenda at the beginning of the meeting by Chairman Olsen. \*\*\**

9) **Adjournment**

**Motion** to adjourn at 8:12pm by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved.**

*Respectfully submitted,*

*Susan L Look, Town Clerk*

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\* Taken out of order

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# Supplemental Assessment for Farmland Removal

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## TOWN OF RAYMOND      Assessing Office

401 Webbs Mills Road   Raymond, Maine 04071  
Phone 207.655.4742 x51   Fax 207.655.3024  
[assessor@raymondmaine.org](mailto:assessor@raymondmaine.org)

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### INTEROFFICE MEMORANDUM

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**TO:**            RAYMOND BOARD OF ASSESSORS  
**FROM:**        CURT LEBEL, ASSESSORS AGENT  
**SUBJECT:**    SUPPLEMENTAL ASSESSMENT FOR FARMLAND REMOVAL  
**DATE:**        9/11/2019  
**CC:**

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Dear Board Members,

David and Yvonne Fuller recently purchased a 14.8 acre parcel of land on Kingsley Road Purchased on June 29, 2018. The Parcel is identified as Map 012 Lot 035. The property is currently enrolled in the Farmland State Use program with 7.3 acres classified as orchard land and 1.5 acres as mixed wood farmland. The remaining 6 acres are unclassified.

Mr. Fuller has requested to voluntarily remove the property from farmland classification as there is no longer an intent to farm the apple orchard present on the property. The penalty for farmland removal is 5 years back taxes which would have been paid if the parcel was not enrolled, plus interest at each year's annual rate.

The Penalty for removal of the 8.8 acres is \$581.80.

Because of the Timing of the supplemental issuance this will be a supplemental tax to the April 1, 2018 assessment. On this date Richard and Cheryl Dwinell were the record owners of the property, therefore, the supplemental is issued in the name of the record owner with the new owner, Mr. & Mrs. Fuller ultimately responsible for the payment of the penalty

The Board is recommended to approve a supplemental assessment and warrant in the amount of \$581.80. The parcel will then be assessed as unenrolled land for future assessments.

Suggested Agenda Items:

1. Consideration of Supplemental Tax assessments as presented on accompanying warrants and certificates.

Sincerely,

Curt Lebel, Assessors Agent, Town of Raymond

Curt Lebel  
Tax Assessor  
Raymond, ME

9/7/2019

Reference

Approximate 14.5 acre parcel located at 0 Kingsley Road, Raymond, Me  
MAP 012-035 described in Cumberland County Book of Deeds 7577 and Page 143.


Curt:

I would like to remove the above parcel from Farmland classification.  
I understand the penalty for doing this is approximately \$581.80.

Let me know if you require any thing further from me. I will get the penalty paid as soon  
as I get the bill.

Thank you for your attention to this matter

Best Regards

 9/7/19  
David Fuller  
20 Dragonfly Lane  
Raymond, ME 04071

207-671-0154

8/27/2019

**FARMLAND PENALTY CALCULATION**

David & Yvonne Fuller

Parcel 012-035

Voluntary Removal of 7.3 acres of orchard land and 1.5 acres of mixed wood woodland from farmland classification.

MRSA 36 section 1112; For land that has been classified as farmland under this subchapter, the penalty is the recapture of the taxes that would have been paid on the land for the past 5 years if it had not been classified under this subchapter, less all taxes that were actually paid during those 5 years and interest at the rate set by the town during those 5 years on delinquent taxes. An owner of farmland that has been classified under this subchapter for 5 full years or more may pay any penalty owed under this paragraph in up to 5 equal annual installments with interest at the rate set by the town to begin 60 days after the date of assessment. Notwithstanding section 943, for an owner paying a penalty under this procedure, the period during which the tax lien mortgage, including interest and costs, must be paid to avoid foreclosure and expiration of the right of redemption is 48 months from the date of the filing of the tax lien certificate instead of 18 months.

**VALUE DIFFERENTIAL PER YEAR CALCULATION**

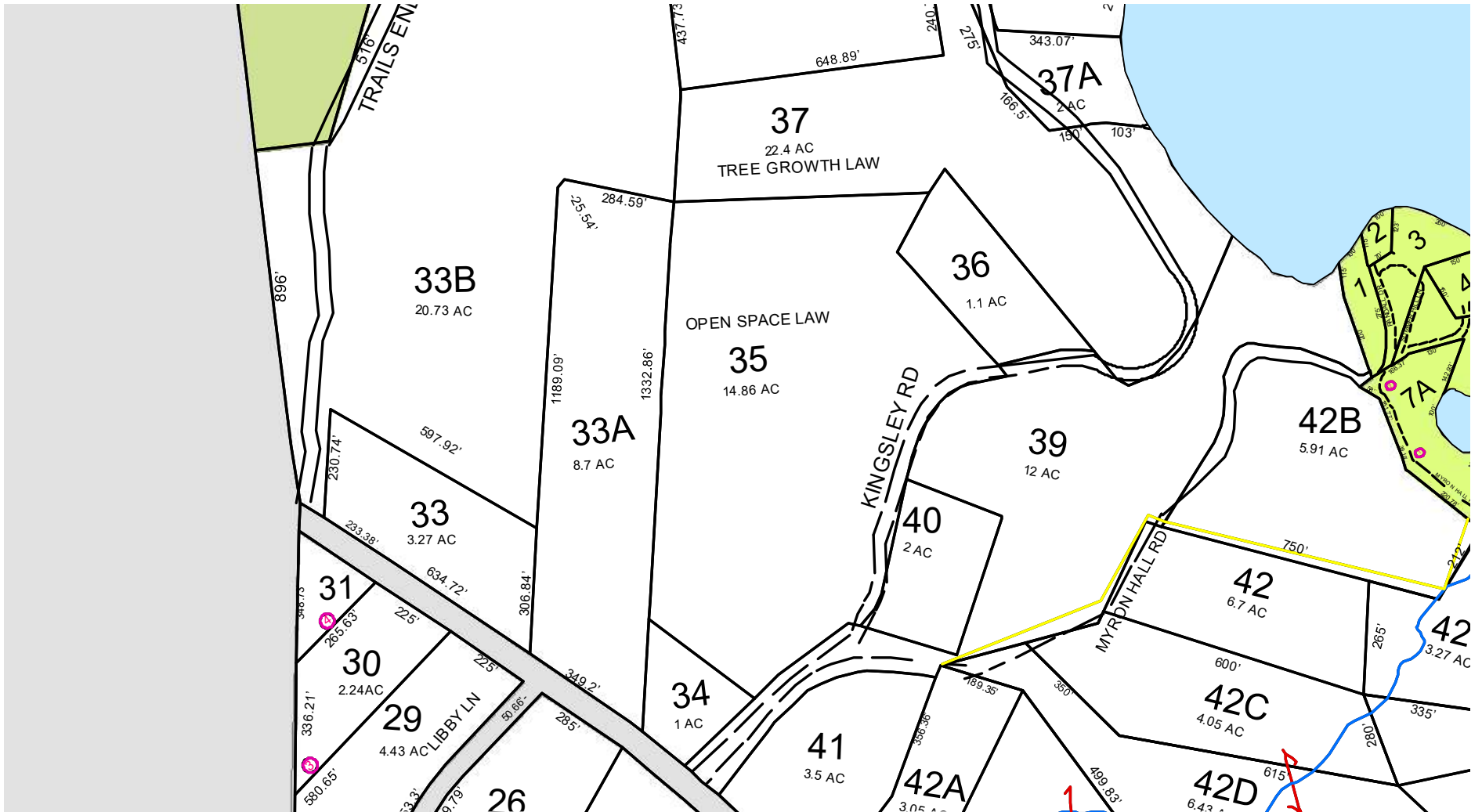
		Full Valuation	Famland Value	Cert Ratio	Diff
Year 2018	14.8 total acres with 7.3 acres orchard/1.5 acres mixed wood	\$58,600	\$50,300	100%	\$8,300
Year 2017	14.8 total acres with 7.3 acres orchard/1.5 acres mixed wood	\$52,500	\$44,800	100%	\$7,700
Year 2016	14.8 total acres with 7.3 acres orchard/1.5 acres mixed wood	\$52,500	\$44,700	100%	\$7,800
Year 2015	14.8 total acres with 7.3 acres orchard/1.5 acres mixed wood	\$52,500	\$44,600	100%	\$7,900
Year 2014	14.8 total acres with 7.3 acres orchard/1.5 acres mixed wood	\$52,500	\$44,600	100%	\$7,900

**TAX PENALTY CALCULATION**

Tax Year	2018	2017	2016	2015	2014
Value Difference	\$8,300	\$7,700	\$7,800	\$7,900	\$7,900
Mil Rate	0.0126	0.0123	0.0121	0.01195	0.0118
Interest Rate	8.00%	7.00%	7.00%	7.00%	7.00%
#/years	1	2	3	4	5
Amount	\$112.95	\$107.97	\$114.20	\$120.84	\$125.85

**\$581.80 Penalty Amount**







## TOWN OF RAYMOND

### SUPPLEMENTAL TAX CERTIFICATE

*State of Maine 36 M.R.S.A. § 713*

We, the undersigned, Assessors of the Municipality of Raymond, Maine, hereby certify that the foregoing list of estates and assessments thereon, recorded in page 940 of this book, were either invalid, void or omitted by mistake from our original invoice and valuation and list of assessments dated the 12th day of September 2018, or are a withdrawal penalty under Title 36 Section 581 or 1112, that these lists are supplemental to the aforesaid original invoice, valuation and list of assessments, dated the 17th day of September, 2019, and are made by virtue of Title 36, Section 713, as amended.

Given by our hand this 17th day of September, 2019.

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Lawrence Taylor

\_\_\_\_\_  
Marshall Bullock

\_\_\_\_\_  
Rolf Olsen

\_\_\_\_\_  
Teresa Sadak

Assessors, Town of Raymond



**TOWN OF RAYMOND**

**SUPPLEMENTAL TAX WARRANT**

State of Maine 36 M.R.S.A. § 713

County of CUMBERLAND, ss.

To: SUZANNE CARR, Tax Collector

of the Municipality of RAYMOND, within said County of  
CUMBERLAND.

GREETINGS:

Hereby are committed to you a true list of the assessments of the estates of the person(s) hereinafter named. You are hereby directed to levy and collect each of the person(s) named in said list his respective proportion, therein set down, of the sum of \$ 581 dollars and 80/100 cents, it being the amount of said list; and all powers of the previous warrant for the collection of taxes issued by us to you and dated September 12, 2018 are extended thereto; and we do hereby certify that the list of  
(here insert date of original warrant)

assessments of the estates of the persons named in said list is a supplemental assessment laid by virtue of Title 36, Section 713, as amended and the assessments and estates thereon as set forth in said list were either invalid, void, or omitted by mistake from the original list, or penalty under Title 36 section 581 or 1112, committed unto you under our warrant dated September 12, 2018.  
original date of warrant

Given by our hands this 17th day of September, 2019.

\_\_\_\_\_  
Sam Gifford

\_\_\_\_\_  
Lawrence Taylor

\_\_\_\_\_  
Marshal Bullock

\_\_\_\_\_  
Rolf Olsen

\_\_\_\_\_  
Teresa Sadak

Assessors, Town of Raymond

**TOWN OF RAYMOND - SUPPLEMENTAL TAX WARRANT LIST**

We, the undersigned, Assessors of the Municipality of Raymond, hereby certify, that the foregoing list of estates and assessments, contain a list of valuations of the estates, real and personal, that were omitted from our original invoice and valuation and list of assessments dated September 12, 2018, or are a withdrawal penalty under Title 36 Section 581 or 1112 and to be supplemented for the 2018 assessment as of September 17th, 2019.

Signed \_\_\_\_\_, Assessor

Signed \_\_\_\_\_, Assessor

Signed \_\_\_\_\_, Assessor

Signed \_\_\_\_\_, Assessor

Signed \_\_\_\_\_, Assessor

M/L	OWNER OF RECORD	ADDRESS	SUPPLEMENTAL VALUATION	ACCT #	TAX DOLLARS	MISCELLANEOUS INFORMATION
012-035	Richard E Dwinell Cheryl L Dwinell	727 Webbs Mills Rd Raymond, ME 04071		991	\$581.80	New Owners (David Fuller) requested that the parcel be withdrawn from Farmland Use Program Classification.
					\$581.80	

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# Annual Tax Commitment

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## INTEROFFICE MEMORANDUM

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**TO:** TOWN OF RAYMOND BOARD OF ASSESSORS  
**FROM:** CURT LEBEL, ASSESSORS AGENT  
**SUBJECT:** TAX RATE AND COMMITMENT OF FY2019-2020 PROPERTY TAXES  
**DATE:** 9/11/19  
**CC:** DON WILLARD

---

Dear Board Members,

The assessing office has completed its annual preparation for tax commitment. Taxable valuation has increased this year by approximately 9.1 million dollars' valuation and comes in at \$1,034,855,500.00. New residential construction in Raymond remains robust, with several large projects underway which will be completed for the upcoming 2020 and 2021 tax assessment years. Due to improved real estate market conditions, we anticipate that the Town's certified assessment ratio will drop below 100% next year for the first time since 2005.

This year, budget appropriations approved by voters or their representatives have increased for this fiscal year which will necessitate an increase in the tax rate over last year's 12.60 rate. Increases to Raymond's portion of the RSU School Tax and Cumberland County Tax total \$922,765 and \$46,497 respectively. These increases alone would require an approximate .95 increase in the tax rate absent any changes to the municipal portion of the tax or valuation changes. The School and County have utilized what reserves and state aid they elected to designate to reduce those budgets and these amounts are the remainder which is attributed directly to the property tax.

Below, please find three potential tax rate options for the Board to consider, which designate three different options for the Board's approved use of fund balance to reduce the tax commitment. Raymond residents at the annual town meeting voted to authorize the board to utilize up to \$300,000 in fund balance for the purposes of reducing the tax commitment rather than designating a specific amount as in prior years.

**Option #1:** This option utilizes the full \$300,000 authorized and yields the lowest tax rate available to the Board for this year. This option produces a tax rate of \$13.35/\$1,000 valuation. The combination of 9.1 million dollars in additional taxable valuation, increased revenue sharing, plus the full use of fund balance authorized will negate any overall tax increases attributable to the municipal budget plus take an additional .20 off the School and County increase, resulting in a .75/\$1,000 rate increase.

<b>13.35 Rate</b>	<b>Property Value:</b>	\$125,000	\$250,000	\$500,000	\$750,000
	<b>Tax Increase:</b>	\$94	\$188	\$375	\$563

**Option #2:** This option utilizes \$200,000 of fund balance and results in an essentially flat property tax for the municipal general fund budget. Valuation increases further reduce the tax rate by approximately \$.10 and result in a .85/\$1,000 rate increase and produces a tax rate of \$13.45/\$1,000 valuation.

<b>13.45 Rate</b>	<b>Property Value:</b>	\$125,000	\$250,000	\$500,000	\$750,000
	<b>Tax Increase:</b>	\$106	\$213	\$425	\$638

**Option #3:** This option utilizes \$120,000 of fund balance, with the knowledge that the Town may need to consider the use of a further \$75,000-\$90,000 of fund balance later in the fiscal year to fund an LED Street light conversion project. This would equate to a total fund balance use for the fiscal year of around 200,000. This option produces an increase of \$80,000 to the property tax portion of the municipal general fund budget. Valuation increases, however when spread across the spectrum of the property tax, limit the rate increase to .92/\$1,000 valuation and produce a tax rate of \$13.52/\$1,000 valuation.

<b>13.52 Rate</b>	<b>Property Value:</b>	\$125,000	\$250,000	\$500,000	\$750,000
	<b>Tax Increase:</b>	\$115	\$230	\$460	\$690

Upon selection of a tax rate for 2019, I will have the necessary Warrants and Certificates prepared for Board signatures the following day.

Curt Lebel, Assessors Agent

**PROPERTY TAX REVENUES**

	LAST YEAR (2018)		THIS YEAR (2019) TAX RATE OPTIONS					
	\$	12.60	\$	\$13.35	\$13.45	\$	13.52	
<b>TAX RATE</b>	\$	12.60						
<b>TAXABLE VALUATION</b>	\$	1,025,691,800.00	\$	1,034,855,500.00	\$	1,034,855,500.00	\$	1,034,855,500.00
<b>COUNTY</b>	\$	741,881.00	\$	788,378.00	\$	788,378.00	\$	788,378.00
<b>SCHOOL</b>	\$	9,495,469.20	\$	10,418,235.09	\$	10,418,235.09	\$	10,418,235.09
<b>TIF AMOUNT</b>	\$	217,639.92	\$	239,438.86	\$	241,232.41	\$	242,487.89
<b>MUNICIPAL</b>	\$	2,462,672.47	\$	2,363,704.11	\$	2,462,138.48	\$	2,541,042.54
<b>OVERLAY</b>	\$	6,000.09	\$	5,564.86	\$	8,822.49	\$	1,102.84
<b>TOTAL PROPERTY TAX</b>	\$	12,923,662.68	\$	13,815,320.92	\$	13,918,806.47	\$	13,991,246.36
<b>Each 1 cent increment on the tax rate will affect overlay by aprx \$10,000</b>								

**NON PROPERTY TAX REVENUES USED TO REDUCE MUNICIPAL APPROPRIATION**

	\$	12.60	\$	(164,371.88)	\$	(165,603.13)	\$	(166,465.00)
<b>HOMESTEAD REIMB</b>	\$	(154,822.50)	\$	(164,371.88)	\$	(165,603.13)	\$	(166,465.00)
<b>BETE REIMB</b>	\$	(41,706.63)	\$	(44,640.40)	\$	(44,974.78)	\$	(45,208.85)
<b>STATE REV SHARING</b>	\$	(137,626.40)	\$	(197,335.61)	\$	(197,335.61)	\$	(197,335.61)
<b>OTHER REVENUES</b>	\$	(1,256,596.00)	\$	(1,569,728.00)	\$	(1,569,728.00)	\$	(1,569,728.00)
<b>USE OF FUND BALANCE</b>	\$	(270,000.00)	\$	(300,000.00)	\$	(200,000.00)	\$	(120,000.00)
<b>MUNICIPAL APPROPRIATION</b>	\$	4,323,424.00	\$	4,639,780.00	\$	4,639,780.00	\$	4,639,780.00
<b>TOTAL NON TAX REV</b>	\$	(1,860,751.53)	\$	(2,276,075.89)	\$	(2,177,641.52)	\$	(2,098,737.46)
<b>TOTAL MUNICIPAL TAX REV</b>	\$	2,462,672.47	\$	2,363,704.11	\$	2,462,138.48	\$	2,541,042.54

The Board will be asked to select an amount of fund balance to apply towards the municipal budget and approve a tax rate at its September 17, 2019 meeting. Upon approval of the rate, the necessary warrants and certificates may be completed for signatures by the board members the next day. I will be available at the meeting to answer any follow up questions the board may have.

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# No Smoking Resolution

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A  
**RESOLUTION**  
of the  
**SELECT BOARD**



Town of Raymond, Maine

## **Town of Raymond Tobacco-Free Resolution**

The Town of Raymond a resolution to promote the health and safety of Town of Raymond residents by establishing all Town of Raymond recreational area properties as a tobacco-free areas.

**Whereas** the town of Raymond Maine, has set a goal to be a safe and healthy place to live and work; and

**Whereas** tobacco use is the single most preventable cause of death and disease in the United States, as well as in the State of Maine; and

**Whereas** secondhand smoke contains thousands of harmful chemicals and many cancer causing agents, and is a serious health risk to humans, especially infants, children, and pregnant women; and increases a nonsmoker's risk of asthma, heart disease, and lung cancer; and

**Whereas** chewing tobacco contains many harmful chemicals and cancer-causing agents, and its use is associated with cancers of the mouth, gums, tongue, and throat; and

**Whereas** tobacco use in and around the Town of Raymond recreational area properties sends contradictory messages to young people who are participating in activities beneficial to their health, while at the same time exposed to the use of tobacco products; and

**Whereas** the purpose of the Town of Raymond recreational area properties is to provide opportunities for quality recreation and leisure experiences that enhance the quality of life for citizens of Town of Raymond, including providing a safe environment for these experiences; and

**Whereas** tobacco use and exposure to secondhand smoke are contrary to enhancing the quality of life and providing safe environments; and



**Whereas** staff and coaches are important role models for the youth that participate in community recreation activities, and whereas what coaches promote is respected and imitated by youth; and

**Whereas** a policy needs to have procedures to follow when a violation of the policy occurs; and

**Whereas** the intent of this resolution is to create a tobacco-free environment for youth and not alienate adults who use tobacco products;

**Now, therefore,** be it resolved that the town of Raymond does hereby declare that its recreational area properties as tobacco-free 24 hours a day, and restricts the use of any tobacco product, including but not limited to, cigarettes, cigars, electronic smoking devices, and chewing tobacco, on, in, or at any athletic facility, playground, or assembly area operated by Town of Raymond. This definition includes all forms of marijuana and includes both recreation and medical marijuana use.

**Be it further resolved that:**

- Tobacco-free signage will be posted in appropriate areas, and notices will be published in local newspapers to inform the public of this tobacco-free resolution,
- Procedures that reinforce the norm that this property is a tobacco-free facility will be developed, and violations will be addressed in a positive manner.

**IN WITNESS WHEREOF** we have hereunto set our hands and caused the Seal of the Town of Raymond, Maine to be affixed this 17<sup>th</sup> day of September 2019.

Select Board of the Town of Raymond, Maine:

\_\_\_\_\_  
Rolf A Olsen

\_\_\_\_\_  
Teresa Sadak

\_\_\_\_\_  
Marshall Bullock

\_\_\_\_\_  
Lawrence Taylor

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Attest: Susan Look  
Town Clerk

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# Special Town Meeting Warrant

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**Town of Raymond**  
October 8, 2019  
**SPECIAL TOWN MEETING WARRANT**

TO: Nathan White, a resident of the Town of Raymond, in the County of Cumberland and State of Maine.

GREETINGS:

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, October 8, 2019, at 6:00 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.

**ARTICLE 2:** To see if the Town will vote to appropriate monies not to exceed **\$78,000** from Undesignated Fund Balance (surplus) to replace the leased Central Maine Power streetlights with high efficiency Light Emitting Diode (LED) Town-owned streetlights.

The Select Board recommends/does not recommend Article 2

The Budget-Finance Committee recommends/does not recommend Article 2 (#-#)

Given under our hands this 8<sup>th</sup> day of October AD 2019.

\_\_\_\_\_  
Rolf A Olsen, Chairman

\_\_\_\_\_  
Marshall Bullock, Vice Chair

\_\_\_\_\_  
Teresa Sadak, Parliamentarian

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Lawrence Taylor

I attest that this is a true copy.

\_\_\_\_\_  
Susan L Look  
Town Clerk

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# Quit Claim Deeds

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## Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Rd  
Raymond ME 04071  
204-655-4742 fax 207-655-3024  
[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

Requested Meeting Date:

09/17/2019

Requested By & Date:

Sue Carr 9/4/19

### **CONTACT INFORMATION**

Address:

Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Email Address:

Sue.carr@raymondmaine.org

Phone #:

655-4742 ext. 122

### **AGENDA ITEM REQUESTED**

Agenda Item Subject:

Quit Claims

Agenda Item Summary:

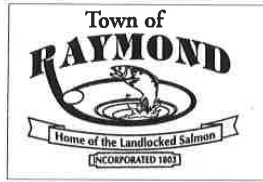
Quit Claim signings

Action Requested/Recommendation:

Approval  Public Hearing  Information Only

List of Attachments Included:

Quit Claim



*401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742  
655-3024 (Fax)*

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## Tax Acquired Property

Name: James E Carroll

Map: 52

Lot: 50I04B

Location: 1314 Roosevelt trail

Foreclosure Date: January 7,2019

Amount paid: \$178.55

Additional Information: Paid in full

**Maine Short Form Quit Claim Deed Without Covenant**

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to CARROLL JAMES E in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 52, Lot 50I04B

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with reference being made to a lien filed against Map 52, Lot 50I04B, in the name of CARROLL JAMES E and recorded in said Registry of Deeds.

BK 34140    PG 337    BK 35872    PG 258

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by ROLF OLSEN, TERESA SADAK, MARSHALL BULLOCK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 17 day of SEPTEMBER 2019.

THE INHABITANTS OF THE TOWN OF RAYMOND

\_\_\_\_\_  
Witness to All

By: \_\_\_\_\_  
ROLF OLSEN, Selectman

\_\_\_\_\_  
TERESA SADAK, Selectman

\_\_\_\_\_  
MARSHALL BULLOCK, Selectman

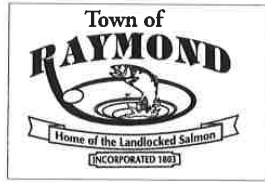
\_\_\_\_\_  
SAMAUL GIFFORD, Selectman

\_\_\_\_\_  
LAWRENCE TAYLOR, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, appeared the above-named ROLF OLSEN, TERESA SADAK, MARSHALL BULLOCK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, aforesaid Selectmen, known to me, this 17 day of SEPTEMBER 2019 and acknowledged before me the foregoing instruments to be their free act and deed in their said capacity and the free act and deed of said Grantor Corporation.

\_\_\_\_\_  
Notary Public



401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742  
655-3024 (Fax)

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## Tax Acquired Property

Name: Charles B Knight Jr and Robin Knight

Map: 12

Lot: 14c

Location: 0 Webbs Mills Rd

Foreclosure Date: February 15, 2018

Amount paid: \$300.00

Additional Information: They were making monthly payments. The \$300 payment paid all taxes in full and prepaid 2020 taxes in the amount of \$199.32. They have two Quit Claims because it was only in Charles's name and then Robin was added.

**Maine Short Form Quit Claim Deed Without Covenant**

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to KNIGHT, CHARLES B in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 12, Lot 014C00000

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with reference being made to a lien filed against Map 12, Lot 014C00000, in the name of KNIGHT, CHARLES B and recorded in said Registry of Deeds.

BK 33358 PG 187 BK 34141 PG 31

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by ROLF OLSEN, TERESA SADAK, MARSHALL BULLOCK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 17 day of SEPTEMBER 2019.

THE INHABITANTS OF THE TOWN OF RAYMOND

\_\_\_\_\_  
Witness to All

By: \_\_\_\_\_  
ROLF OLSEN, Selectman

\_\_\_\_\_  
TERESA SADAK, Selectman

\_\_\_\_\_  
MARSHALL BULLOCK, Selectman

\_\_\_\_\_  
SAMUEL GIFFORD, Selectman

\_\_\_\_\_  
LAWRENCE TAYLOR, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, appeared the above-named ROLF OLSEN, TERESA SADAK, MARSHALL BULLOCK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, aforesaid Selectmen, known to me, this 17 day of SEPTEMBER 2019 and acknowledged before me the foregoing instruments to be their free act and deed in their said capacity and the free act and deed of said Grantor Corporation.

\_\_\_\_\_  
Notary Public

**Maine Short Form Quit Claim Deed Without Covenant**

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to KNIGHT, CHARLES B JR, KNIGHT ROBIN in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 12, Lot 014C00000

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with reference being made to a lien filed against Map 12, Lot 014C00000, in the name of KNIGHT, CHARLES B JR, KNIGHT ROBIN and recorded in said Registry of Deeds.

BK 35065 PG 37

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by ROLF OLSEN, TERESA SADAK, MARSHALL BULLOCK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 17 day of SEPTEMBER 2019.

THE INHABITANTS OF THE TOWN OF RAYMOND

\_\_\_\_\_  
Witness to All

By: \_\_\_\_\_  
ROLF OLSEN, Selectman

\_\_\_\_\_  
TERESA SADAK, Selectman

\_\_\_\_\_  
MARSHALL BULLOCK, Selectman

\_\_\_\_\_  
SAMAUL GIFFORD, Selectman

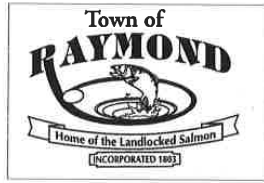
\_\_\_\_\_  
LAWRENCE TAYLOR, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, appeared the above-named ROLF OLSEN, TERESA SADAK, MARSHALL BULLOCK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, aforesaid Selectmen, known to me, this 17 day of SEPTEMBER 2019 and acknowledged before me the foregoing instruments to be their free act and deed in their said capacity and the free act and deed of said Grantor Corporation.

\_\_\_\_\_  
Notary Public





401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742  
655-3024 (Fax)

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## Tax Acquired Property

Name: Roger YD Labranche and Celina M Labranche

Map: 52

Lot: 020J07

Location: 20 County Rd

Foreclosure Date: February 17,2017

Amount paid: \$18.86

Additional Information: Needed to pay all of 2019 taxes before  
Quit Claim was issued. Now paid in full.

**Maine Short Form Quit Claim Deed Without Covenant**

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to LABRANCHE ROGER YD, LABRANCHE CELINA M in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 52, Lot 020J07000

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with reference being made to a lien filed against Map 52, Lot 020J07000, in the name of LABRANCHE ROGER YD, LABRANCHE CELINA M and recorded in said Registry of Deeds.

BK 32517 PG 48 BK 33358 PG 209 BK 34141 PG 28

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by ROLF OLSEN, TERESA SADAK, MARSHALL BULLOCK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, thereto duly authorized, this 17 day of SEPTEMBER 2019.

THE INHABITANTS OF THE TOWN OF RAYMOND

\_\_\_\_\_  
Witness to All

By: \_\_\_\_\_  
ROLF OLSEN, Selectman

\_\_\_\_\_  
TERESA SADAK, Selectman

\_\_\_\_\_  
MARSHALL BULLOCK, Selectman

\_\_\_\_\_  
SAMAUL GIFFORD, Selectman

\_\_\_\_\_  
LAWRENCE TAYLOR, Selectman

STATE OF MAINE  
CUMBERLAND, SS.

Personally, appeared the above-named ROLF OLSEN, TERESA SADAK, MARSHALL BULLOCK, SAMUEL GIFFORD, AND LAWRENCE TAYLOR, aforesaid Selectmen, known to me, this 17 day of SEPTEMBER 2019 and acknowledged before me the foregoing instruments to be their free act and deed in their said capacity and the free act and deed of said Grantor Corporation.

\_\_\_\_\_  
Notary Public

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# Remote Meeting Participation

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## Is Remote Participation In Board Meetings OK?

**Maine Town & City - June, 2014**

Question: Is it permissible for a board member to participate in meetings from a remote location?

Answer: Until recently we were fairly confident it was, provided the meeting is publicly advertised and publicly accessible, provided a quorum is physically present, provided everyone, including the public, can at least hear everyone else, and provided it is permitted by the board and not prohibited by local charter, ordinance or bylaw.

We held this opinion because Maine's "Right to Know" law does not expressly prohibit remote participation and because, with appropriate safeguards, it offends neither the letter nor the spirit of the law's "open meetings" mandate. What happened in the latest session of the Maine Legislature (adjourned May 2, 2014), however, casts some doubt on this view.

At the urging of Maine's Right to Know Advisory Committee, the Legislature took up a bill (LD 1809) that originally authorized remote participation by any board. But somehow it morphed into a measure applicable only to water and sewer districts (?), and that's the version that was enacted. So the Governor vetoed it because it was too narrow, the Legislature failed to override, and the bill never became law.

Nevertheless, there is now reason to be more circumspect about remote participation. We say this because, even though there was no change in the law due to the Governor's veto, the fact that lawmakers voted to amend the law to authorize remote participation in certain circumstances suggests, by implication, that it may not be permitted at all under current law. (Why else would the bill have been necessary?)

Hopefully the Legislature will revisit this issue in the near future. As the Governor said in his veto message, modern technology can make government more efficient in a rural state like Maine, and as long as public transparency is assured, its use should be promoted, not proscribed. But until then, we advise municipal boards to permit remote participation, if at all, only with the safeguards identified above and only for matters that are routine and non-controversial and that do not involve such things as licenses or permits, appeals, appointments, etc. (By R.P.F.)

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## Update: Remote Participation in Board Meetings Not OK'd

**Maine Town & City - June, 2016**

The Legislature again this year had an opportunity to authorize members of all public bodies, including municipal boards, to participate in meetings remotely by telephone or video conferencing. And again, lawmakers declined to do so. (Maine is in a distinct minority on this.)

Two years ago the Legislature similarly failed to act, leading to the clear inference that remote participation

in public meetings is not currently allowed under Maine's "Right to Know" law (see "Is Remote Participation in Board Meetings OK?," Maine Townsman, Legal Notes, June 2014). This year's inaction only reinforces that conclusion.

LD 1586 as drafted would have authorized appointed boards to use remote participation but would have barred elected boards from doing so. MMA opposed this nonsensical distinction and urged the Legislature's Judiciary Committee to permit both elected and appointed boards to use remote participation, with appropriate safeguards to protect the public's right to know. But committee members were unable to agree among themselves, so they killed the bill instead. At virtually the same time, however, the committee approved, and the full Legislature later passed, legislation authorizing four special State boards to use remote participation (see LD 1241).

We're not entirely sure what all this means, but we're as confident as ever about one thing: There is still no clear legal authority for members of local boards, elected or appointed, to participate in meetings remotely by any means.

For details on the "open meeting" requirements of Maine's Freedom of Access Act, see MMA's "Information Packet" on Right to Know, available free to members at [www.memun.org](http://www.memun.org). (By R.P.F.)

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## Board Member Absences

### Maine Town & City - June, 2017

Question: How many meetings can municipal board members miss before they may be deemed to have vacated their office?

Answer: There is no one answer to this question because there is no generally applicable law on the subject.

State law provides that except where there is a municipal charter, when a school board member is absent without excuse from three consecutive regular meetings, the school board may declare a vacancy (see, e.g., 20-A M.R.S.A. §§ 1474(1), 2305(3)(E)). But there is no State law governing absences from any other type of municipal board.

It is not uncommon, however, for municipal charters to specify that a certain number of unexcused absences from council meetings (and sometimes also school board meetings) results, or may result, in a forfeiture of office. Less common, though still permissible, are ordinances imposing minimum attendance requirements on, say, planning board or appeals board members. It is generally agreed, though, that a board cannot declare a vacancy due to absences based on its own bylaws or rules of procedure.

Whenever a vacancy results due to a board member's absences, the vacancy must be filled by the method prescribed by statute, charter or ordinance, whichever is applicable (see "How Vacancies Are Filled," Maine Townsman, Legal Notes, August 2007).

If attendance and vacancy provisions are incorporated into a charter or ordinance, it is important that they define an “unexcused” absence and specify who declares the vacancy, for these could otherwise become troublesome political issues.

For the record we note that there is still no clear legal authority for members of local boards to “attend” meetings remotely, by Skype, FaceTime or other technological means (see “Update: Remote Participation in Board Meetings Not OK’d,” Maine Townsman, Legal Notes, Maine 2016). (By R.P.F.)

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## Remote Participation in Meetings Rejected, Again

### Maine Town & City - July, 2019

The Legislature has again rejected a bill that would have authorized members of public bodies, including municipal boards, to participate in meetings remotely via telephone, video, electronic, or similar means. This is the third time in six years that such a measure has failed to become law.

LD 1511 would have allowed remote participation by board members but only under limited circumstances and only after the board’s “constituents” (the voters, presumably) have authorized the board to do so and only after the board itself has adopted a remote participation policy. But even so, the proposal proved unpalatable, and lawmakers soundly defeated it.

Some observers detected skepticism and distrust of local boards during the Legislature’s deliberations. We can’t confirm this, but if true, we think it is unwarranted. Most local officials are keenly aware of their obligations under Maine’s “Right to Know” law and are committed to public transparency. We also think it noteworthy that while no local boards are permitted to use remote participation, there are at least seven state boards that are allowed this privilege.

We have no idea if or when this progressive notion (remote participation, with suitable safeguards to protect public transparency) will resurface as a bill, but for the time being it’s safe to say there is no legal authority for members of local boards, elected or appointed, to participate in meetings remotely by any means. (By R.P.F.)

**BYLAWS AND POLICIES  
OF THE  
BOARD OF SELECTMEN  
TOWN OF RAYMOND, MAINE**

Adopted January 18, 2005

Amended: June 15, 2010, December 14, 2010, April 5, 2011,  
January 8, 2013, April 2, 2013, May 12, 2015, February 13, 2018

**September 17, 2019**

**Section 1. Purpose and Scope**

The purpose of these bylaws is to establish reasonable rules of procedure for Board of Selectmen (Board) meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose. These rules by necessity shall be reviewed and amended from time to time as the need arises and to meet the needs of future Boards. The Selectmen are referred to State of Maine Statutes and Maine Municipal Association Officers Handbook for explanation of the many roles and responsibilities of the office.

**Section 2. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws. A parliamentarian may be elected by the Board of Selectmen.

**Section 3. Officers and their Duties**

Officers of the Board shall consist of a Chairman and a Vice Chairman to be chosen annually at the first Board meeting after the annual town meeting by and from among Board members. The election of Chairman shall be by nomination and vote of the current Board and requires no qualification other than being a duly elected and sworn Selectman. All members of the Board of Selectmen are required to vote. The office of Chairman shall be limited to 2 consecutive 1-year terms requiring and at the minimum a term of 1 year between each 2-year period. The Chairman shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board to perform its duties and conduct its affairs.

In the absence of the Chairman, the Vice Chairman shall preside and shall have the same authority. If the Chairman and the Vice Chairman are absent the most senior Selectman, based on uninterrupted years of service, shall preside as Chairman pro-tem. If there is more than one senior member, the Chairman pro-tem shall be chosen by the affirmative vote of a majority of attending membership. The temporary Chairman is to have and exercise any and all authority conferred upon the permanent Chairman.

The Town Manager and/or Town Clerk shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided

by law. The people's right to know law shall be upheld [M.R.S.A. Title 1, Chapter 13].

In accordance with M.R.S.A., Title 30-A § 2635, "the Board of Selectmen as a body shall exercise all administrative and executive powers of the Town except as provided in this sub-chapter. The Board of Selectmen shall deal with administrative services solely through the town manager and shall not give orders to any subordinates of the manager, either publicly or privately. This section does not prevent the Board of Selectmen from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or and matter relating to the welfare of the Town."

Quorum: A majority of the Board constitutes a quorum. If a quorum cannot be obtained, the meeting may be adjourned until a time and place certain.

#### **Section 4. Chairman Privileges**

The Chairman may move, second, declare by unanimous consent, subject to the following limitations. As it is the function of the Chairman to preserve order and provide a fair hearing, the Chairman shall reserve the right to speak first and last on any subject before the Board. If the Chairman wants to actively participate in the debate in any other manner, he/she should stand down and call another member to take the chair with the majority consent of the other members of the Board in attendance. The Chairman should not resume the chair until the pending question is disposed of.

#### **Section 5. Seating Arrangement**

Members shall occupy the respective seats in the Board chamber assigned to them by the Chairman, but any two or more members may exchange seats by joining in a written notice to the Chairman to that effect.

#### **Section 6. Attendance**

No Selectman shall be excused from attendance at a Board meeting without notification to the Chairman prior to the meeting. Attendance is expected except when a Board member notifies the Chairman prior to the meeting.

Attendance shall be defined as present physically ~~or orally by electronic means~~. No written ~~nor~~ electronic means will be considered attendance (i.e. Skype, telephone, text messages, emails, etc.).

#### **Section 7. Meetings**

Regular meetings of the Board shall be at the discretion of the Chairman. Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the Board, provided, however, that notice thereof shall be given to each member at least twenty-four hours in advance, whenever possible, and that no business may be conducted other than as specified in said notice.

Notice of all Board meetings shall be given as required by law by the Town Manager or Town Clerk, and all such meetings shall be open to the public except as otherwise provided by law.

This notice requirement does not preclude the Board from making a trip i.e. site walk during the meeting if circumstance requires. Whenever possible, this intention should be reflected in the agenda.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being in attendance. The order of business at regular meetings shall be as follows:

1. Call to order
2. Minutes of the previous meeting
3. New business
4. Old (unfinished) business
5. Town Manager Report and Communications
6. Fiscal Warrants
7. Executive Session(s)
8. Adjournment

### **Section 8. Special Meetings**

All meetings other than regularly scheduled meetings shall be considered a Special Meeting. Every reasonable effort must be made to notify all Selectmen in advance of a Special Meeting. Notice must be made to a newspaper of general circulation in the town and posted at the town office. A Special Meeting may be called by three methods:

1. The Chairman may call a Special Meeting at any time.
2. The Chairman shall call a Special Meeting if requested by a quorum of Selectmen.
3. A Special Meeting may be called by the Vice Chairman if the Chairman may not be reached by normal methods.

### **Section 9. Meetings to Execute Documents**

If logistics require Selectmen to execute a document, approve a warrant or sign an order outside of the time of a regularly scheduled or Special Meeting, another meeting does not have to be called, providing an approved order exists from a properly noticed public proceeding and record of that proceeding reflects the actual execution will occur outside of the meeting.

### **Section 10. Executive Session**

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA §405 and no others.

The executive session can only be entered after a motion has been made in public session to go into executive session. The motion must carry by at least 3 of the members in attendance.

The nature of the business to be discussed must be a part of that motion, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process.

No topic other than that referred to in the motion shall be discussed during executive session.



The Executive session shall be held in such place as to ensure the privacy of the meeting and the Chairman shall determine the public and staff allowed to attend in the executive session.

All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board.

No official action shall be finally approved at an executive session.

Since Minutes of an executive session will become public record, they should only be taken when the contents of the meeting are desired to become public.

### **Section 11. Public to Address Board**

As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor, the Town Manager shall first be allowed to present their initial comments for consideration by the public and other Board members. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the Town Manager regarding the agenda item which any Board member may have which would help to clarify the question presented by the agenda item. The Chairman shall allow questions only during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, there will be time devoted for any resident, taxpayer or authorized representative of an organization resident or taxpayer of the Town of Raymond to address the Board regarding this particular agenda item. The speakers will be required to identify themselves by stating their name, first and last, and residence address prior to sharing their comments. The speakers will be asked not to be repetitious of comments already made to the Selectmen in the interests of the most efficient use of time. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member. After listening to any input from the public present, the Chairman will close public comment on the issue and then provide for debate and vote of the issue by the Board. Any further information requested by the speaker shall be referred to the Town Manager to research the matter and make a recommendation to the Selectmen.

No complaints or allegations will be allowed in public concerning any staff member or any person connected to the Town of Raymond organization. Complaints will be referred to the town manager for investigation. If unresolved the issue will be brought to the Board of Selectmen. Complaints regarding the town manager must be brought to the Chairman of the Board of Selectmen for investigation and resolution; and to the full Board of Selectmen if unresolved by the Chairman.

### **Section 12. Workshop Sessions**

Workshop sessions may be scheduled by the Chairman for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chairman, relating to the subject of the workshop session.

No formal vote shall be taken on any matter under discussion nor shall any Board member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board, but an informal vote on any matter under discussion may be taken.

### **Section 13. Agenda Items**

All agenda items shall be, under normal circumstances, submitted by the Board members to the Town Manager seven (7) working days prior to any regular or special meeting by 12:00 noon. The Town Manager will draft the agenda and obtain the Chairman's approval before distribution. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chairman as soon as possible. The first draft agenda will normally be available through public posting one week in advance of the Board of Selectmen meeting

### **Section 14. Continued Sessions**

Any session of the Board may be continued or adjourned from day to day or for more than one day, but no adjournment shall be for longer period than until the next regular meeting.

### **Section 15. Hearings**

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chairman, provided, however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

### **Section 16. Participation and Voting**

Any action of the Board shall require the affirmative vote of a majority of its attending membership of not less than three members unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote. Conflict issues shall follow established State Law.

Any order may be reconsidered by motion of those voting in the affirmative, with Board approval. All other orders shall require a motion, second and recorded vote.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was in attendance during all hearings thereon.

All members who are in attendance and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chairman for good cause shown. Those in attendance, in such circumstances, who refuse to vote are regarded as having voted affirmatively, i.e. for the proposition, or to have voted with the majority.

### **Section 17. Meeting Length**

All Board meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:00 p.m.

### **Section 18. Conflict with Laws**

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

### **Section 19. Amendments**

These bylaws may be amended at any time in writing by majority vote of the Board.

### **Section 20. Right of Appeal**

Any member may appeal to the Board from a ruling of the Chairman. If the appeal is seconded, the member making the appeal may briefly state his reason for it, and the Chairman may briefly explain his ruling. There shall be no debate on the appeal, and no other Selectmen/person shall participate in the discussion. The Chairman shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members in attendance vote in favor, the ruling of the Chairman is sustained; otherwise, it is overruled.

### **Section 21. Minutes**

The Town Clerk shall keep an official record of all meetings, which are public proceedings, and the Chairman/Town Manager shall designate staff or a Board member to take the Minutes. The written minutes shall serve as a brief reference, but the verbatim and official record is the DVD recording. [Accepted 8/17/2010] The Minutes shall at the minimum reflect the following:

1. Date of meeting

2. Place of meeting
3. Selectmen in attendance
4. Town staff in attendance
5. Members of the public addressing the Selectmen
6. All executive orders and business considered
7. Business to be tabled for future action
8. Announcement of future meetings (special)
9. Time of adjournment
10. Person taking Minutes

Free lending copies of the DVD recorded approved minutes will be available to the public at the Town Office and other designated places.

## **Section 22. Standing Committees, Special Committees, Board Liaison**

1. Standing Committees shall be established by the Board on the recommendation of the Chairman at a regular or special Board meeting.
2. The Chairman shall appoint Selectmen, as appropriate, to all standing committees, but two or more members may exchange assignments by joining in a written request to the Chairman to that effect and acted upon at a regular or special Board meeting.
3. The Chairman shall appoint members to special committees and boards except as otherwise established by Board action.
4. Committee meetings: All committee meetings will be called by the chairperson of the respective committee with the consent of the regular members. The Chairman of the Board or his Selectman designee is an ex-officio member of all standing committees.
5. Standing Committee action shall be referred to the next regular meeting of the Board, except that as an emergency measure the Selectman may take action at any regular or special Selectmen meeting.
6. Actions approved by Standing Committees shall be forwarded to the full Board as affirmative motion without need of a second.

## **Section 23. Administration Function and Compensation of Members**

1. Compensation
  - a) Unless otherwise determined by Town Meeting action, the compensation for Selectmen shall be \$100 per month for holding office and serving as a member of the Board.
  - b) Each Selectman may be reimbursed for documented expenses such as mileage, tolls, meals, telephone expense and other costs encountered while providing service to the Town in their administrative or executive function. All expense requests are subject to Board approval by accounts payable warrant order.

## 2. Functions of the Board

- a) All letters of correspondence written by one member of the Board who is representing the Board shall be pre-approved by the Selectmen at a regular meeting of the Board.
- b) While in the office maintaining daily activities, one member of the Board may not take action or make any decision, but merely serve in an advisory capacity to bring information back to the other Board members during the regular meeting of the Board.
- c) While in office, all Board members are to maintain dignity and respect for all other members of the Board.
- d) Correspondence for the Board shall be reviewed by the Board at the regular or special meeting and said correspondence is not available to the public until it has been noted at a regular or special Board meeting.
- e) If a Board Member asks for information and the Chairman denies it, because of cost and the research is going to take up too much Town employee time, it can be brought forward as an agenda item and will be voted on by the Selectmen. [12/13/2010]

### **Section 24. Public Comment Periods**

A Board member shall not be permitted to speak as a member of the public during any public comment periods, except on a matter where the Board member has recused himself or herself in order to assert or protect his or her personal interests or property rights.

### **Section 25. Appointment Protocol**

#### **1. Re-appointments**

- a. All appointed terms of board and committee members shall be considered to begin on July 1<sup>st</sup> of the year appointed unless filling the incomplete term of another member, and shall expire on June 30<sup>th</sup> of the year of expiration. Members appointed to complete a vacated term shall serve from the date appointed and sworn in to the term expiration.
- b. The Town Clerk shall submit to the Select Board at their first regular meeting in June a list of all appointed board and committee members whose terms are due to expire. Prior to submittal the Clerk shall ask the board/committee chairs to ascertain to the best of their ability whether or not the member desires to serve another term and forward that information to the Select Board along with the list.
- c. If unforeseen circumstances prohibit the Select Board from making appointments prior to July 1<sup>st</sup> the existing members shall serve until re-appointed or the position refilled.

#### **2. Filling Positions Vacated by Resignation Prior to the End of a Term**

- a. Upon receipt of written resignation public notification will be made by the board or committee from which the resignation is occurring announcing the resignation as a formally stated agenda item at the next regularly scheduled meeting.
- b. After the announcement of the resignation at the board or committee meeting, the formal acceptance of the resignation will be an agenda item for the next available Select Board's Meeting.
- c. After the Select Board accept the resignation, an advertisement for interested candidates will be posted on the Town's website, Facebook page, Cable TV channel, electronic sign, and, if deemed necessary by the Town Manager, in the local newspapers. Applications will be accepted for a 30-day period from the date of publication. After applications close, all applications will be forwarded to the board or committee for consideration at their next regularly scheduled meeting.
- d. Consideration of candidates will then appear as a formally stated board or committee agenda item at the next regular meeting wherein the board or committee will make a recommendation for the appointment to the Select Board.
- e. The recommendation will then be submitted to the Select Board and considered as an agenda item at the next regular Select Board's Meeting.
- f. The Select Board will make an appointment within 30 days based on the qualifications and background of the candidates seeking the position and the recommendation of the board or committee.
  - i. In the case of the Planning Board and the Zoning Board of Appeals the Select Board requires that the candidates attend the meeting in which their membership is to be considered.

### **3. Removal of Members**

- a. Non-attendance – the Select Board shall, at the review and request of a board or committee, consider the removal of a member from such board or committee for repeated and continual absences without notification to the board or committee and good cause.
- b. Conflict of Interest – the Select Board shall rely on *30-A M RSA § 2605 Conflicts of Interest* as the basis for consideration of removal of a member of an appointed board or committee.

### **4. Complaints Brought by the Public**

- a. Should any member of the public bring a complaint regarding the conduct of a board or committee member or their ability to serve in their capacity to the attention of a board, committee, the Select Board or the Town Manager, the complaint shall first be forwarded to the board or committee on which the member serves to be reviewed at their next regularly scheduled meeting. A review of the complaint shall be conducted, and a recommendation be forwarded to the Select Board. The

Select Board shall then hear the complaint at their next regularly scheduled meeting independent of any action or the involved board as required by law.

- b. The Select Board shall schedule a hearing in executive session at their next regularly scheduled meeting to determine if the complaint has merit and if so to consider the removal of the member. This hearing shall be open to the complainant and the member and shall be held in public at the request of the member. Should the member be unable to attend a scheduled hearing it shall be rescheduled to accommodate their attendance.

Approved this 17<sup>th</sup> day of September, 2019, by the Raymond Select Board:

\_\_\_\_\_  
Rolf Olsen, Chair

\_\_\_\_\_  
Marshall Bullock, Vice Chair

\_\_\_\_\_  
Teresa Sadak, Parliamentarian

\_\_\_\_\_  
Samuel Gifford

\_\_\_\_\_  
Lawrence Taylor

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## Select Board Reps to Committees/Boards

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*Susan L Look  
Raymond Town Clerk  
401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742 x121*

September 17, 2019

TO Board of Selectmen  
FROM Sue Look, Town Clerk  
RE **COMMITTEE/BOARD REPRESENTATIVES**

The following are the current assignments for Select Board Rep to Committees/Boards:

- Beautification Committee (*currently Teresa Sadak*)
- Technology Committee (*currently Lonnie Taylor*)
- Veteran's Memorial Park Committee (*currently Sam Gifford*)
- Raymond Recreation Board (*currently Lonnie Taylor*)
- Raymond Library Board of Trustees (*currently Lonnie Taylor*)
- Mid Maine Waste Action Corporation (MMWAC) (*currently Mark Gendron with Don Willard as alternate*)
- Tassel Top Board of Directors (*currently Marshall Bullock*)

Rolf Olsen was the Select Board Rep for GPCOG, but we are no longer members.

There is no Select Board Rep for the Conservation Commission.

There is no longer a Cemetery Committee.



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# MMA Annual Business Meeting Voting Delegate

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Maine Municipal  
Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

**TO:** Key Municipal Officials of MMA Member Cities, Towns and Plantations  
**FROM:** Stephen W. Gove, Executive Director  
**DATE:** September 4, 2019  
**SUBJECT:** Voting Credentials for MMA Annual Business Meeting

The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 2, 2018, at 1:45 p.m. in Ballroom 6 at the Cross Insurance Center, Bangor.** The MMA Bylaws entitle each member community to one (1) voting representative.

Enclosed please find the ***MMA Voting Delegates Credential Form*** on which the municipal officers may designate their municipality's voting representative and alternate. We have also attached the Proposed Agenda for the MMA Annual Business Meeting for your reference. The current MMA Bylaws as adopted in 2013 will be available at the MMA Annual Business Meeting or may be viewed on the MMA website at:

<http://www.memun.org/public/MMA/Gov/bylaws.pdf>.

Please note that the MMA Executive Committee is not putting forth any proposed amendments to the MMA bylaws for this year. If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the MMA Voting Delegate Credential Form and return to our office by **Tuesday, October 2, 2019** or bring it with you to the MMA Annual Business Meeting.

We look forward to seeing you at this year's 83<sup>rd</sup> MMA Annual Convention at the Cross Insurance Center, Bangor. We have a great line up of speakers, workshops and networking opportunities at this year's convention. If you have any questions on this information, please contact Rebecca Lambert at 1-800-452-8786 or 623-8428 ext. 2307.

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**Rebecca J. Lambert**  
Executive Office Administrative Assistant

**Maine Municipal Association**  
60 Community Drive, Augusta, ME 04330  
**TEL** 1-800-452-8786 or (207) 623-8428 ext. 2307  
**FAX** (207) 626-3358

**Maine Municipal Association  
Annual Business Meeting  
Wednesday, October 2, 2019  
1:45 – 2:45 p.m.  
Cross Insurance Center, Bangor  
Ballroom 6**

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**AGENDA**

1. **Introductions and Welcoming Remarks** – MMA President Mary Sabins  
(Town Manager, Town of Vassalboro)
2. **Approval of 2018 MMA Annual Business Meeting Minutes** – Mary Sabins
3. **Introduction of New Executive Committee Members** – Mary Sabins
4. **MMA President's Report** – Mary Sabins
5. **Executive Director's Report** – Stephen Gove, MMA Executive Director
6. **Other Business** (*comments from the floor*)
7. **Adjournment**

**MAINE MUNICIPAL ASSOCIATION**  
**VOTING DELEGATE CREDENTIALS**

\_\_\_\_\_ is hereby designated as the official Voting Delegate and  
(name)  
\_\_\_\_\_ as the alternate voting delegate for \_\_\_\_\_  
(name) (municipality)  
to the Maine Municipal Association Annual Business Meeting which is scheduled to be held,  
Wednesday, October 2, 2019, 1:45 p.m., at the Cross Insurance Center, Bangor, Maine.

***The Voting Delegate Credentials may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.***

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Or Signed by a Majority of Municipal Officers:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Tuesday, October 1, 2019** or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

**MMA Annual Business Meeting  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: 207-626-3358**