



Town of Raymond  
Board of Selectmen ePacket  
December 11, 2018  
Table of Contents

(Click on item to go to that page)

Agenda .....	2
Previous Meeting(s) Minutes .....	4
Ice Derby Request.....	8
ZBA New Member - Louise Lester.....	9
Draft Budget Schedule .....	14
Renewal of Liquor License for Cafe Sebago .....	15
Citizen Petition - Lake Region Explorer Support .....	33
Moratorium Extention - Manufactured Homes in Shoreland .....	34
Past Due Taxes over \$5,000 .....	35

---

# Agenda

---



## BOARD OF SELECTMEN Agenda

December 11, 2018

6:00pm – Workshop

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 workshop to order**
  
- 2) **Workshop to Review Public Safety Retention Plan**
  
- 3) **Adjourn Workshop**
  
- 4) **Call regular meeting to order**
  
- 5) **Minutes of previous meetings**
  - a) November 13, 2018 – Regular meeting
  
- 6) **New Business**
  - a) Sebago Lake Rotary Annual Ice Derby – Ingo Hartig
  - b) Consideration of New Zoning Board of Appeals (ZBA) Member – Don Willard, Town Manager  
The ZBA has approved recommending Louise Lester to fill an open position.
  - c) Discussion of Budget Schedule and Goals for FY 2019-2020 – Don Willard, Town Manager and Cathy Ricker, Finance Director
  - d) Renewal of Liquor License for Café Sebago – Don Willard, Town Manager
  - e) Citizen Petition Pertaining to Lake Region Explorer Support – Sue Look, Town Clerk
  - f) Consideration of Extending the Moratorium of Manufactured (Mobile) Homes in the Shoreland Zone – Scott Dvorak, Code Enforcement Officer
  - g) Consideration of Past Due Taxes over \$5,000 – Sue Carr, Tax Collector
  
- 7) **Public Comment**

---

*Selectman's Meeting Agenda (Page 1 of 2) December 11, 2018*



**BOARD OF SELECTMEN  
Agenda**

November 13, 2018

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:** Teresa Sadak, Rolf Olsen, Marshall Bullock, and Samuel Gifford

**Select Board members absent:** Lawrence Taylor

**Town Staff in attendance:**

Don Willard – Town Manager  
Nathan White – Public Works Director  
Cathy Ricker – Finance Director  
Sue Look – Town Clerk

1) **Called to Order** at 6:30pm by Chair Sadak.

2) **Minutes of Previous Meetings**

a) October 9, 2018 – Regular meeting

**Motion** to approve as amended (change motion to be renew a previous motion rather than reconsider) by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved.**

3) **New Business**

a) Sebago Lake Rotary Annual Ice Derby – Ingo Hartig

**Motion** to table until the next meeting by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved.**

b) Discussion of Raymond Road Runner & Windham Eagle – Teresa Sadak, Chair

Chair Sadak – The Windham Eagle are willing to give us the center pages to be the Raymond Roadrunner. It would be \$800 for 2 pages. We have someone who is willing to step up and put it together, Wendy Thorn. We could include information from Raymond Rec and Raymond Soccer, the playground, etc. We could post public notices in this section and not pay separately for them.

---

*Selectman's Meeting Agenda (Page 1 of 4) November 13, 2018*

---

# Previous Meeting(s) Minutes

---



## BOARD OF SELECTMEN Agenda

November 13, 2018

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:** Teresa Sadak, Rolf Olsen, Marshall Bullock, and Samuel Gifford

**Select Board members absent:** Lawrence Taylor

**Town Staff in attendance:**

Don Willard – Town Manager  
Nathan White – Public Works Director  
Cathy Ricker – Finance Director  
Sue Look – Town Clerk

1) **Called to Order** at 6:30pm by Chair Sadak.

2) **Minutes of Previous Meetings**

a) October 9, 2018 – Regular meeting

**Motion** to approve as amended (change motion to be renew a previous motion rather than reconsider) by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved.**

3) **New Business**

a) Sebago Lake Rotary Annual Ice Derby – Ingo Hartig

**Motion** to table until the next meeting by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved.**

b) Discussion of Raymond Road Runner & Windham Eagle – Teresa Sadak, Chair

Chair Sadak – The Windham Eagle are willing to give us the center pages to be the Raymond Roadrunner. It would be \$800 for 2 pages. We have someone who is willing to step up and put it together, Wendy Thorn. We could include information from Raymond Rec and Raymond Soccer, the playground, etc. We could post public notices in this section and not pay separately for them.

---

*Selectman's Meeting Agenda (Page 1 of 4) November 13, 2018*

Finance Director Ricker – These public notices run from \$80 to \$150 depending on the amount of text.

Chair Sadak – We currently get information out via our website, Facebook, the sign, and email. This would be another way to get information out. We are trying to utilize every possible way. We are already paying for postings of public meetings which could instead offset the cost of the pages.

Selectman Gifford – In my opinion this is a heck of an opportunity. It is better than putting out the Raymond Roadrunner because it would be attached to a paper that already has circulation.

Town Manager Willard – We would need to look at the timing to see if we could utilize a monthly Roadrunner for our notices.

Town Clerk Look – I think if the Roadrunner came out either the 3<sup>rd</sup> or 4<sup>th</sup> week of the month it would work for the Select Board, Planning Board and Election notices. Maybe not the ZBA.

Selectman Bullock – Can we get information from the School without stepping on toes in Windham?

Selectman Olsen – There is still a PTO.

Selectman Bullock – We will need to address whether or not we allow commercial advertising on those pages.

Chair Sadak – I don't think we would need to and we don't want to be in the business of collecting monies for ads.

Town Manager Willard – It is a tremendous undertaking to put a publication out. We will need a few volunteers. I am worried about the impact on the staff. I think we should have our own volunteer editor. I think it is great idea. Content will not be a problem. The Roadrunner used to be 12 or 14 pages. I know the Windham Eagle is willing to make this work.

Chair Sadak – We will submit articles and the Windham Eagle will put them together.

Selectman Olsen – Right now there is a Raymond page twice a month. Would we still have that? This includes church activities and other organizations. Would this cut off their space in the paper?

Selectman Bullock – I think there are still a number of questions that need to be ironed out. Let's go forward. Let's develop a plan.

Chair Sadak – We should sit down with Kelly Mank. I would ask that the Selectmen send questions to me for Kelly. I will get some answers back and hopefully add this to the budget talks.

Selectman Gifford – I think we should say we are moving forward with this.

Selectman Bullock – We should contact Raymond Rec, the PTO, etc., to see how much interest there is now.

c) Consider Authorizing the Town Manager to Approve Renewals of Liquor Licenses – Sue Look, Town Clerk

I attended a Cumberland County Municipal Clerk's meeting where a representative from the Department of Liquor Licenses and I learned the following:

- The language in the law is that on a liquor license renewal is that a public hearing MAY be held, therefore they are not required.
- Many municipalities have chosen to authorize the Town Manager/Town Clerk to sign liquor license renewals contingent upon a positive fire inspection.
- The State has aided towns to collect personal property taxes owed by letting liquor license holders that their license will not be renewed until all Town fees are paid.

**Motion** to have renewals of liquor licenses from this point be presented to the Select Board without Public Hearing by Selectman Bullock. Seconded by Selectman Gifford.

**Unanimously approved.**

- d) Consider Purchasing a 2016 John Deere Tractor with a 21' Mower – Nathan White, Public Works Director

Public Works Director White – This truck is not a part of my CIP budget. It is basically a bush hog on the end of a stick. It gives us the ability to cut all the small saplings that our current mower does not get and are encroaching the road and giving site line issues. We used this tractor this Fall and were able to do in a day what would normally take a month. It is expensive, and I think it is necessary. We rented it for a week to see how it did, and it did a fantastic job.

Town Manager Willard – We have at least 2 other towns interested in renting it from us if we acquire it.

Public Works Director White – MEDOT is also waiting to see if we buy it to hire us to do Routes 85 and 121. This is about half the cost of a new one - \$78,999.

Louise Lester – Do we have somewhere to store this?

Public Works Director White – Yes, the old sand/salt building.

Selectman Olsen – Could we move something in the CIP to next year when there are bonds retiring?

Finance Director Ricker – You could do a lease/purchase now and pay it off July 1, 2019.

Selectman Bullock – I agree with that. We should not carry long-term debt for this.

**Motion** to approve the purchase of a 2016 John Deere Tractor with a 21' Mower with financing to allow for early payoff by Selectman Olsen. Seconded by Selectman Gifford.

**Motion to amend** with the understanding that the balance will be payed off July 1, 2019 by Selectman Bullock. Seconded by Selectman Olsen.

**Unanimously approved.**

#### 4) Public Comment

None

**5) Selectman Comment**

Selectman Bullock – Could we have a discussion regarding the past due taxes in excess of \$5,000 in December meeting?

Town Manager Willard – Yes.

Chair Sadak – Sue Carr has been doing a great job with the taxes. The next couple of days are going to be bad weather so please slow down and be careful. We have a new climbing unit for the playground. The other will be up in the Spring.

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

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

- December 11, 2018
- January 8, 2019

**b) Reminder of Upcoming Holiday Schedule**

- Thursday, November 22, 2018 – Thanksgiving
- Friday, November 23, 2018 – Day after Thanksgiving

I would like to recognize Nathan and his crew. They have been very busy getting ready for the plow season.

We took acceptance of our new Fire Truck and it was dedicated to David Mains.

**7) \* Treasurer's Warrant**

**Motion** to approve \$289,485.89 by Selectman Olsen. Seconded by Selectman Bullock.  
**Unanimously approved.**

**8) Adjournment**

**Motion** to adjourn at 7:15pm by Selectman Bullock. Seconded by Selectman Olsen.  
**Unanimously approved.**

*Respectfully submitted,*

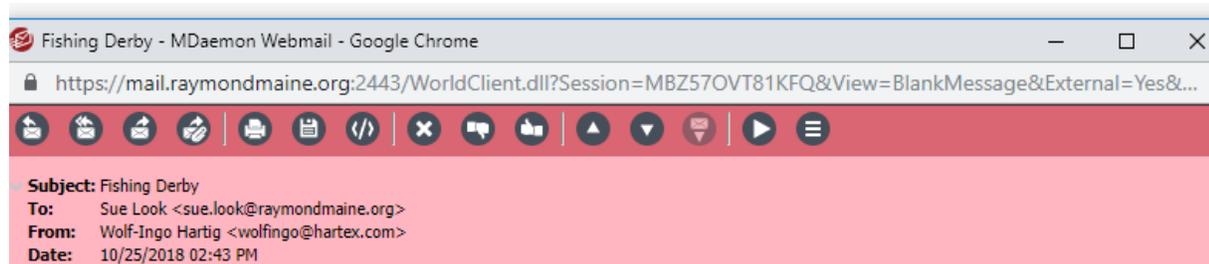
*Susan L Look, Town Clerk*

\* Taken out of order

---

# Ice Derby Request

---



Good afternoon Sue.

The Rotary Club is planning another fishing derby on Feb 16/17.

Would you please be so kind and place us on the board schedule?

Thank you,

*Ingo*

-----  
*Hartex Property Management*

*Ingo Hartig*

*Oakledge Rd.*

*Raymond, Maine 04071*

*001-207-655-7733 Office*

*001-207-655-5505 Cell*

ExchangeDefender Message Security: [Check Authenticity](#)

---

# ZBA New Member - Louise Lester

---

## 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:

Requested By & Date:

### **CONTACT INFORMATION**

Address:

Email Address:

Phone #:

### **AGENDA ITEM REQUESTED**

Agenda Item Subject:

Agenda Item Summary:

Action Requested/Recommendation:  Approval  Public Hearing  Information Only

List of Attachments Included:

VOLUNTEER APPLICATION

Town of Raymond  
 401 Webbs Mills Rd  
 Raymond, ME 04071  
 www.raymondmaine.org



Town Clerk Sue Look  
 Phone: 207-655-4742 Ext 121  
 Fax: 207-655-3024  
 sue.look@raymondmaine.org

If you are a Raymond resident and interested in serving on any of the following committees or boards, please fill in the information below. Submit it to the Town Clerk for distribution to the appropriate board or committee chair(s) for consideration and response concerning open positions.

- Beautification Committee
- Board of Assessment Review
- Cemetery Committee
- Conservation Commission
- Planning Board
- Raymond Recreation Association
- Recycling Committee
- Tassel Top Park Board of Directors
- Technology Committee
- Veteran's Memorial Committee
- Zoning Board of Appeals

There are many other opportunities to serve your town as an elected official, a member of a community resource organization, an election worker on Election Day, etc. Contact the Town Clerk for more information.

Please complete this form and submit to:

Town Clerk, 401 Webbs Mills Road; Raymond, ME 04071  
 or via fax to (207) 655-3024  
 or via email to [sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

Name:	LOUISE LESTER
Mailing Address:	PO Box 346
Telephone Number:	207-894-8185
Occupation:	RETIRED
E-mail Address:	LOUISE1@MAINE.RR.COM

Boards and/or committees you are interested in (please list in order of preference):

1.	Zoning Board of Appeals
2.	
3.	

Why are you interested in the board(s) and/or committee(s) chosen above?

I HAVE GAST HISTORY TAKING MINUTES FOR ZBA AND SOME WORK WITH ORDINANCES.

What contributions, benefits, talents, and skills can you bring to the Town of Raymond?

I THINK I COULD BRING SOME KNOWLEDGE OF THE PROCESS AND DELIVERY OF DECISIONS.

What do you feel is the responsibility of the boards and/or committees you chose?

GO ACCORDING TO THE ORDINANCES. LISTEN TO APPLICANT AND TRY TO GIVE A GOOD DECISION. I ALSO THINK THAT THIS BOARD HAS UNIQUE POWER TO OVERRIDE TOWN ORDINANCES WHICH SHOULD REQUIRE APPLICANT TO EXPRESS THEIR HARDSHIPS TO THE EXTREMA. THESE DECISIONS SHOULDN'T BE TAKEN LIGHTLY.

What municipal boards, volunteer organizations, or community service groups/committees have you worked with in the past and for what length of time?

TOWN CLERK 2001 - 2014  
BOARD SECRETARY 1999 - ?

Does your schedule allow the flexibility to attend meetings on a regular basis?

Yes  No

Thank you.



***Board of Selectmen***

*401 Webbs Mills Road  
Raymond, Maine 04071*

**Appointment by Municipal Officers**

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm **Louise Lester** to be a member of the Zoning Board of Appeals for a term ending June 30, 2019.

Given under our hands on the 11<sup>th</sup> day of December, 2018.

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

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

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

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

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



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

### Oath of Office

State of Maine

County of Cumberland

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

I, Louise Lester, do swear that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec 1)

I, Louise Lester, do swear that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as a member of the Zoning Board of Appeals for a term ending on 6/30/2019, according to the Constitution and laws of this State, so help me God.

\_\_\_\_\_

Subscribed and sworn before me:

\_\_\_\_\_  
Town Clerk – Deputy Town Clerk

---

# Draft Budget Schedule

---



401 Webbs Mills Road  
Raymond, Maine 04071  
(207) 655-4742

## FY2019/2020 Budget Development Schedule

**\*\*All meetings are Tuesday evenings at 6:30 PM at the Broadcast Studio unless noted\*\***

**December 11, 2018** Board of Selectmen: Set budget goals and approve calendar

**February 12, 2019** Board of Selectmen: Town Manager submits budget to Board of Selectmen and Budget-Finance Committee

**February 26, 2019** Joint Meeting: Department Head Review #1 (CIP Requests will be included in the Department Reviews to which they belong)

Public Safety	TIF
County Tax	Administration
Insurance	Assessing
Code Enforcement	Community Development
Revenues	Raymond Village Library

**March 12, 2019** Joint Meeting: Department Head Review #2

Public Works	Town Hall
Cemeteries	Parks & Recreation
Animal Control	General Assistance
Provider Agencies	Technology
Infrastructure	Solid Waste

**March 26, 2019** Joint Meeting: Budget Workshop

**April 23, 2019** Board of Selectmen: Warrant Article review & approval

**April 30, 2019** Budget-Finance Committee: Vote on recommendations for each budget warrant article.

**June 4, 2019** Tuesday 6:00 PM, Jordan-Small Middle School Annual Town Meeting

# Renewal of Liquor License for Cafe Sebago

**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**  
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)  
 10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)  
 TEL: (207) 624-7220 FAX: (207) 287-3434  
 EMAIL INQUIRIES: [MAINELIQUOR@MAINE.GOV](mailto:MAINELIQUOR@MAINE.GOV)

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

**PRESENT LICENSE EXPIRES:** 2-6-19

NEW application:  Yes  No

If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection (New Licensees/ Ownership Changes Only) Date : \_\_\_\_\_ Business hours: \_\_\_\_\_

**INDICATE TYPE OF PRIVILEGE:**  MALT  VINOUS  SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)     | <input type="checkbox"/> CLASS A LOUNGE (Class X)  |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV)                 | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> CLUB w/o Catering (Class V)               | <input type="checkbox"/> CLUB with CATERING (Class I)     |  |
| <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV)           |   |  |
| <input type="checkbox"/> TAVERN (Class IV)                         | <input type="checkbox"/> QUALIFIED CATERING               | <input type="checkbox"/> OTHER: _____              |

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name: <u>WHINES ENT. INC</u>	Business Name (D/B/A) <u>CAFE SEBAGO</u>
APPLICANT(S) –(Sole Proprietor) <u>WILLIAM E HINES JR</u>	DOB: <u>12-20-52</u>
APPLICANT(S) –(Sole Proprietor) <u>KIMBERLY Y HINES</u>	DOB: <u>2-7-70</u>
Address <u>125 LIBBY ROAD</u>	Physical Location: <u>1248 ROOSEVELT TRAIL</u>
City/Town State Zip Code <u>CASCO ME 04015</u>	City/Town State Zip Code <u>RAYMOND ME 04071</u>
Mailing Address <u>125 LIBBY ROAD</u>	City/Town State Zip Code <u>CASCO ME 04015</u>
Telephone Number Fax Number <u>632-2309</u>	Business Telephone Number Fax Number <u>655-4006</u>
Federal I.D. # <u>27-0113199</u>	Seller Certificate #: or Sales Tax #: <u>1080907</u>
Email Address: Please Print <u>WHINES2@MAINE-RR.COM</u>	Website:

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: \_\_\_\_\_
2. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ 524 K LIQUOR \$ 189 K
3. Is applicant a corporation, limited liability company or limited partnership? YES  NO   
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
4. Do you permit dancing or entertainment on the licensed premises? YES  NO

5. Do you own or have any interest in any another Maine Liquor License?  Yes  No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # \_\_\_\_\_ Name of Business \_\_\_\_\_  
 Physical Location \_\_\_\_\_ City / Town \_\_\_\_\_

6. If manager is to be employed, give name: \_\_\_\_\_

7. Business records are located at: 125 LIBBY ROAD, CASCO

8. Is/are applicants(s) citizens of the United States? YES  NO

9. Is/are applicant(s) residents of the State of Maine? YES  NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
WILLIAM E HINES JR	12-20-52	MCKEESPORT, PA
KIMBERLY Y HINES	2-7-70	AUBURN, NY
11. Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Name: <u>WILLIAM</u>	City: <u>CASCO, ME</u>	State: _____
Name: <u>KIMBERLY</u>	City: <u>CASCO, ME</u>	State: _____
Name: _____	City: _____	State: _____

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other then minor traffic violations, of any State of the United

States? YES  NO

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?  
 Yes  No  If Yes, give name: \_\_\_\_\_

14. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

15. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: \_\_\_\_\_

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) \_\_\_\_\_  
FULL RESTAURANT AND BAR AREA

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
 YES  NO  Applied for: \_\_\_\_\_

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1.5 MI

Which of the above is nearest? CHURCH

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: EVERGREEN CREDIT UNION

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_  
Town/City, State Date

William E Hines Jr  
Signature of Applicant or Corporate Officer(s)  
WILLIAM E HINES JR  
Print Name

Please sign in blue ink

Kimberly Y. Hines  
Signature of Applicant or Corporate Officer(s)  
KIMBERLY Y HINES  
Print Name

FEE SCHEDULE

<b>FILING FEE: (must be included on all applications)</b>	\$ 10.00
<b>Class I</b> Spirituous, Vinous and Malt	\$ 900.00
<b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
<b>Class I-A</b> Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.	
<b>Class II</b> Spirituous Only	\$ 550.00
<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
<b>Class III</b> Vinous Only	\$ 220.00
<b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class IV</b> Malt Liquor Only	\$ 220.00
<b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns;	
<b>Class III &amp; IV</b> Malt & Vinous Only	\$ 440.00
<b>CLASS III &amp; IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class V</b> Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
<b>CLASS V:</b> Clubs without catering privileges.	
<b>Class X</b> Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
<b>CLASS X:</b> Class A Lounge	
<b>Class XI</b> Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
<b>CLASS XI:</b> Restaurant/Lounge; and OTB.	

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.**

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:  
Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, ME 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: Raymond, Maine Cumberland  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being:  Municipal Officers  County Commissioners of the  
 City  Town  Plantation  Unincorporated Place of: Raymond, Maine

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][ 2003, c. 213, §1 (AMD) .]

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD) .]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD) .]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD) .]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW) .]

[ 2009, c. 81, §§1-3 (AMD) .]

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

**4. No license to person who moved to obtain a license.** [ 1987, c. 342, §32 (RP) .]

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[ 1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

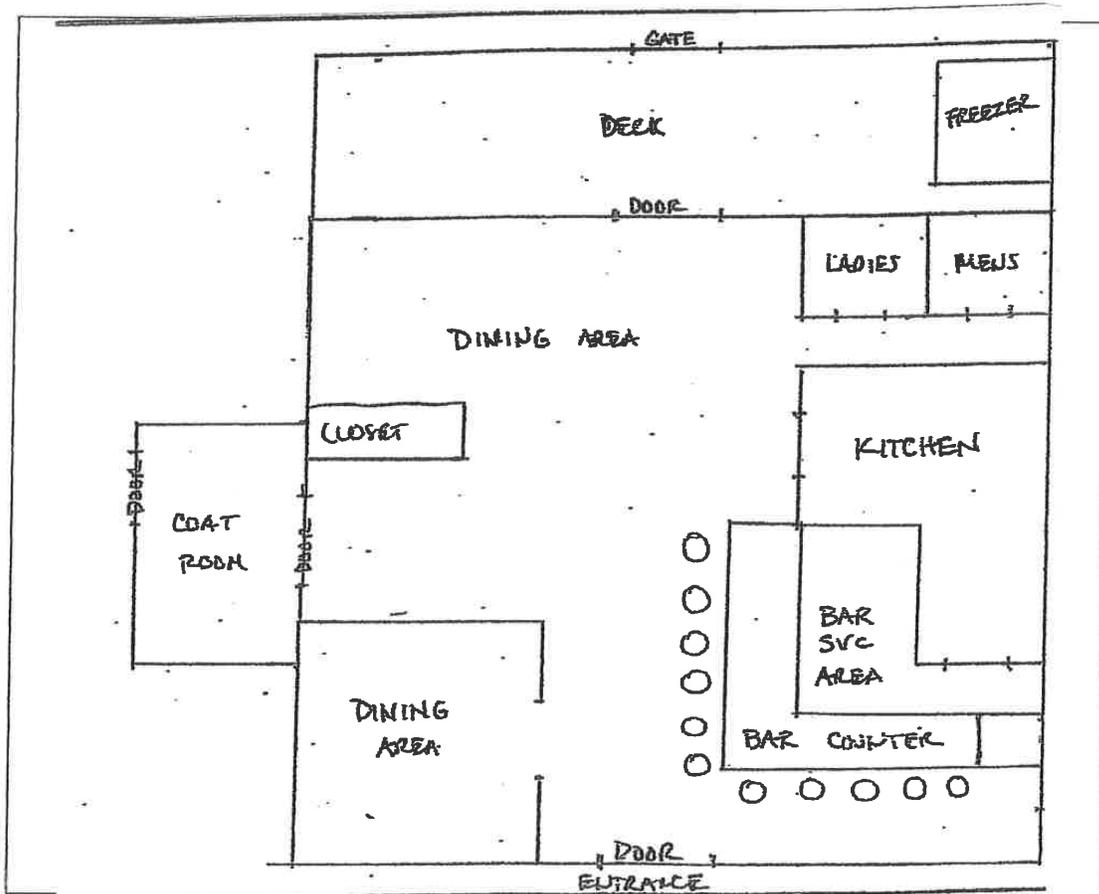
Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing & Enforcement  
8 State House Station, Augusta, ME 04333-0008  
10 Water Street, Hallowell, ME 04347 (overnight)  
Tel: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@maine.gov](mailto:MaineLiquor@maine.gov)



**ON PREMISE DIAGRAM**  
(Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.





Division of Alcoholic Beverages and Lottery  
Operations  
Division of Liquor Licensing and Enforcement

<b>For Office</b>
License #: _____
SOS Checked: _____
100% Yes <input type="checkbox"/>

**Corporate Information Required for  
Business Entities Who Are Licensees**

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

- Exact legal name: WHINES ENTERPRISES, INC
- Doing Business As, if any: CAFE SEBAGO
- Date of filing with Secretary of State: 1-11-2005 State in which you are formed: ME
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: \_\_\_\_\_
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
WILLIAM R HINES JR	125 LIBBY ROAD, CASCO	12-20-52	PRES	50%
KIMBERLY Y HINES	" " "	2-7-70	V. PRES	50%

(Stock ownership in non-publicly traded companies must add up to 100%.)

- If Co-Op # of members: \_\_\_\_\_ (list primary officers in the above boxes)

7. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?  Yes  No

8. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

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

Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Location of Conviction: \_\_\_\_\_

Disposition: \_\_\_\_\_

**Signature:**

William E Hanes Jr  
Signature of Owner or Corporate Officer

11-27-18  
Date

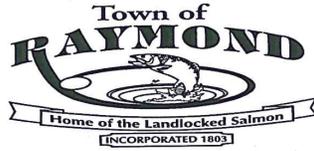
WILLIAM E HANES JR  
Print Name of Owner or Corporate Officer

---

Submit Completed Forms to:

Bureau of Alcoholic Beverages  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, Me 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

**Bruce Tupper**  
*Chief*



**Cathy Gosselin**  
*Deputy Chief*

## **FIRE/RESCUE**

*1443 Roosevelt Trail*  
Raymond, Maine 04071

---

*Emergency 9-1-1*

*Chief's Office 655-1187*

*Dispatch 655-7851*

December 7, 2018

To: Raymond Board of Selectmen  
CC: Sue Look - Town Clerk  
From: Wayne C. Jones - Fire Inspector  
RE: Cafe Sebago Life Safety Inspection

On this date the Raymond Fire Department conducted a Life Safety Inspection at Cafe Sebago, 1248 Roosevelt Trail, in Raymond. A report of this inspection has been enclosed for consideration by the Raymond Selectboard when considering this liquor license application.

During our inspection, the following items were noted and will require a follow-up report submittals and re-inspection by the Raymond Fire Rescue Department.

1. Commercial kitchen grease hood suppression system had not been inspected and maintained for the 2019 certification, prior to this inspection, in accordance with NFPA 96.
2. Commercial kitchen grease hood system had not received the semi-annual cleaning and inspection for the 2019 certification prior to this inspection. Semi-annual cleaning is required by NFPA 96.
3. The Fire Alarm system had not received the annual 2019 inspection/testing prior to this inspection. Fire Alarm annual inspection/testing is required in accordance with NFPA 72 and Raymond Fire Protection ordinance. The required NFPA 72 test report had not been submitted.
4. Portable fire extinguishers had not received the 2019 annual inspection certification in accordance with NFPA 10 prior to this inspection.
5. The owner needs to provide a copy of a label, or certificate of compliance that the artificial Christmas Tree meets the State Fire Marshals policy regarding artificial Christmas Trees in public buildings.

The owner advised the above noted inspections and testing would be scheduled next month. The 2018 inspections/certifications will expire at the end of this month. The Fire Department

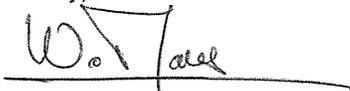
advised the business owner that moving forward, the above noted system inspections, testing, maintenance and cleaning must be conducted prior to the annual Liquor License fire safety inspection by the Fire Department.

The Fire Department files show that the required fire protection system inspections have not been completed prior to the annual fire safety inspection in prior years. Because of this, a follow-up inspection is required to assure compliance. Compliance with the NFPA standards as noted assures that these public facilities are operated to avoid hazards to the safety of the occupants and employees.

As noted on the enclosed Fire Inspection Report from today, except as noted above, the remaining inspection items were found to be in compliance with fire and life safety standards. The Fire Department would recommend that the Board consider a Conditional Approval of the application pending the owner addressing the items noted.

If there are any questions regarding the inspection, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne C. Jones", written over a horizontal line.

Wayne C. Jones  
Fire Inspector  
Raymond Fire Rescue Department

[wayne.jones@raymondmaine.org](mailto:wayne.jones@raymondmaine.org)

Cc: File  
Cc: Mr. William Hines  
Cc: Bruce Tupper - Fire Chief



Form: Annual 15-0830

## Raymond Fire & Rescue

Occupancy: **Cafe Sebago**  
Occupancy ID: **Roosevelt 1248**  
Address: **1248 Roosevelt Trail RD**  
**Raymond ME 04071**

Inspection Type: **Annual Life Safety**  
Inspection Date: **1/6/2018** By: **Jones, Wayne (JONESW)**  
Time In: **14:30** Time Out: **15:32**  
Authorized Date: **Not Authorized** By:

Inspection Description:
Annual Inspection Form New and Change of Use Inspection Form
Inspection Topics:
General
Address numbers 3 inches high visible from street. Raymond Addressing Ordinance Article 6. Numbers must be a contrasting color to the background. Address numbers are critical to emergency personnel in finding people who may need assistance or aid in an emergency. <b>Status: PASS</b> <b>Notes: PASS</b>
Posted Maximum Occupancy signs at room entrances where required. Assembly uses shall have an Occupancy Permit issued by the Raymond Fire Department. <b>Status: Information</b> <b>Notes: State of Maine occupancy permit was located on bulletin board behind the bar. Raymond Fire Rescue Occupant Load certificate to be issued to owner for posting.</b>
Is a Knox Box installed. Are the keys current? All properties protected by a Fire Alarm System and/or a Fire Suppression System shall have a Knox Box with current keys to the property. Raymond Fire Protection Ordinance Article 5 Section 1 <b>Status: PASS</b> <b>Notes: PASS Key was current for the front and side entrance / exit doors.</b>
Other
Other General Comments <b>Status: PASS</b> <b>Notes: PASS</b>
Housekeeping
Boiler, mechanical, and electrical panel rooms shall not be used for storage. Combustible materials in these equipment rooms often get put too close to sources of heat and a fire will likely result. <b>Status: Information</b> <b>Notes: See note below (Other).</b>

<p>Clean grease filters and hood/duct system over cooking equipment.</p> <p>Regular cleaning of the hood, duct, and filters will eliminate flammable grease build-up and provide proper ventilation of head through the exhaust outlet.</p> <p><b>Status:</b> Unsafe Operation</p> <p><b>Notes:</b> Grease Hood system is required to be cleaned every 6-months in accordance with NFPA 101 and NFPA 96. Grease hood system was not cleaned prior to inspection. Owner stated hood scheduled for cleaning next month. Owner was advised Hood system should be scheduled for cleaning prior to the annual inspection by the Fire Department for purpose of Liquor License fire safety approval. Owner or Hood System cleaning company needs to submit certification to Fire Department regarding the proper cleaning of Grease Hood system in compliance with NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations). Upon receipt of certification, Fire Department will need to re-inspect for fire safety compliance. Grease from Hood system chute and fan has run down the roof to eave line and dripped onto the siding and the ground.</p>
<p>Locate all dumpsters at least 10 feet from the building or overhangs.</p> <p>Dumpsters are a common fire target of vandals. Moving the dumpster away will reduce the risk of a fire spreading to the building.</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>
<p>Other</p> <p>Other Housekeeping Comments</p> <p><b>Status:</b> Routine Maintenance</p> <p><b>Notes:</b> Facility has limited space by hot water heater and electrical panels- try not to use for storage</p>
<p><b>Construction</b></p>
<p>Are Means of Egress components compliant with construction requirements?</p> <p>Elements of a Means of Egress must meet construction requirements and be kept clear of obstacles at all times.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Are required occupancy separations constructed properly?</p> <p>Required fire barriers for separation of occupancies must be full height and sealed at floor, walls and roof/ceiling assemblies. All penetrations shall be properly protected with either a joint or through penetration sealant system.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Seal unapproved openings with approved material.</p> <p>Flame, smoke, and hot gases can easily travel through holes and pipe chases, thus creating more damage and a hazard to occupants.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Keep attic and scuttle covers closed, and ceiling tiles in place.</p> <p>Ceilings are an integral part of the building feets fire protection. If kept in place, the ceiling will protect roof structures from premature collapse.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Other</p> <p>Other Construction Comments</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b> PASS</p>
<p><b>Fire Extinguishers</b></p>
<p>Are potable fire extinguishers properly mounted, charged and inspected?</p> <p>Portable fire extinguishers need to be routinely checked to maintain usefulness.</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>

<p>Mount extinguishers where readily available, not more than 4 feet above floor. Extinguishers must be easily within reach of all occupants, but not where they will be subject to damage.</p> <p><b>Status:</b> <b>Notes:</b></p>
<p>Other Other Fire Extinguisher Comments</p> <p><b>Status:</b> Information <b>Notes:</b> Two Extinguishers were located on floor in bar area- no place to mount on walls. Extinguisher Annual inspection expires in January. Extinguisher inspection, testing and maintenance should be scheduled prior to Annual Fire Department liquor license inspection. Owner or Extinguisher servicing company need to provide documentation of annual inspection and service to Raymond Fire Department that extinguishers are in compliance with NFPA 10 (Standard for Portable Fire Extinguishers).</p>
<p><b>Exits</b></p>
<p>Are exit doors clear of obstructions, snow and ice? 101:7.1.10 Doors in means of egress or escape shall be maintained free of obstructions, including snow and ice.</p> <p><b>Status:</b> PASS <b>Notes:</b></p>
<p>If the occupancy is more than 50 persons, are exit doors equipped with panic or fire exit hardware? Include reference</p> <p><b>Status:</b> PASS <b>Notes:</b> See Note below regarding Locks.</p>
<p>Are there dead ends longer than 20 feet? Maximum dead end is 20 feet with the following exceptions: The following occupancies in buildings with fire sprinkler systems have increased dead end lengths. Business:</p> <p><b>Status:</b> Not Applicable <b>Notes:</b></p>
<p>Are emergency egress light fixtures installed and operational? Test battery and check for broken or missing light fixtures.</p> <p><b>Status:</b> PASS <b>Notes:</b></p>
<p>Unlock all required and marked exit doors during business hours. Locked exit doors make it impossible for occupants to escape in an emergency.</p> <p><b>Status:</b> Routine Maintenance <b>Notes:</b> The Exit doors were found unlocked at the time of inspection. Per NFPA 101 (Life Safety Code) the Entrance / Exit doors on the front and side, are required to have a readily visible and durable sign in letters no less than 1" high on a contrasting background that reads: THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED. The signs shall be located on or adjacent to the door leaf.</p>
<p>Remove storage from exit stairs. Items stored beneath or in exit stairs present a fire risk that can endanger persons using that escape route.</p> <p><b>Status:</b> Not Applicable <b>Notes:</b></p>
<p>Other Other Exit Comments</p> <p><b>Status:</b> PASS <b>Notes:</b> PASS</p>

**Fire Alarm**

Is a monitored fire detection and alarm system installed?  
Raymond Fire Protection Ordinance Article 5 requires all commercial, assembly and public occupancies over 1000 sf to have a monitored fire alarm system.  
**Status: PASS**  
**Notes:**

Has a current fire alarm test report on file with the Raymond Fire Department.  
Raymond Fire Protection Ordinance (Article 5 Section 1) requires an annual fire alarm test report be filed with the Office of the Fire Inspector before January 1 each year.  
**Status: Violation**  
**Notes:** The NFPA 72 (National Fire Alarm Code) test report had not been completed and submitted prior to the Fire Department inspection. The Owner advised the service and testing would be completed in January. The Fire Department advised the Owner that the annual inspection, maintenance and testing of the Fire Alarm system should be scheduled prior to the annual Fire Department inspection, for purposes of Liquor License fire safety approval. Owner or fire alarm system company needs to submit certification and test reports to Fire Department in accordance with NFPA 72 and Fire Protection ordinance of the Town of Raymond. Upon receipt of certification and test reports, the Fire Department will need to re-inspect for fire safety compliance.

Are carbon monoxide detectors installed?  
Carbon monoxide is a colorless, odorless gas that can create a life threatening situation without warning. Carbon Monoxide detectors are recommended in all occupancies. Carbon Monoxide detectors are required in all occupancies with sleeping rooms or areas and Day Cares Occupancies.  
**Status: Unsafe Operation**  
**Notes:** Carbon monoxide (CO) detectors were not present at this facility. The owner was advised to install a CO detector in the rear dining area that contains the LPG fueled Rinnai heater.

Other  
Other Fire Alarm Comments  
**Status: PASS**  
**Notes: PASS**

**Fire Sprinkler**

Is a fire sprinkler system installed?  
Installed fire sprinkler systems shall comply with NFPA101:9.7 for the type hazard being protected.  
**Status: Not Applicable**  
**Notes:**

Is the main valve open and secured with an operational tamper switch?  
The main source of water supply must always be open unless maintenance is being performed. A trouble alarm must be activated in the fire alarm system if the valve is not in the full open position.  
**Status: Not Applicable**  
**Notes:**

Remove obstacles within 18 inches of sprinkler heads. (36 inches if sprinkler heads are installed more than 12 feet above the floor)  
Obstacles stored or installed too close to sprinkler heads will not allow adequate coverage to properly protect the area from fire.  
**Status: Not Applicable**  
**Notes:**

Maintain access to and operation of standpipes, fire hose, sprinkler valves, fire hydrants, fire extinguishers, and other fire protection equipment  
Fire protection equipment must have clear access and be operational at all times to be effective in an emergency.  
**Status: Not Applicable**  
**Notes:**

<p>If the system includes a pump, is the power supply monitored.</p> <p>If a pump is required to provide the hydraulic pressure to the sprinkler system, the pump's power supply must be monitored by the fire alarm system. A trouble alarm shall be activated if power to the pump is lost.</p> <p><b>Status:</b> Not Applicable</p> <p><b>Notes:</b></p>
<p>Other</p> <p>Other Fire Sprinkler Comments</p> <p><b>Status:</b> Not Applicable</p> <p><b>Notes:</b></p>
<p><b>Electrical Systems</b></p>
<p>Are electrical systems properly installed?</p> <p>Electrical systems shall be installed to comply with NFPA 70 National Electric Code. Improperly installed systems present a significant fire and life safety danger.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Discontinue use of extension cords as permanent wiring.</p> <p>Extension cords do not afford the durability, safety and protection from shock or fire. No more than (1) one 6-outlet surge protected power strip should be used on any circuit.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Each outlet box shall have a cover faceplate or fixture canopy.</p> <p>Covers protect people from being shocked by exposed wires, prevent spread of electrical current, and heat and flame during short circuits.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Label all circuit breakers and provide blank panels for spares.</p> <p>Proper identification of the areas served by a circuit breaker is important during an emergency.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Maintain at least 30 inches clearance in front of electrical panel.</p> <p>Access to electrical panels must be cleared to allow for general inspection and emergency shutdown.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b> Facility has limited space by hot water heater and electrical panels- Owner was advised to try not to use for storage</p>
<p><b>Heating System</b></p>
<p>Are any unvented fuel fired heated equipment in use?</p> <p>Unvented fuel-fired heating equipment, other than gas space heaters in compliance with NFPA 54 National Fuel Gas Code, shall be prohibited.</p> <p><b>Status:</b> PASS</p> <p><b>Notes:</b></p>
<p>Are all heating appliances protected from clients touching hot surfaces or open flame.</p> <p>Any heating equipment in spaces occupied by clients shall...protect clients from hot surfaces and open flames...</p> <p><b>Status:</b> Information</p> <p><b>Notes:</b> No protection was provided at the rear dining area Rinnai heater.</p>

Other  
 Other Heating System Comments  
**Status: PASS**  
**Notes: PASS**

**Hazardous Materials**

Are flammable materials stored closer than 10 feet from the building.  
 Fuel oil, propane, and other flammable liquids, gases, or solids must be stored more than 10 feet from any building or structure. Raymond Fire Protection Ordinance Article 6.  
**Status: PASS**  
**Notes:**

Are quantities of hazardous materials maintained below established limits?  
 The Fire Code establishes maximum quantities of hazardous materials that can be stored and used in an occupancy without classifying the occupancy as hazardous.  
**Status: PASS**  
**Notes:**

Provide approved waste containers for combustible waste.  
 Heavy duty or metal containers are necessary to confine a fire in the receptacle to prevent fire spreading to the building.  
**Status: PASS**  
**Notes:**

Provide spill protection and proper storage for flammable liquids in containers larger than 10 gallons.  
 Flammable liquids can readily accelerate the spread of a fire. Confining flammable liquids in individual containers larger than 10 gallons must be in appropriately designed storage and provide a means of spill protection when in use to reduce the hazard.  
**Status: PASS**  
**Notes:**

Store Class 1 liquids in approved containers.  
 Class 1 flammable liquids are highly flammable and should only be used in small quantities for approved purposes and stored in approved storage cabinets.  
**Status: PASS**  
**Notes:**

Other  
 Other Hazardous Material Comments  
**Status: PASS**  
**Notes: PASS**

**Other Comments**

Additional Inspection Items  
 Enter additional inspection comments  
**Status: Violation**  
**Notes: An artificial Christmas tree was located in the rear dining area, next to the Rinnai heater. In accordance with the State Fire Marshals Office, 2018 Christmas Tree Policy, an artificial tree in a public building must be labeled or certified by the manufacturer as flame retardant or flame resistive. The Owner was advised and needs to provide the Fire Department with this certification, to permit the use of the Christmas tree in the facility.**

**Additional Time Spent on Inspection:**

Category	Start Date / Time	End Date / Time
Administrative	12/6/2018 6:00:00 PM	12/6/2018 10:00:00 PM
<b>Notes:</b> Add Inspection report into Record Management System (ER), and write memo to Select Board for Liquor License application review at the December meeting.		

Total Additional Time: 240 minutes

Inspection Time: 62 minutes

Total Time: 302 minutes

**Summary:**

**Overall Result:** Correction Notice Issued

The occupancy was found to be in compliance with the exception of the noted items in this report. The items listed require correction by the Owner or Occupant for the Occupancy to comply with the Raymond Fire Protection Ordinance and/or State Life Safety and Fire Code. A Plan of Correction (POC) to the Raymond Fire Inspector within ten (10) business days from date of this report is required. The Owner is required to notify the Raymond Fire Department when ALL items listed have been corrected.

**Inspector Notes:**

**Closing Notes:**

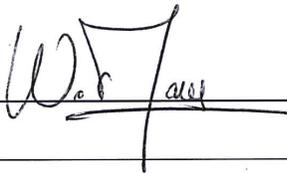
This fire prevention inspection has been made by the Raymond Fire Department for the purpose of promoting fire safety and to assist the Owner or Operator of the Occupancy in identifying conditions that require correction. Items listed in this inspection report must be corrected before the Occupancy will be deemed in compliance with the Raymond Fire Protection Ordinance.

**Inspector:**

Name: Jones, Wayne

Rank: Firefighter

Signature



Date

12/6/2018



Paul R. LePage  
GOVERNOR

STATE OF MAINE  
Department of Public Safety  
Office of State Fire Marshal  
52 State House Station  
Augusta, ME 04333-0052

John E. Morris  
COMMISSIONER  
  
Joseph E. Thomas  
STATE FIRE MARSHAL

## 2018 CHRISTMAS TREE POLICY

The Office of State Fire Marshal wishes everyone a safe and festive Holiday Season. Toward this end, the following policy has been developed for the use of Christmas Trees in public buildings.

Some communities throughout Maine have regulations that may be more stringent than this policy. In these municipalities, the Fire Chief or Code Enforcement Official will set the standards for the use of natural greens and trees.

In communities that have no local standards, the display of greens or trees in occupancies such as mercantile, assembly, education, and business or like facilities must be done in one of four ways:

- \* A living tree, with its roots protected by a ball of earth and wrapped in burlap or similar material placed in a sturdy container and watered daily.
- \* An artificial tree, labeled or certified by the manufacturer as flame retardant or flame resistive.
- \* A natural cut tree located in an area protected by an approved automatic sprinkler system.
- \* A natural cut tree, sprayed or dipped by a commercial applicator using a tested and listed fire retardant formula.

Local officials should familiarize themselves with the authorized commercial applicators in their respective geographic areas. Each treated tree shall have a certificate attached, stating the name of the formula, name of the applicator, and date of treatment. Treated trees must be watered daily. **Natural living, balled or cut trees and greens, treated or untreated, will continue to be banned in patient care facilities.**

---

PREVENTION \* LAW ENFORCEMENT \* RESEARCH

OFFICES LOCATED AT: 45 CIVIC CENTER DRIVE, AUGUSTA, MAINE 04330  
(207) 626-3870 ADMINISTRATION/ INVESTIGATIONS (207) 287-3659 TDD (207) 287-6251 FAX  
(207) 626-3880 INSPECTIONS/ PLANS REVIEW

---

# Citizen Petition - Lake Region Explorer Support

---



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

November 28, 2018

To: Board of Selectmen  
From: Sue Look, Town Clerk  
Re: **Citizen Petition Pertaining to Lake Region Explorer Support**

On November 27, 2018, a petition was received in the Town Office via mail for the following:

*To the Board of Selectmen of the Town of Raymond, ME: We, the undersigned, being registered voters of the Town, request the municipal officers place the following article before the voters at the next secret ballot: To see if the Town will vote to raise by taxation and appropriate \$10,000 for the Lakes Region Explorer (LEX) to cover annual funding in FY 2019-20.*

The petition was circulated on Election Day (November 6<sup>th</sup>) at the polls by George Bradt (a registered voter of Portland). The qualification for a petition circulator is simply to be a registered voter in the State of Maine, even for a local petition, pursuant to 30-A MRSA §2522. There was no contact information for Mr Bradt, nor any other proponent, included with the petition pages other than a return address on the envelope.

I found an article in the October 9, 2014, issue of the Bridgton News where Mr Bradt is quoted saying, "Why wait another eight or nine months to launch the Bridgton to Portland bus service. It is such a no-brainer. Let's meet to do what we can to get this important service started as soon as possible so local residents can begin benefiting from the connection."  
<http://www.bridgton.com/bus-to-bridgton-meeting-scheduled-to-discuss-possibility/>

The required number of signatures to present an article to the Select Board for Town Meeting is 10% of the voters who voted for Governor in the last Gubernatorial Election which took place on November 6, 2018. 2,551 voters cast ballots for Governor, making the required number of signatures 255.

The petition contained 13 pages with a total of 258 signatures. Of the 258 signatures collected, 253 have been certified to be registered voters in Raymond. 3 were not registered voters in Raymond, 1 crossed out their own signature before filling out the whole line, and 1 contained no signature. A total of 253 signatures is 2 short of the required number of 255.

Also, I was asked to speak with the Raymond Age Friendly Community (RAFC) chair to see what their thoughts were pertaining to the LEX. I spoke to Co-chair Laurie Wallace who said that for the Senior population the only issue is getting to the bus stops. RAFC is going to have LEX come to one of their upcoming meetings to talk about this and RAFC is also talking about finding a way to help people get to the bus stops. Anecdotally, Mrs Wallace said that she is seeing 8 to 10 cars parked at the bus stop near her home since LEX sent a mailing which included a bus pass for people to try the bus.

---

# Moratorium Extension - Manufactured Homes in Shoreland

---

## 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:

Requested By & Date:

### **CONTACT INFORMATION**

Address:

Email Address:

Phone #:

### **AGENDA ITEM REQUESTED**

Agenda Item Subject:

Agenda Item Summary:

Action Requested/Recommendation:  Approval  Public Hearing  Information Only

List of Attachments Included:

---

## Past Due Taxes over \$5,000

---

<b>NAME</b>	<b>AMOUNT</b>	<b>PAYMENT PLAN</b>
BBW LLC	\$ 7,451.22	\$166 TRYING TO SELL
CONLEY ROBERT/ DONNA	\$ 10,305.58	\$200 IN COURT
COX JEFFREY	\$ 23,282.25	\$850 MONTH
CURTIS FRANK	\$ 5,984.19	\$300 MONTH
FLOYD JAMES	\$ 8,687.00	\$150 - \$250 MONTH
LIBBY SCOTT	\$ 7,184.20	HAD PAYMENT PLAN/NOW TRYING MORTGAGE
POWELL ANDREA	\$ 5,199.72	USUALLY PAYS BEFORE FORECLOSURE 1/7/19
STROUT RICHARD	\$ 10,637.33	\$200 MONTH
THORNE SIDNEY	\$ 22,631.75	\$750 MONTH
VARNEY RANDI-LYNN	\$ 7,036.43	USUALLY PAYS BEFORE FORECLOSURE 1/7/19
WEEKS RUTH	\$ 6,786.89	SENT PAYMENT PLAN WILL MAKE PAYMENTS
WILLIAMSON JOHN	\$ 5,368.73	USUALLY PAYS BEFORE FORECLOSURE 1/7/19
TOTAL	\$ 120,555.29	