



**BOARD OF SELECTMEN  
Minutes**

October 10, 2017

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.*

**Selectmen in attendance:** Joe Bruno, Samuel Gifford, Teresa Sadak, and Rolf Olsen

**Selectmen absent:** Lawrence Taylor

**Town Staff in attendance:**

Don Willard – Town Manager  
Curt Lebel – Contract Assessor  
Sue Look – Town Clerk

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

2) **Minutes of previous meeting**

a) September 12, 2017

**Motion** to approve as presented by Selectman Olsen. Seconded by Selectman Bruno.

**Unanimously approved.**

3) **New Business**

a) Appointment – New Code Enforcement Officer – Don Willard, Town Manager

Scott Dvorak has accepted the offer to become our new Code Enforcement Officer (CEO). Mr Dvorak has over 30 years of construction experience and has been the Assistant CEO in the Town of Gorham since February 2014. He has the following certifications:

- Maine Residential Building Code
- Commercial Building Code
- Maine Subsurface waste water disposal systems
- Maine Internal Plumbing Code
- Maine Land Use
- Shoreline Zoning
- Maine Energy Code
- Maine Existing Building Code

- Local Plumbing Inspector Certification
- CEO for Residential & Commercial Building Code Certification

Town Manager Willard - He was the unanimous choice in a 2-tiered process. Congratulations and welcome. He will be starting on October 24<sup>th</sup>. We are all looking forward to working with you.

Mr Dvorak – I look forward to working for the town. Thank you!

**Motion** to appoint Scott Dvorak as the Code Enforcement Officer for the Town of Raymond by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved.**

- b) RSU #14 Board of Directors Update on New Bus Garage Referendum Question – Diana Froisland, Vice Chair, Jani Cummings, Anna Keeney

Ms Froisland – We have a new 5-year strategic plan with the following goals:

1. Design for Learning – Striving to have all students engaged in authentic, personalized learning experiences to master standards through multiple pathways.
2. Environment for Learning – All students will continue to learn in a school environment that meets the developmental needs of learners and supports balance and quality of life for all members of the RSU community.
  - a. A committee was formed to study our school's start time. We do not have a recommendation yet.
  - b. A committee is studying homework practices.
3. Technology for learning – We would like all students to be proficient users of technology and have consistent, equitable access to resources needed to support mastery of personalized learning goals.
  - a. We have MacBook laptops now for students down to the 5<sup>th</sup> grade.

Ms Cummings – I have only been on the School Board for a year and did not know how much work there was. I am on the Policy Committee. This year we are doing 27 different policies and making revisions as needed. Some of the changes are dictated by the Department of Education. Thank you for all the support we get from the Town.

Ms Keeney - This summer we did some repair and replacement on the roof of Jordan Small to correct leaking issues. There was also some mason work and painting of the gym. At RES we also did some repair and replace on the roof. The biggest thing is the playground at Raymond Elementary. The National Guard set up there for 2 weeks and brought the area up to level. Going forward we will be able to get the playground to what it should be. There will be an open field and a place to sled in the winter.

Ms Froisland – Lastly is the budget. It has been a difficult year because the State has flat-funded education. However, we received some additional State subsidy (\$664,000) of which 82% is being returned to the tax payers. Also, there is a joint shared maintenance facility discussion that is going on between the RSU and the Town of Windham. A couple of years ago the Town of Windham had an initiative to build a new Public Works facility. The voters turned it down. It is essentially the same structure. The voters in Windham will be voting on November 7<sup>th</sup>. The RSU shares

the facility according to our current arrangement. If you are interested there is an informational meeting on October 12<sup>th</sup> from 6:30pm to 9pm in the Windham Highschool cafeteria. If you have questions, there is going to be a presentation all about the project.

Selectman Bruno – Is it true that Raymond will be liable for some of the debt service if the garage passes, and why since it is a Windham building? I thought we had an understanding with Windham that anything built in Windham they are responsible for. Why would Raymond taxpayers be liable for any of that debt service?

Ms Froisland – It will be a similar arrangement to what we have now. Windham owns the structure and we just use the space. We have not worked out the financial arrangement yet. We have 2 options. Either a Memorandum of Understanding (MOU) where we would share in the bond for 20 years or we would be charged a lease payment. Either of these options would be about the same. The building will be Windham's building. You can go to an informational meeting for more details.

Selectman Bruno – With the whole succession process we agreed that any building built in Windham would be the responsibility of Windham and any building built in Raymond would be Raymond's responsibility. How are we getting sucked into the debt service here?

Ms Froisland – We currently pay towards the facility right now because we share that facility and we would do the same with a new facility. RSU #14 could build their own maintenance facility, but as we studied this it was determined that this was not the most efficient route. We use approximately 25% of the space.

Chairman Sadak – We have to pay for something that we don't get to vote on.

Ms Keeney – The RSU has not committed to anything. We like the idea. We want more information before we go forward. We are not paying for the building. We are paying to use that space because our buses used for Raymond students are housed there and maintained there.

Selectman Bruno – If we built something here in Raymond, would Windham taxpayers pick up some of that debt service here?

Ms Keeney – They would need to help pay for storing and maintaining the vehicles as well.

Chairman Sadak – The Town of Windham is saying that this is a priority and the RSU #14 Board of Directors is on board with the Town Council. How can you agree not to go forward with this when it is on a November ballot?

Ms Froisland – It would be very costly to build our own facility. It would be more efficient if we continue to share space with Windham.

Town Manager Willard – For several years we had a program here called "One Raymond" where the school and town shared resources to our mutual benefit. The RSU elected to end that relationship. They privatized the services. I think that was not a good decision. We had the resources here and we could cooperate together and help each other with our costs. We were told that Windham doesn't do that and we all have to be the same. Now you are jumping into a big project with Windham that I believe will be exponentially more than you are doing today. Why aren't you doing as you did with Raymond, looking at privatization, looking at other sources and not just jumping into this big new building. It does not appear to me that there has been a lot of analysis of the options. That was the case as well when you withdrew from the Raymond Public Works facility, from cooperating with Raymond Public Works

on plowing, joint maintenance agreements. I felt like you just wanted to privatize and did it. This is the polar opposite of what you did here.

Chairman Sadak – Also, Don was told by Don Davis that the lease agreement that we would be paying is substantially higher than what we are paying now. You just said, Anna, that you guys have not endorsed it.

Ms Keeney – No. I said we haven't agreed to anything. It is something we are interested in to learn more about.

Chairman Sadak – On October 3, 2017, on Windham's Facebook page it says that the proposed shared maintenance facility is endorsed by both the Windham Town Council and the RSU #14 School Board.

Ms Keeney – We came here tonight to give an update on what we have been working on this year. If you want to get in-depth with the proposed facility, I would encourage you to get with our sub-committee who has been responsible for diving in with looking at all the possibilities. I think it would be fantastic if you invite a couple of those committee members to come and speak with you. I don't think it is fair that we can't come in and give you the answers you are looking for.

Selectman Olsen – It appears to me to be passing the buck. You three are elected members from Raymond to the School Board. What you are saying is we can't give you good answers, get somebody else to give you the answers. No. We want you to get us the answers. That's what you are there for.

Chairman Sadak – I happened across this in the June 21<sup>st</sup> meeting that was being played on local tv one night. I don't think that we should be hunting down this information. You are there to question this. It is a lot of money that we don't get to vote on, but we open up our checkbooks to. It was listed on the agenda that we would be asking about this issue.

Ms Cummings – I want to respond a bit to Rolf. I voted to pursue this. I think it is a good idea. I am a tax payer and I think it is a good idea. I am also a School Board member and I think it is a good idea. And Joe, if Raymond builds a new school, then Raymond is responsible. If Windham builds a new school, then Windham is responsible. This is something that we both use, that is why we are a part of that.

Selectman Bruno – I am just telling you as a Selectman representing the Town of Raymond that I think you as school committee members should be looking out for the citizens of Raymond and the taxpayers of Raymond. The fact that we are going to be picking up debt service on a building that we have no vote on is not in the best interests of Raymond at all. Not even close to being in the best interests of Raymond.

Ms Froisland – I would encourage you to go Thursday night if you have questions. There have been numerous open houses. I know it has been in the paper.

Chairman Sadak – We just got the invite. I have not seen it in the paper.

Ms Froisland – As far as being on the agenda, I was in communication with the Town Office and was told I would not need to bring other committee members to do a presentation, just do an update.

Chairman Sadak – This is a big-ticket item that you need to have answers for. Who are supposed to ask if we can't ask you guys? It is not our job to search out information from Don Davis or Tony Plant. You were voted to be able to answer questions and defend this. We have 5 busses that stay in Raymond. I don't know how you can not know more answers to come back to taxpayers here in Raymond.

Ms Cummings – The RSU uses 25% of the space and of that Raymond would pay 36%.

Chairman Sadak – We are paying \$20,000 on a lease now for the existing building and a new building will be substantially more.

Ms Froisland – The building that is there now is a modular. The RSU had no offices and we had to lease a modular to have office space for meetings and for staff because the building is so undersized for their own town, let alone to have us share the space. We are not allowed to wash our busses there anymore because of the proximity to the river. We have had to set up a wash station at the high school which can not be used in the winter. If we do not wash the busses and care for our busses, then we are going to be buying them more frequently if they all have to be left outside, which is a waste of taxpayer money. So, there are many good points to a better facility. It has been woefully inadequate for them and we are sharing that space. So, if you went and toured the facility and were educated as to why they are doing this project it would probably be helpful.

Town Manager Willard – I am a believer in working together, that is why we had the “One Raymond” program. I think that is the direction we should be going in. I think what is good for Windham is also good for Raymond. Another point is analysis of options and does it make financial sense. I don’t see it in this bus garage, I really don’t. It looks to me to be a cooperative project that benefits Windham more than the RSU. When the “One Raymond” ended we were told that the private sector options were better for the RSU because you had control and you would not be in a relationship with the town. So why aren’t we doing that with this project? I am sure there are companies who would love to service the busses, there are facilities you can lease. I can see Windham pursuing it, but why are you pursuing it?

Ms Cummings – So your questions are that you want us to provide you with an analysis of why they are doing it, why we are not doing the “One Raymond”...

Town Manager Willard – I brought up that because this flies in the face. You are expanding your relationship with Windham and you have curtailed every relationship you had with Raymond.

Ms Cummings – And you also want us to discuss the private sector options, is that correct?

Town Manager Willard – Sure. Have you looked at other options?

Ms Cummings – I am not aware of what they have looked at, the committee that was designed to do this. If you ask me about policy, then I can give an answer.

Chairman Sadak – So, November is the vote. If it passes, what is the next step?

Ms Cummings – We will get back to you on those.

Selectman Bruno – Has Windham voted this down once already?

Ms Froisland – Yes, they have. This was the same initiative that they voted 2 years ago.

Selectman Bruno – So why is it coming back?

Ms Cummings – Because the need is great. I went to the presentation that they had at the bus garage and the town facility. I was not aware that when all of the bays are filled, which is very easy to happen with only 3 bays, any others need to be worked on outside. It may not be a bid deal in this type of weather, but it may be a big deal when

it is snowing or any other kind of weather.

Selectman Bruno – There used to be busses fixed right down here in this Public Works garage.

Ms Cummings – What is that being used for now?

Town Manager Willard – It is being used for Public Works because you ended your relationship with Raymond. We made that available at zero cost. So, you walked away from a zero-cost option to build one in Windham?

Selectman Bruno – And have the Raymond taxpayers pick up the cost.

Ms Cummings – I understand how you feel.

Town Manager Willard – It is not really about feelings, it is about what makes sense for Raymond taxpayers.

Chairman Sadak – On a completely different subject – Anna, I know Alyssa has got great news and she was going to be here tonight to give us an update on the playground. What is the situation as far as playground equipment for the kids? I watched one meeting that said there wasn't enough money in the budget to buy playground equipment.

Ms Keeney – With this I am sure that you all are aware that this was a particularly rough budget season. We elected not to go forward as quickly with some of the options, so the playground was one that we unfortunately slowed down a little bit, so we can make sure immediate needs are met in the district.

Chairman Sadak – Is there a timeline? I know that Alyssa has worked so hard for 4 years now. The primary school down there has 2 new playgrounds I think, and the Manchester School has a new playground down there.

Ms Froisland – The projects have been done in phases, so it is no different than what is done in Windham. It has been a lengthy project at the primary school and is not complete. We still need to do the loam and the grass, there is a fence that is planned and a couple of other things that need to be completed.

Chairman Sadak – So do you have a timeline?

Ms Froisland – No. It depends what happens this budget season.

c) Library Update of Financials & Programs – Allison Griffin, Library Director and Leigh Walker, Treasurer

Ms Griffin presented a PowerPoint display overviewing their renovations and programs. Circulation is up this year and there have been more interlibrary loan requests. They currently have 4 computers available to the public, fax, scanning, and wi-fi services. The children's events are well attended. They now have a teen advisory group to address their needs. There have been several family events and author talks for adults. Fundraising is continuing. A science/technology program is beginning.

Selectman Gifford – I don't have any questions, but I did recently attend a tour of the library and it is by all means NEW. I strongly advise anyone to see it for themselves. It is a wonderful place and you have done a terrific job.

Selectman Olsen – Based on the improvements have you seen any uptick in donations?

Mrs Walker – Not so far this year. We are coming into our fundraising season now, so we will find out. We have done a lot of community collaboration. Our construction project is a great example of this. Many people donated their time or supplies to get these projects done. A lot of people were very generous and selfless in donating to the projects. We are very grateful.

Mrs Walker went on to say that the Library has had a good year financially. There are several reasons for this. They did not have a Library Director for 2 months, thus saving salary. There was more effort put into fund raising and went back to the events that have worked in the past. Each effort exceeded budget goals. She thanked all who were involved in the fund raisers. Operational expenses are under budget due to grants and in-kind donations. The annual appeal was very strong. They worked on their mailing list to delete duplicates and remove those who have moved. There have been some sizeable donations this year, especially from people who have not donated in a while. They have been controlling costs while increasing income. There will be required payroll increases due to the minimum wage increases. She thanked the Town of Raymond and the Board of Selectmen for their support.

Selectman Olsen – It looks like you ended last year to the good by \$25,000. Will you be putting this back to replenish the investments?

Mrs Walker – We just moved \$15,000 back into our investment funds. We are waiting to see how the annual appeal does to move any more.

Selectman Bruno – Have you thought about how much you will be asking the Town for this year?

Mrs Walker – We will stay flat. We do not do any fund raisers in the summer, so the amount the Town gives helps with cash flow.

d) Quit Claim Deeds – Sue Carr, Tax Collector

This is to correct an error made on a Quit Claim Deed approved by the Town of Raymond Select Board in 1999.

**Motion** to approve correction of the Quit Claim Deed as presented by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved.**

e) Assessing Agent's Contract – Don Willard, Town Manager

Consideration of extending the Assessing Agent's contract. The current contract expired on September 30, 2017.

Town Manager Willard – I appreciate Curt coming all the way over (*Curt lives in Richmond*) I thought you would want to see his smiling face. I am very pleased with your work and I am recommending that we extend the contract for another year under the current terms. Curt has agreed to that. I think he has done an exceptionally good job for the Town.

**Motion** to approve 1-year extension of current contract as presented by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved.**

f) Discussion of Filling Budget-Finance Committee Vacancy

There is currently a vacancy on the Budget-Finance Committee which may be filled by the Board of Selectmen with a term ending with the next Municipal Election on June 12, 2018.

Selectman Bruno – Has anyone expressed an interest?

Town Clerk Look – I have not had anyone express an interest.

Selectman Olsen – My preference would be to leave it at 8 members. It will not handicap the board to be down 1 member until the next election.

g) Draft Municipal Election Write-In Ordinance – Sue Look, Town Clerk

Consideration of the first draft of an ordinance to govern how write-in votes for an open seat will be handled.

Town Clerk Look – I did not want to reinvent the wheel, so I looked at the current Miscellaneous Ordinance and found that there was one pertaining to elections. In reviewing it I found that it is basically regurgitating what is in Title 30-A so it is unnecessary. What we don't have is anything that says that Title 30-A will govern all municipal elections augmented with Title 21-A when Title 30-A is silent. This is a formality. What I am proposing is to strike the current Miscellaneous Ordinance and replace it with:

**ELECTIONS**

**GOVERNING RULES OF MUNICIPAL ELECTIONS**

All municipal elections will be governed by Title 30-A MRSA and where silent by Title 21-A MRSA with the following exception:

**1. WRITE-IN CANDIDATES**

Write-In Candidates: A write-in candidate shall be elected by plurality vote, provided that such write-in candidate shall receive a minimum of fifteen (15) votes. Any write-in candidate receiving fewer than fifteen (15) votes shall not be considered elected. A write-in vote will be counted in accordance with both Title 21-A MRSA §692 (2) and the rules pertaining to determining “voter intent” as established by the Secretary of State – Division of Elections.

**Motion** to approve a public hearing at the November Board of Selectmen Meeting for the above ordinance change as presented by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved.**

h) Appointment – Warden for November 7<sup>th</sup> Referendum Election – Sue Look, Town Clerk

**Motion** to appoint Sue Carr as Warden for the November 7, 2017, Referendum Election by Selectman Bruno. Seconded by Selectman Olsen.



**Unanimously approved.**

**4) Public Comment – None**

**5) Selectman Comment – None**

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

I am pleased to announce that the new Town signs are operational. Thanks to Sue Look, Nathan White, Chris Hanson. We have had comments that it should be 2 sided and we are getting the numbers on that.

I will be attending the ICMA conference from Saturday, October 21<sup>st</sup> to Wednesday, October 25<sup>th</sup>.

I would like to recognize Nathan for the work that has been done on our roads. Our roads stand out as finished and is a well-done job.

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

- November 14, 2017
- December 12, 2017

**b) Reminder of Upcoming Holiday Schedule**

- Friday, November 10, 2017 – In observance of Veterans' Day

**c) Update on Election Dates – Sue Look, Town Clerk**

- Closed period begins 10/18/2017
- Deadline to request an absentee ballot is 11/2/2017
- We will be hand-counting the PWD ballot

**7) Treasurer's Warrant**

**Motion** to approve Treasurer's Warrant for \$1,122,060.18 by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved.**

**8) Adjournment**

**Motion** to adjourn at 7:34pm by Selectman Olsen. Seconded by Selectman Bruno.

**Unanimously approved.**

Respectfully Submitted,

Susan L Look  
Town Clerk