



**BOARD OF SELECTMEN  
Minutes**

June 21, 2022

6:30pm – Regular Meeting

Via Zoom & on YouTube

*Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.*

**Select Board members in attendance:** Rolf Olsen, Joe Bruno, Teresa Sadak, Samuel Gifford

**Select Board members absent:** Lawrence Taylor

**Town Staff in attendance:**

Don Willard – Town Manager  
Joe Crocker – Parks & Recreation Director  
Bruce Tupper – Fire Chief  
Alex Sirois – Code Enforcement Officer  
Charisse Keach – Finance Director  
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) May 10, 2022 – regular meeting

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

**Unanimously approved**

b) May 20, 2022 – emergency meeting – executive session – decision appeal

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

**Unanimously approved**

3) **Election of Officers**

a) Chair

**Nomination** to elect Joe Bruno as Select Board Chair by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

b) Vice Chair

**Nomination** to elect Teresa Sadak as Select Board Vice-Chair by Chair Bruno. Seconded by Selectman Gifford.

Selectman Sadak declined the position. Chair Bruno withdrew his motion.

**Nomination** to elect Rolf Olsen as Select Board Vice-Chair by Selectman Bruno. Seconded by Selectman Sadak.

**Unanimously approved**

c) Parliamentarian

**Nomination** to elect Rolf Olsen as Select Board Parliamentarian by Selectman Bruno. Seconded by Selectman Sadak.

**Unanimously approved**

4) **New Business**

a) Consideration of Public Property Use Request for July 16-17, 2022 – Joe Crocker, Parks & Recreation Director and Cliff White, Strong Machine Adventure Racing

On Saturday and Sunday, July 16 and 17, 2022, Strong Machine Adventure Racing is planning to host the Maine Summer Adventure Race. We are writing to ask your permission to use to some selected roads and lands in the Town of Raymond for the event. Our race is self-supported and so teams will not require us to operate aid stations or supply food. Teams in our race navigate via map and compass and we do not mark our course. We are fully insured up to \$1 million and we are a sanctioned race by the United States Adventure Racing Association.

Strong Machine Adventure Racing asked that the route be kept confidential until after the race. It is avoiding the busy areas.

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

**Unanimously approved**

b) Consideration of Funding for Raymond-Casco Historical Society – David Allen, RCHS

Mr Allen discussed the William Watkins Blacksmith Shop move and restoration. We had some difficulty with the videos and ZOOM, the videos have been posted on the Select Board Minutes webpage at:

[www.raymondmaine.org/boards-committees/board-selectmen/minutes-sm](http://www.raymondmaine.org/boards-committees/board-selectmen/minutes-sm)

By the time RCHS had all of the information about their costs it was too late to be included in the 2022 Annual Town Meeting Warrant for Raymond. Casco approved at their Town Meeting to support the project at the same level that Raymond approves. The plan is to use the Blacksmith Shop as a classroom to teach future generations about blacksmithing. Current Homestead in Hollis is also contributing to the project as are several individuals. The shop will need to be taken apart to be moved. It will be moved to a foundation, reclad, reroofed and a new chimney built. The total cost of the project is estimated at \$65,000. We are seeking grant monies to set it up as a classroom. The requested money is for the move and rebuild. There was a great deal of support based on the response to the videos at the polls on Election Day.

There was some discussion about not using the Selectmen's Contingency fund for this as it was felt that the Town should vote on this expense.

A Special Town Meeting will be scheduled on August 9th at beginning of the regular Select Board Meeting for the Town to consider supporting this project. The warrant article will be to appropriate from undesignated fund balance, or possibly a combination of Select Board contingency and surplus, the sum of \$23,200 (\$25,000 less the \$1,800 that has already been raised and appropriated for the RCHS for FY 2022-23).

c) Consideration of Planning Board Appointment – Sue Look, Town Clerk

- *Mike Richman* – 15 Cedar Lane – owner of an architecture firm

**Motion** to appoint Michael Richman to the Planning Board by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

d) Consideration of Zoning Board of Appeals Resignation – Sue Look, Town Clerk

- *Patricia Beaton* – 234 Raymond Hill Road

**Motion** to accept Patricia Beaton's resignation from the ZBA by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

e) Consideration of Zoning Board of Appeals Appointment – Sue Look, Town Clerk

- *Pete Lockwood* -139 Mountain Road – retired from BIW & carpenter

**Motion** to appoint Peter Lockwood to the ZBA by Selectman Gifford. Seconded by Selectman Olsen.

**Unanimously approved**

f) Recycling Committee Update – Grace Leavitt, Recycling Committee Chair

Mrs Leavitt, Karen Lockwood and Susan Accardi were present from the committee. The reason for establishing the committee was to look at the cost of recycling, and the need for a clear policy on recycling for Public Works Director White.

The committee has found that there were a few misconceptions surrounding recycling:

- That there is no market for recycling
- That most recycling is contaminated and would be burned anyway, so why recycle?

The committee has met 7 times and have accomplished quite a bit. The heaviest part of trash is the food waste, and we could save costs by encouraging composting and possibly participating in a community Garbage to Garden program at some point in the future. They developed a flyer and logo with the help of Town Office staff to encourage and educate about recycling. There is a link on the website for people to sign up for buying a recycling bin or composter. Possibly send the policy with the tax

bills to help educate people. Next steps we have talked about is possibly surveying the community to try to raise awareness. Priority is to educate folks about composting and recycling. We will be providing updates in the Roadrunner. 56 people signed up for the recycle bins and 27 were also interested in the compost bins.

- g) Consideration of Updating the Trash & Recycling Collection Policy – Nathan White, Public Works Director

The Recycling Committee approved the policy as presented.

**Town of Raymond – Trash/Recycling Collection Policy**

Adopted July 1, 2010  
Amended June 21, 2022

1. **Pick up**
  - a. Monday through Thursday, each day collects one area of town.
  - b. Have all trash/recycling curbside by 7:00am.
  - c. Collection map posted at Town Office and on [www.raymondmaine.org](http://www.raymondmaine.org).
  - d. Holidays
    - i. Thanksgiving, New Years and July 4<sup>th</sup> – No pick up, hold for following week.
    - ii. Christmas pick up will be posted 30 days prior on [www.raymondmaine.org](http://www.raymondmaine.org).
    - iii. All other holidays will follow normal schedule.
  - e. Trash and recycling will be picked up at different times on your day for collection.
2. **Trash**
  - a. Limited to the equivalent of two 32-gallon containers per household.
  - b. No individual container to exceed 50 lbs.
  - c. Trash must be in bags inside the container(s).
  - d. Trash containers must have covers that close.
  - e. Have street address on outside of the container(s).
  - f. No yard waste, scrap metal, building debris, or bulky waste items.
3. **Recycling**
  - a. Recycling containers must be marked on all sides as such, and with the owner's street address. If not marked, it will be considered trash.
  - b. Large piles of loose recycling (except bundles of corrugated cardboard) will not be picked up. Recycling must be in a container(s) or box, preferably with a cover.
4. **Private Roads**
  - a. All trash/recycling from private roads must be left curbside at the next town road or designated location.
  - b. Private roads will only be serviced if road condition is maintained to Town of Raymond's *Private Road Standards for Recycling & Waste Service Policy* (available on [www.raymondmaine.org](http://www.raymondmaine.org)). Service will end until issues are corrected.

There was some discussion about how enforceable the policy is and if containers must have covers. The purpose of the policy is to give Public Works Director White a tool to educate people on the rules pertaining to trash and recycling.

**Motion** to adopt the Trash/Recycling Collection Policy as presented above by Selectman Sadak. Seconded by Selectman Gifford.

**Unanimously approved**

- h) Consideration of Updating the Private Road Standards for Recycling & Waste Service  
– Nathan White, Public Works Director

This document has been updated to bring it up to date with our current Recycling & Waste Contract.

**Town of Raymond Policy**  
**PRIVATE ROAD STANDARDS FOR RECYCLING AND WASTE SERVICE**

1. General
  - a. The purpose of this policy is to be able to safely and efficiently deliver services to residents on qualifying Private Roads.
  - b. Private Roads seeking to qualify for services must meet or exceed the standards listed to the satisfaction of the Town of Raymond's Public Works Director **and Raymond's MSW vendor**.
2. Definitions
  - a. Year-round Resident – must qualify to vote and to register motor vehicle(s) in the Town of Raymond
3. Layout of roads
  - a. All private roads must have four (4) or more houses with year-round residents
  - b. Have a year-round road association representative and/or contract person name and phone number on file at the Town Office
  - c. Have a signed release of Liability Waiver on file at the Town Office
4. Design and construction standards
  - a. Minimum drive surface width of ten (10) feet
  - b. Minimum overhead clearance of fourteen (14) feet
  - c. Minimum overall cleared width of twelve (12) feet, including, but not limited to: trees, rocks utility poles and any other objects that may narrow roadway for safe passage
  - d. Dead end roads will not be permitted without a suitable turn-around of a width of twenty (20) feet and depth of thirty (30) feet
  - e. Gravel roads must be able to support heavy vehicles year-round
5. Road maintenance
  - a. Gravel roads must be graded as needed
  - b. Roads must be plowed and sanded
  - c. Snow banks must be kept back to meet the minimum road width criteria [see Section 4 above].
  - d. Turnaround must be kept cleared and vacant year round
  - e. Access points of roads must be twenty (20) feet in width with visual clearance of one hundred (100) feet on both sides

**Motion** to adopt as presented by Selectman Sadak. Seconded by Selectman Gifford.  
**Unanimously approved.**

- i) Consideration of Appointing a new Comprehensive Plan Commission – Select Board
- *Bradley McCurtain* – 33 Mains Farm Road – 35-year resident; has served on multiple boards in Cumberland County including boards in Raymond – Comprehensive Plan Commission and Raymond Village Library
  - *Frank McDermott* – 2 McDermott Road – 50-year resident, retired Principal, has served on the School Board, Budget Committee, Raymond Rec Committee, etc.
  - *Greg Foster* – 29 Ledge Hill Road – practicing forester; currently a member of the

Planning Board, Conservation Commission, Election Clerk; and has served on the Comprehensive Plan Commission

- *Peter Leavitt* – 2 Leavitt Road – retired Healthcare Administrator; has served on the Zoning Board of Appeals, as assistant and coach for Raymond Girls Basketball
- *John Clark* – 70 Plummer Drive – Chartered Financial Analyst
- *Kaela Gonzalez* – 518 Webbs Mills Road – former Raymond Assistant Assessor, etc.; current member of Raymond Parent Teach Organization; has served on the RSU #14 Withdrawal Committee and Raymond
- *John Rand* – 20 Dryad Woods Road – Hydrogeologist, Chair & Co-chair of Conservation Commission 1990s to 2017, active with Raymond Waterways Protective Association
- *Danelle Milone* – 7 Westview Drive – Attorney, assisted marketing committee for Pine Tree Counsel, assigning with family law issues, served with student youth group at local church
- *Jacqueline Sawyer* – 5 Ball Drive – Real Estate Agent, Raymond Rec soccer coach, elementary school Running Club
- *William Fraser* – 1 Justin Lynn Drive – Small business owner, has served on the Comprehensive Plan Commission and Raymond Conservation Commission, contributor to the Raymond Community Forest, former videographer for Raymond
- *Shawn McKillop* – 84 Main Street – A Realtor, has served on a board at New Life Community Church and on the Church & Community Abolition Network (anti human trafficking organization)

**Motion** to appoint Bradley McCurtain, Frank McDermott, Greg Foster, Peter Leavitt, John Clark, Kaela Gonzalez, John Rand, Danelle Milone, Jacqueline Sawyer, William Fraser, and Shawn McKillop to the new Comprehensive Plan Commission by Selectman Olsen. Seconded by Selectman Gifford.

The Select Board thought this was a good group of people and thanked all of the volunteers.

**Unanimously approved**

j) Consideration of Quit Claim Deed – Sue Carr, Tax Collector

Robert A Myers & Mary M Knight-Myers – Map 012 Lot 020 – 688 Webbs Mills Road

**Motion** to issue a Quit Claim Deed as listed above by Selectman Sadak. Seconded by Selectman Olsen.

**Unanimously approved**



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



**POLICY ON TREASURER'S  
PAYROLL WARRANTS  
AND  
ACCOUNTS PAYABLE WARRANTS**

Purpose	To allow at least one (1) of the municipal officers to review, approve, and sign the treasurer's payroll warrants, and to allow a majority of the municipal officers to review, approve, and sign the treasurer's accounts payable warrants.
Delegation of Authority	This policy allows at least one (1) of the municipal officers (selectmen), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for employee wages and benefits (pursuant to 30-A MRSA § 5603 (2)(A)(1)).  This policy further allows at least a majority of the municipal officers (selectmen), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's accounts payable warrants (pursuant to 30-A MRSA § 5603 (2)(A)).
Majority Power	This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for payroll and for accounts payable.
Original & Copy	The original document will be filed annually with the Town Clerk and a copy will be filed with the Treasurer.
Lapse	This policy lapses annually on June 30 <sup>th</sup> , if not sooner amended or canceled.
Renewal	This policy may be renewed at any time before its lapse. Thereafter it may be readopted at any time. Any renewal is valid until June 30 <sup>th</sup> of the next fiscal year.
Effective Date:	July 1, 2022
End Date:	June 30, 2023

The Select Board asked why the Town can not use DocuSign to electronically signed and if it is not allowed, how do we get statutes changed? Electronic signatures are even allowed for prescriptions which is a Federal law. We want to invoke Town rule and make a policy that documents will be able to be signed electronically in the Town of Raymond.

**Motion** to change the above policy to read “sign, by either original or electronic means,” where it says “sign” and approve as amended by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

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

**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 the following for the below noted terms:

Position	Expiration	First Name	Last Name
ANIMAL CONTROL OFFICER	6/30/2023	Jessica	Jackson
CONTRACT ASSESSOR	6/30/2023	Curt	Lebel
CODE ENFORCEMENT OFFICER	6/30/2023	Alex	Sirois
CONSTABLE	6/30/2023	Nathan	White
EMERGENCY MANAGEMENT DIRECTOR	6/30/2023	Bruce	Tupper
FIRE CHIEF	6/30/2023	Bruce	Tupper
FOREST WARDEN	6/30/2023	Bruce	Tupper
FREEDOM OF INFORMATION OFFICER	6/30/2023	Sue	Look
HEALTH OFFICER	6/30/2023	Cathy	Gosselin
Maine Waste to Energy	6/30/2023	Don	Willard
ROAD COMMISSIONER	6/30/2023	Nathan	White
TOWN OFFICE - General Assistance Administrator	6/30/2023	Jennie	Silverblade
TOWN OFFICE – Harbor Master	6/30/2023	Don	Willard
TOWN OFFICE – Registrar	6/30/2023	Sue	Look
TOWN OFFICE – Tax Collector	6/30/2023	Suzanne	Carr
TOWN OFFICE – Town Clerk	6/30/2023	Sue	Look
TOWN OFFICE – Treasurer	6/30/2023	Charisse	Keach

**Motion** to appoint as presented by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

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

**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 the following committee members for the below noted terms:

Committee	Term	Expiration	First Name	Last Name	Street
BEAUTIFICATION COMMITTEE	1	6/30/2023	Mitzi	Burby	64 Spiller Hill Rd
BEAUTIFICATION COMMITTEE	1	6/30/2023	Sharon	Dodson	PO Box 577
BEAUTIFICATION COMMITTEE	1	6/30/2023	Fran	Gagne	68 Whittemore Cove Rd
BEAUTIFICATION COMMITTEE	1	6/30/2023	Elissa	Gifford	PO Box 357
BEAUTIFICATION COMMITTEE	1	6/30/2023	Christine	McClellan	PO Box 406
BEAUTIFICATION COMMITTEE	1	6/30/2023	Mary	McIntire	31 Egypt Road
BEAUTIFICATION COMMITTEE	1	6/30/2023	Jan	Miller	59 Hancock Rd
BOARD OF ASSESSMENT REVIEW	3	6/30/2025	Michael	D'Arcangelo	82 Daggett Dr
CONSERVATION COMMISSION	1	6/30/2023	John	Rand	20 Dryad Woods Rd
CONSERVATION COMMISSION	1	6/30/2023	Bill	Fraser	1 Justin Lynn Drive
CONSERVATION COMMISSION	1	6/30/2023	Russ	Hutchinson	363 N. Raymond Rd
CONSERVATION COMMISSION	1	6/30/2023	Kimberly	Post	112 Mountain Rd
CONSERVATION COMMISSION	1	6/30/2023	Ben	Severn	4 Emery Lane
PLANNING BOARD	3	6/30/2025	Kevin	Woodbrey	20 Egypt Rd
PLANNING BOARD	3	6/30/2025	Edward	Kranich	26 Shaw RD
PLANNING BOARD	3	6/30/2025	Mark	Childs	60 Tenny Hill Rd
VETERANS MEMORIAL PARK COMMITTEE	1	6/30/2023	David	McIntire	31 Egypt Rd
ZONING BOARD OF APPEALS	3	6/30/2025	Greg	Dean	8 Beach Rd



**Motion** to appoint as presented by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

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

Beautification Committee	Teresa Sadak
Recycling Committee	Rolf Olsen
Veterans Memorial Park Committee	Sam Gifford
Maine Waste to Energy	Don Willard
Maine Waste to Energy Alternate	Nathan White

There was discussion pertaining to the new “Friends of the Raymond Library” group and whether or not there should be a Select Board representative. If they are not going to be a Town committee, and more like the Fire Department Auxiliary, then the Select Board should not have a representative.

**Motion** to approve the list of representatives as listed above by Selectman Sadak. Seconded by Selectman Olsen.

**Unanimously approved**

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

Some discussion pertaining to the decimal point being crossed out for new construction. Town Clerk Look will correct before the Select Board signs the schedule. All of the changes are for Code Enforcement and are to try to recoup the actual cost of the permits and to align better with the surrounding towns. There is also a new late fee for escrow accounts.

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

**Unanimously approved**

p) Consideration of Select Board Meeting Format – Select Board

- Continue with ZOOM only
- Change to a hybrid of ZOOM and in-person
- Change to all in-person with ZOOM if necessary

**Consensus** to move to a hybrid of ZOOM and in-person

**5) Public Comment**

**6) Selectman Comment**

Selectman Sadak thanked the voters for voting to take on the Library as a Town Department.

Chair Bruno thanked Selectman Sadak for her stint as Chair over the past year.

## 7) Town Manager's Report and Communications

Looking forward to working with Allison and the Library staff. Thanks to Selectman Sadak for all the work over the past year. She has been integral in moving the Library forward. The Main Street Sidewalk is starting. The FY2020-21 Audit is still not done which is why there is no Town Report as yet.

The Select Board would like to have a workshop with RSU #14 to see what happened to the Town of Raymond's decision at Town Meeting on tuition reimbursement. Question – do the Select Board or the Town have the power to set a limit on what will be spent for school choice?

<b>Date</b>	<b>Article</b>	<b>Category</b>	<b>Description</b>	<b>Decision</b>
5/28/2008	37	Education	<p>To see if the Town will vote to limit the <b>tuition rate which it pays for students who attend secondary schools other than Windham High School</b> to a rate no more than the Windham High School tuition rate.</p> <p><i>Explanation: If Article 37 is approved, after July 1, 2008, the Raymond School Department will limit the amount of tuition it pays for secondary students who are permitted to attend public or private secondary schools other than Windham High School at public expense to the amount that the Raymond School Department pays for tuition at Windham High School, and any additional tuition charges for attendance at these public or private secondary schools other than Windham High Schools shall be the responsibility of the students' parents or guardians.</i></p>	Approved
11/4/2008	Special Election	Education	<p>Are you in favor of retaining Raymond's current secondary school policy of allowing <b>school choice</b>?</p> <p><i>Explanation:</i></p> <ul style="list-style-type: none"> <li>• A <b>YES</b> vote preserves the current "Secondary School Attendance Policy" which <u>provides choice</u> for all Raymond students educated at public expense to attend another public or private secondary school.</li> <li>• A <b>NO</b> vote approves a "Secondary School Attendance Policy" which provides that all Raymond students educated at public expense after July 1, 2009 shall attend Windham High School, <u>eliminating choice</u>, except for those students who are grandfathered because they are residents of Raymond on July 1, 2009 and attend another public or private secondary school beginning the 2009-2010 school year.</li> </ul>	Voted Yes 1,809 No 901

### a) Confirm Dates for Upcoming Regular Meetings

- July 12, 2022
- August 9, 2022

b) **Reminder of Upcoming Holiday Schedule**

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

8) **Executive Sessions**

- a) Discussion of Labor Contracts and Proposals – pursuant to 1 MRSA §405 (6) (D)

**Motion** to enter executive session at 8:49pm pursuant to 1 MRSA §405 (6) (D) by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

**Motion** to leave executive session at 9:06pm by Selectman Sadak. Seconded by Selectman Olsen.

**Unanimously approved**

**Motion** to proceed as discussed in executive session for the labor contract by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

- b) Code Enforcement Violations Updates – pursuant to 1 MRSA §405 (6) (H)

The statute reference needs to be changed from H to E as the Town Attorney will also be present.

**Motion** to enter executive session at 8:32pm pursuant to 1 MRSA §405 (6) (E) above by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

**Motion** to leave executive session at 8:48pm by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

**Motion** to proceed with enforcement as discussed in executive session by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

9) **Adjournment**

**Motion** to adjourn at 9:07pm by Selectman Olsen. Seconded by Selectman Sadak.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*