

***SELECTMEN'S EPACKET***  
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***June 30, 2015***

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**BOARD OF SELECTMEN  
AGENDA**  
June 30, 2015  
7:00 pm  
Raymond Broadcast Studio  
423 Webbs Mills Road

**Be the Influence Statement**

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'S REGULAR MEETING**

- 1) **Call to order**
- 2) **Election of Chair, Vice Chair and Parliamentarian – Board of Selectmen**
- 3) **Minutes of previous meeting dated:**
  - **May 12, 2015**
  - **June 5, 2015**
- 4) **New Business.**
  - a) **Consideration of New Electrical/HVAC Permit and Fee Schedule – Chris Hanson, Code Officer**
  - b) **Consideration of FY2015-16 Fee Schedule – Sue Look, Town Clerk**
  - c) **Consideration of FY2015-16 Committee Appointments – Sue Look, Town Clerk**
  - d) **Consideration of Auditor Engagement Letter with Smith & Associates- Board of Selectmen**
  - e) **Consideration of Boston Post Cane Nomination – Board of Selectmen**
  - f) **Consideration of Appointment of Sheila Bourque as New Planning Board Member – Board of Selectmen**
  - g) **Consideration of FY2014-15 Budget Reserve Carry Forwards – Board of Selectmen**
    - **Transportation Enhancement Grant Match for Main Street Sidewalks**
    - **Monies from Election Budget for New Town Office Sign**
    - **Monies for Community Forest Project Land Purchase**
  - h) **Consideration of Proclamation Recognizing Civil War Medal of Honor Recipient Daniel S. Milliken– Board of Selectmen**
- 5) **Policy Updates**
  - a) **Consideration of Creating a New Treasurer's Warrant Policy – Board of Selectmen**
  - b) **Discussion of Private School Tuition Payments – Board of Selectmen**

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The Selectmen may take items out of order at their discretion.

**6) Unfinished Business**

- a) Tax Acquired Properties (TAP) Update – Sue Carr, Deputy Tax Collector**
- b) Continuation of Merit Pay System Discussion – Board of Selectmen**

**7) Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings

**8) Selectmen Comment**

**9) Town Manager Report and Communications.**

- a) Confirm date for next regular meeting:**
  - **September 8, 2015**

- b) Personnel Policy Update**

**10) Fiscal Warrants – June 30, 2015**

- **Payroll Expense Summary Warrant**
- **Treasurer's Warrant**

**11) Adjournment.**

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The Selectmen may take items out of order at their discretion.



**BOARD OF SELECTMEN  
AGENDA SUMMARY**

June 30, 2015

7:00 pm

Raymond Broadcast Studio  
423 Webbs Mills Road

**Be the Influence Statement**

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'S REGULAR MEETING**

**1) Call to order**

**2) Election of Chair, Vice Chair and Parliamentarian – Board of Selectmen**

Each year the Selectmen elect a new Chairman, Vice-Chairman and Parliamentarian at their first meeting following annual town meeting. The chairman of the Board of Selectmen consults with the town manager on a weekly basis regarding items for inclusion on the Selectmen agenda as well as coordinates requests for agenda items and other public business from the members of the Board of Selectmen, and occasionally the public at large. The chairman presides over Selectmen meetings, represents the town and board as the chief elected official of the community, and attends to various ceremonial functions throughout the year as required.

The vice chairman fills all the same roles in the chairman's absence. On rare occasions, and at the direction of the chairman, the vice chair may preside over a meeting if the chairman has a conflict of interest or other circumstance arises that would prevent the chairman from serving in this capacity.

The function of a Parliamentarian is to advise the Selectmen about correct parliamentary procedure in order to conduct meetings in an orderly and professional manner. Qualifications for parliamentarian include a thorough knowledge of and experience in facilitating meetings under "Roberts Rules of Order Newly Revised" as adopted as the official meeting guide of the Town.

**3) Minutes of previous meeting dated:**

- **May 12, 2015**
- **June 5, 2015**

**4) New Business.**

**a) Consideration of New Electrical/HVAC Permit and Fee Schedule – Chris Hanson, Code Officer**

Code Officer Chris Hanson is requesting that the Selectmen consider adopting new Electrical and HVAC permits in order to track work being done and required inspections. Proposed permit applications are attached to the ePacket and proposed fees are outlined as follows:

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The Selectmen may take items out of order at their discretion.

**Electrical Permit**

	Residential	Commercial
Temporary Service	\$25.00	\$40.00
Permanent Overhead Service	\$27.00	\$45.00
Permanent Underground Service	\$40.00	\$65.00
New Construction/ Renovations/Additions (Cost per square foot)	\$0.05	\$0.10

**HVAC Permit**

- \$20.00 for first \$1,000 of construction and equipment cost
- \$5.00 for each additional \$1,000

**b) Consideration of FY2015-16 Fee Schedule – Sue Look, Town Clerk**

Attached to the ePacket is the 2015-16 Fee Schedule for consideration. Changes include:

- Dogs at Large
  - 1<sup>st</sup> Violation: Changed to \$50 plus all associated court fees and removing \$250 limit
  - 2<sup>nd</sup> Violation: Changed to not less than \$100 plus all associated court fees and removing the limit of \$500
  - 3<sup>rd</sup> Violation: Changed to not less than \$100 plus all associated court fees and removing the limit of \$500
- Canine Waste Infraction
  - 2<sup>nd</sup> Violation: Changed to \$75 from \$50
- Planning Site Plan Review Application
  - Staff application fee changed to \$75 from \$310
  - Minor application fee changed to \$100 from \$390
  - Major application fee changed to \$250 from \$500
  - Add Staff Site Plan Review Escrow: \$625
  - Add Minor Site Plan Review Escrow: \$725
- Subdivision Fees
  - Preliminary Review: Changed fee over 4 lots to \$200 per lot/unit from \$155
  - Final Review: Changed to \$475 plus \$100 per lot over 4 lots/units from \$390 plus \$80
  - Minor Review: Changed to \$475 from \$390
- Legal Notice charge changed to \$150 per advertisement from \$100
- Fire Department
  - Add Patient's Treatment Record Fee: \$5 for 1<sup>st</sup> page and \$0.45 for each additional page up to a total of \$250
- Office Charges:
  - Freedom of Information Request Research: \$15/hr after 1<sup>st</sup> hour per State Law
  - Freedom of Information Copy Fee: \$0.15 per side of page per legal advice

**c) Consideration of FY2015-16 Committee Appointments – Sue Look, Town Clerk**

Annually, Town Clerk, Sue Look provides a slate of committee appointments, including Selectmen committee assignments, for approval by the Board of Selectmen. These lists are included with the ePacket. Subsequent to appointment by the Board, all volunteers are sworn in as prescribed under Maine law and agree to adhere to the Town's Code of Ethics for Appointed and Elected Officials (Attached to the ePacket).

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**d) Consideration of Auditor Engagement Letter with Smith & Associates- Board of Selectmen**

Per Title 30-A MRSA § 5823 (attached to the ePacket), each municipality must have an annual post-audit made of its accounts covering the last complete fiscal year by the Maine Department of Audit or by a qualified public accountant elected by ballot or engaged by its municipal officers.

Smith & Associates, CPA's of Yarmouth, ME have performed the audit for the Town of Raymond for a number of years. An engagement letter confirming that this firm will audit the Town of Raymond's financial statements for the fiscal year ending June 30, 2015 is attached for approval and signature of the Chair of the Board of Selectmen, as required under law.

**e) Consideration of Boston Post Cane Nomination – Board of Selectmen**

The Boston Post Cane tradition was established in 1909 by the *Boston Post* newspaper. A special cane was presented to the Board of Selectmen in 431 towns in New England, to be presented as an honor to each town's oldest resident. The recipient held the honor as long as he/she lived. Upon his or her death the cane would be awarded to the next oldest resident.

The cane is town property and not awarded permanently to the resident who received it in order to provide for the preservation and public awareness of the tradition and to protect the cane from loss or damage.

The cane is ebony with a 14 carat gold head inscribed thus:

Presented by  
THE BOSTON POST  
to the  
OLDEST CITIZEN  
of  
Raymond, Maine  
to be transmitted

Today the cane remains in the Town Office in a display for its protection and the recipients receive a Certificate of Recognition. The Town Clerk has solicited nominations and received one response (attached to ePacket) for Harry J. Delan born September 8, 1923. If accepted, the Cane would be presented to Mr. Delan at the September 2015 Selectmen's meeting.

**f) Consideration of Appointment of Sheila Bourque as New Planning Board Member – Board of Selectmen**

Sheila Bourque is seeking appointment to the Planning Board, which currently has one vacancy. Attached to the ePacket is Ms. Bourque's application and appointment papers are included with the previous appointments.

**g) Consideration of FY2014-15 Budget Reserve Carry Forwards – Board of Selectmen**

- **Transportation Enhancement Grant Match for Main Street Sidewalks**
- **Monies from Election Budget for New Town Office Sign**
- **Monies for Community Forest Project Land Purchase**

Staff is requesting consideration of carrying monies forward from the FY2014-15 budget to FY2015-16 budget cycle for ongoing projects.

Transportation Enhancement Grant:

- This project is still in the planning phase of the grant process. A grant match of \$32,000 is required in order to be awarded the MDOT grant of \$127,782.10. The Selectmen need to conduct a site walk of the proposed sidewalk to determine a final location with the Town Engineer and Public Works Director in early fall. Once the best suited location is determined, plans can be drawn and a Public Hearing can be held. Construction is scheduled to begin in 2016 per MDOT.

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#### New Town Office Sign

- Town Clerk Sue Look is requesting (attached to ePacket) that \$1,000-2,000 of remaining Election Budget funds be carried forward to add to the reserve containing \$9,700 toward the purchase of a new digital sign to replace the existing sign in front of the Town Office.

#### Community Forest Project Land Purchase

- \$20,000 from the Patricia Avenue town forest Timber Harvest Project funds were committed toward the purchase of lands off of Conesca Road for a community forest. There was an additional \$30,000 committed from the Open Space Fund, for a total of \$50,000. Once the land is purchased, Raymond town residents will be asked if they wish to own the land as a public forest with a conservation easement held by the Loon Echo Land Trust (LELT). If not, Loon Echo is prepared to protect and manage the forest. Staff is recommending that the funds be consolidated into a separate account until either the purchase is made or the agreement expires, at which point the funds would go before the Town for a vote to reallocate.

### **h) Consideration of Proclamation Recognizing Civil War Medal of Honor Recipient Daniel S. Milliken– Board of Selectmen**

Civil War Medal of Honor recipient, Daniel S. Milliken's grave is in the Riverside Cemetery, which is located at 168 Plains Road. The grave site was marked with only a marble VA stone that listed just his name and the date he died. Local Veterans organizations and the community have rectified this situation to honor his meritorious service with the addition of a suitable memorial stone. Attached to the ePacket is a Proclamation for consideration honoring Mr. Milliken's service that will be presented by the Chair at the July 4<sup>th</sup> Ceremony.

## **5) Policy Updates**

### **a) Consideration of Creating a New Treasurer's Warrant Policy – Board of Selectmen**

Chairman Mike Reynolds inquired about the possibility of the Town Manager signing Treasurer's Warrants on behalf of the Board of Selectmen. It was found that pursuant to Title 30-A MRSA § 5603 (attached to the ePacket), only the municipal officers (Selectmen) could sign the warrant, but that they could adopt a policy to allow for only one (1) Selectman signature required for weekly Payroll Expense Warrants and three (3) for Treasurer's Warrants. Attached to the ePacket is a policy drafted for consideration. This policy would have to be reviewed and approved on an annual basis.

### **b) Discussion of Private School Tuition Payments – Board of Selectmen**

At the May 12, 2015 meeting, Board of Selectmen discussed with RSU#14 Superintendent and Legal Counsel the current school tuition payments for students who attend schools outside of the RSU#14 school district. The Selectmen proposed that a tuition cap be set at the RSU#14 tuition rate as had been the practice in prior years, rather than the Maine State maximum set by the school. This question was forwarded for legal review and the response is attached to the ePacket.

## **6) Unfinished Business**

### **a) Tax Acquired Properties (TAP) Update – Sue Carr, Deputy Tax Collector**

Deputy Tax Collector Sue Carr will be presenting the current Tax Acquired Property (TAP) list. At the March 10, 2015 meeting, the Board of Selectmen instructed her to send out letters requiring payment plans for those that did have one and warn those that are not making consistent payments. Attached to the ePacket is the most recent list of TAPs, which indicates current payment arrangements. If there is a “No” in the “Pay” column, the owner has not yet entered into a payment plan, but was recently sent a letter. Any property indicating “Bankruptcy” can not be disposed of by the Town until the courts have made a determination.

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The Selectmen may take items out of order at their discretion.

**b) Continuation of Merit Pay System Discussion – Board of Selectmen**

This will be a continued discussion by the Selectmen to begin the process of studying and implementation of a new merit pay system.

**7) Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings

**8) Selectmen Comment**

**9) Town Manager Report and Communications.**

**a) Confirm date for next regular meeting:**

- **September 8, 2015**

**b) Personnel Policy Update**

**10) Fiscal Warrants – June 30, 2015**

- **Payroll Expense Summary Warrant**
- **Treasurer's Warrant**

**11) Adjournment.**

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The Selectmen may take items out of order at their discretion.



OFFICIAL USE ONLY

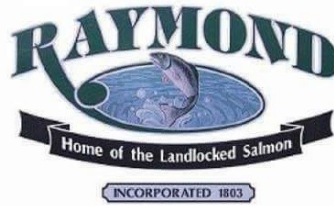
Date Issued: \_\_\_\_\_

MLB: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Permit #: \_\_\_\_\_

ELECTRICAL PERMIT



Town of Raymond  
 401 Webbs Mills Rd  
 Raymond, ME 04071  
 207-655-4742  
 207-655-3024 (f)

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Type of Use:  Residential  Commercial Zone: \_\_\_\_\_

Location of Equipment: \_\_\_\_\_

HVAC/Heating Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

State of Maine License#: \_\_\_\_\_

**ALL ELECTRICAL WORK SHALL CONFORM TO CURRENT ELECTRICAL CODES  
 ADOPTED BY THE TOWN OF RAYMOND**

	Units	Residential	Commercial	TOTAL
Temporary Service		\$25.00	\$40.00	
Permanent Overhead Service		\$27.00	\$45.00	
Permanent Underground Service		\$40.00	\$65.00	
Square footage of Construction		\$0.05/sq. ft.	\$0.10/sq. ft.	
Unit Cost Total				
Application Fee				\$35.00
<b>TOTAL</b>				

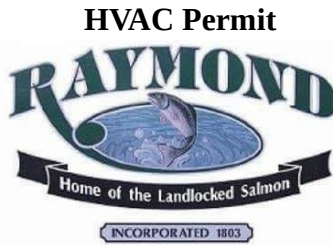
**I hereby certify that I am the Owner of Record of the named property, or that the Owner of record authorizes the proposed work and I have been authorized by the Owner to make this application as his/her agent. I agree to conform to applicable laws and ordinances of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the Codes applicable to this permit.**

Signature: \_\_\_\_\_  Owner  Agent Date: \_\_\_\_\_

Code Officer: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICIAL USE ONLY

Date Issued: \_\_\_\_\_  
 MLB: \_\_\_\_\_  
 Const./Equip Cost: \_\_\_\_\_  
 Permit Fee: \_\_\_\_\_  
 Permit #: \_\_\_\_\_



**Town of Raymond**  
 401 Webbs Mills Rd  
 Raymond, ME 04071  
 207-655-4742  
 207-655-3024 (f)

**Be sure to include all equipment and venting literature with application.**

**Per State Law, installation contractor is required to fill out chimney/fireplace disclosure for for compliance with NFPA 211. Solid Fuel Burning Device Permit is required from Fire Department for all Wood/Pellet Stove installations.**

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Type of Use:  Residential  Commercial Zone: \_\_\_\_\_  
 Location of Equipment: \_\_\_\_\_

HVAC/Heating Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 State of Maine License#: \_\_\_\_\_  
 Cost of Construction/Equipment: \_\_\_\_\_

Type of Fuel:  K-1  #2 Heating Oil  LP Gas  Other: \_\_\_\_\_  
 Capacity of Fuel Tank: \_\_\_\_\_ Unit Make/Model: \_\_\_\_\_  
 BTU Output: \_\_\_\_\_ Unit Serial Number: \_\_\_\_\_

Chimney: New Old Number of Flues: \_\_\_\_\_  
 Chimney Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Type of Venting: \_\_\_\_\_  
 Make/Model: \_\_\_\_\_ Listing Agency: \_\_\_\_\_  
 Location of Vents: \_\_\_\_\_

**I hereby certify that I am the Owner of Record of the named property, or that the Owner of record authorizes the proposed work and I have been authorized by the Owner to make this application as his/her agent. I agree to conform to applicable laws and ordinances of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the Codes applicable to this permit.**

Signature: \_\_\_\_\_  Owner  Agent Date: \_\_\_\_\_

Code Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## 2015-2016 FEE SCHEDULE

\*\*\* DRAFT \*\*\*

Approved June , 2015

**Animal Control Fees:**

Description		Fee
Dogs at Large	1 <sup>st</sup> violation	\$50 plus cost of court fees, but not more than \$250 all associated court fees
	2 <sup>nd</sup> violation	Not less than \$100 plus cost of court fees, but not more than \$500 all associated court fees
	3 <sup>rd</sup> violation	Not less than \$100 plus cost of court fees, but not more than \$500 all associated court fees
Canine Waste Infraction	1 <sup>st</sup> violation	\$50
	2 <sup>nd</sup> violation	\$50 \$75
	3 <sup>rd</sup> violation	Not less than \$100, but not more than \$500
Animal at Large		\$50
Animal on Beach, Park or Cemetery		\$50
Animal Left in Car Unattended		\$50
Barking Dog Violation		\$50
Unlicensed Dog Violation		\$30 plus licensing fee
Board for Animals Picked up by ACO		\$25 per day
Impound fees	1 <sup>st</sup> impoundment	\$30
	2 <sup>nd</sup> impoundment	\$40
	3 <sup>rd</sup> and subsequent	\$50
Transportation Fee Outside of Town Limits		\$25 per trip

**Waste Fees:**

Description	Fee
Tag for extra curbside household trash	\$1 each
Bulky Waste	Pay at the gate

**Cemetery Prices:**

Description	Fee
Resident – 1 plot (includes perpetual care)	\$400
Non-Resident – 1 plot (includes perpetual care)	\$1,000
Plot Opening – Cremation	\$200
Plot Opening – Vault/Casket	\$600
Violating any provisions of the Cemetery Ordinance. Each day a violation occurs shall be deemed a separate offense.	Not less than \$100 and not more than \$2,500, plus attorney fees & costs

Description		Fee	
Building Permits	New Construction or additions	Finished Area	\$ .30 per square foot
		Unfinished Area	\$.25 per square foot
	Commercial/Industrial		\$ .30 per square foot
	Minimum Permit Fee		\$25
	Alterations or Renovations	Up to \$500	\$25
		\$501 to \$1,000	\$25
		\$1,001 to \$5,000	\$40
		\$5,001 to \$10,000	\$55
\$10,001 and up		\$55 plus \$8 per thousand or fraction thereof	
Separate Permit Fees	Chimneys/Antennas		\$25
	Moving (within town)		\$25
	Moving (into town)		\$.25/\$.30 per square foot
	Demolitions		\$25
	Signs – Business or Commercial	Up to 6 square feet	\$25
		Over 6 square feet	\$25 plus \$.15 per square foot over 6 square feet
	Swimming Pools	In Ground	\$30
		Above Ground	\$25
Docks – Permanent or Seasonal		\$.10 per square foot	
Plumbing Fees	Pre-inspection Fee		Included with the State Fee
	Re-inspection Fee		\$25 per visit
	Subsurface Complete Systems – Non-engineered	Initial Fee	\$250
		- Plus Town Fee	\$25
		- Plus State Water Quality Surcharge	\$15
		- Plus State Variance	\$20
	Primitive Disposal System (includes alternative toilet)		\$100
	Engineered Systems		\$200 plus \$25 Town Fee
	System Components (installed separately)	Treatment Tank	\$80 plus \$25 Town Fee
		Holding Tank	\$100 plus \$25 Town Fee
		Alternative Toilet	\$50 plus \$25 Town Fee
		Disposal Area	\$150 plus \$25 Town Fee plus \$15 State Water Quality Surcharge
		Engineered Disposal Area	\$150 plus \$25 Town Fee
Separated Laundry Disposal System		\$35 plus \$25 Town Fee	
Seasonal Conversion Permit		\$50 plus \$25 Town Fee	

Description			Fee of 50
Internal Plumbing Fees	Per State schedule	Plumbing fixtures include back-flow devices	\$10 per fixture plus \$25 Town Fee
			\$40 minimum plus \$25 Town Fee
Penalties	Any new outside or inside construction that results in added area of volume		A minimum of \$500 plus \$5 per square and cubic foot up to a maximum of \$2,500
	Any alterations or renovations having a completed value of \$2,000 or more if started without a permit		Double permit fee
	Re-inspections		\$25 per visit

### **Miscellaneous Code Enforcement Fees:**

Description		Fee
Campsite (personal)		\$25 annually
Campgrounds		\$75 annually
Change of Use	With Renovations	\$25
	Without Renovations	\$.30 per square foot or \$25 minimum
Driveway/Entrance		\$25
Tree Removal Shoreland Zone Permit Application		\$25
Road Opening		\$75 plus \$1.50 per square foot
Road Name Change		\$75
Recording, Indexing, and Preserving Plans		\$15
Re-inspection Fee		\$25 each visit
Additional Inspections per MUBEC		\$25 per visit

### **Zoning Board of Appeals Fees:**

Description		Fee
ZBA Application	Residential	\$75
	Commercial	\$235
ZBA Escrow Fees		\$1,500 plus additional fees for completion of professional reviews if necessary based on consultant hourly rate

**Planning Board Fees:**

Description		Fees
Planning Board Pre-application Conference		\$75
Site Plan Review Application	Staff Projects up to 10,000 square feet	<del>\$310</del> \$75
	Minor Projects less than 20,000 square feet	<del>\$390</del> \$100
	Major Projects 20,000 square feet or greater	<del>\$500</del> \$250
Site Plan Review Escrow Fees plus additional fees for completion of professional reviews if necessary based on consultant hourly rate	Staff Projects up to 10,000 square feet	\$625
	Minor Projects less than 20,000 square feet	\$725
	Major Projects 20,000 square feet or greater	\$1,000
Preliminary Subdivision Review		\$625 plus <del>\$155</del> \$200 per lot/unit greater than 4
Final Subdivision Review		<del>\$390</del> \$475 plus <del>\$80</del> \$100 per lot/unit greater than 4
Minor Subdivision Review		<del>\$390</del> \$475
Planning Board Escrow Fees for Subdivision Review		\$1,000, plus additional fees for completion of professional reviews if necessary based on consultant hourly rate
Planning Board/ZBA Abutters Notices		\$8 each notice
Planning Board/ZBA Newspaper Legal Notices		<del>\$100</del> \$150 per Ad (2 minimum)

**Fire Department:**

Description		Fee
Fire Report Request		\$25
Patient's Treatment Record		\$5 for 1 <sup>st</sup> page & \$.45 for each additional, not to exceed \$250
Fire Permit		Free at Fire Department
Inspection of New Construction	Less than 10,000 square feet or 100,000 cubic feet	\$70
	More than 10,000 square feet or 100,000 cubic feet	\$90
Inspection of Existing Construction	Less than 10,000 square feet or 100,000 cubic feet	\$40
	More than 10,000 square feet or 100,000 cubic feet	\$60
Inspection of Additions/Alterations	Less than 10,000 square feet (regardless of existing size)	\$20
	More than 10,000 square feet or 100,000 cubic feet	Required to use the fee schedule for new construction more than 10,000 square feet

Description	Fee <b>15 of 50</b>
Review of Subdivisions	\$60
Review of Each House in Subdivision after Completion	\$15
Inspection of Public Shows/Events	\$10
Annual/bi-annual Inspections of Campgrounds, Schools, Summer Camps, Liquor Licenses	Free
Bi-annual Inspection of Businesses, Churches, Town Buildings	Free
Re-inspection for Violations	\$10 per inspection

**Office Charges:**

Description	Fee	
Credit Card Charge Fee	Up to \$40	\$1.00 to PayPort
	Over \$40	2.5% to PayPort
DVD Copy	\$5.00	
Freedom of Information Request Research	\$15/hr after first hour	
Freedom of Information Copies	\$.15 per side	
Photo Copies of Property Cards	\$.50 per side	
Photo Copy of Reduced Town Map	\$1.50	
Photo Copy of Deed	1 <sup>st</sup> Page	\$1.50
	Subsequent Pages	\$.50 each
Photo Copies – General	\$.50 per side	
Fax	Per Page Sent	\$2.50
	Per Page Received	\$1.00
Labels	Research	\$10.00 per hour
	Preparation	\$.10 per label
Map – Colored	8.5" X 11"	\$2.50
	8.5" X 11" Laminated	\$4.50
	11" X 17"	\$5.00
	24" X 44"	\$50.00
Notary Public	Per Notary Signature	\$2.50
	For Complex Court Documents or Real Estate Closing Documents	\$25.00
Tax Lien/Discharge Research	\$20.00/hour after the 1 <sup>st</sup> hour	

**Printed List Fees:**

Description	Fee	
Absentee Voter List	Paper	\$1 for 1 <sup>st</sup> page and \$.25 for each subsequent page
	CD	Free
Voter List	Paper	\$1 for 1 <sup>st</sup> page and \$.25 for each subsequent page
	Mailing Labels	\$1 for 1 <sup>st</sup> page and \$.75 for each subsequent page

Description		Fee <b>16 of 50</b>
	CD	\$22
Dog Licensing List	Paper	\$30
	Electronic	\$20
Taxpayer List	Paper	\$500
	Electronic	\$65
	On Website	Free

**Registry Recording Fees:**

Description	Fee
First Page	\$22
All Other Pages	\$2 per page

**Town Clerk's Office Fees:**

Description	Fee
Burial Permits	Vault/Casket \$20
Dog Licensing	Altered \$6
	Unaltered \$11
	Kennels (10 dogs per license) \$42
	Late Fee (after February 1 <sup>st</sup> ) \$25 plus licensing fee
Vital Records	Birth Certificate Copy \$15 for 1 <sup>st</sup> and \$6 for each other on same day
	Death Certificate Copy \$15 for 1 <sup>st</sup> and \$6 for each other on same day
	Marriage Certificate Copy \$15 for 1 <sup>st</sup> and \$6 for each other on same day
	Marriage License \$20 per person (\$40 total)
	Non-Certified Copy of Birth, Death or Marriage \$5
	Research \$10 per hour after 1 <sup>st</sup> hour
	Copying – 8.5" X 11" (prior to 1892) \$.50
Copying – 11" X 17" (prior to 1892) \$1	
Bounced Checks	\$25
Permits/Businesses	Billiard, Pool, Bowling Alleys \$50
	Cable TV Franchise 2.5% through Time Warner
	Business Listing \$10
	Explosives – keeping/transporting \$50
	Public Exhibitions \$50 plus \$1 per person plus legal advertisement
	Special Amusement Permit \$50 plus legal advertisement
Peddler's Permit – Lunch Wagon	Non-Resident Annually \$500
	Resident Annually \$250



**Liquor Licenses:**

Description	Fee
Application	\$10
Advertising with Public Hearing Application	\$100
Temporary Liquor License Application (catering)	\$10

**Tassel Top Park:**

Description	Fee	
Car Season Pass	Limited to 4 people, additional passengers will be charged the individual fee \$80	
General Admission	Children (10 and under)	\$2
	Adults (11 to 64)	\$4
	Seniors (65 and over with verification)	\$3
Cabin Rental (guests pay current daily entrance fees)	Per Day – up to 4 people	\$100 plus security deposit and lodging tax
	Per Day – up to 8 people	\$200 plus security deposit and lodging tax
	Per Day – over 8 people (overnight accommodates up to 8 people)	\$200 plus \$25 for each person over 8, plus security deposit and lodging tax
	Per Week – July to August	\$900 plus security deposit and lodging tax
	Per Week – after Labor Day and before Memorial Day	\$800 plus security deposit and lodging tax
Boat Mooring	Per Day	\$5.28
	Per Week	\$31.65
Daily Function Fees	Up to 50 People	\$500 per day plus security deposit and taxes
	Up to 75 People	\$750 per day plus security deposit and taxes
	Up to 100 People	\$1,000 per day plus security deposit and taxes
	Up to 125 People	\$1,250 per day plus security deposit and taxes
	Up to 150 People	\$1,500 per day plus security deposit and taxes

The above fees were approved on June 30, 2015, by the Board of Selectmen:

\_\_\_\_\_  
Michael Reynolds, Chairman

\_\_\_\_\_  
Lawrence Taylor, Vice Chairman

\_\_\_\_\_  
Joseph Bruno

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

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



*Board of Selectmen  
401 Webbs Mills Road  
Raymond, Maine 04071*

## Appointment by Municipal Officers of Committee Members

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 term listed below:

Committee	Position	Term	First Name	Last Name	Street
BEAUTIFICATION COMMITTEE	Selectman Rep		Mike	Reynolds	5 Keilt Drive
BEAUTIFICATION COMMITTEE		1	Shirley	Bloom	26 Sebago Rd
BEAUTIFICATION COMMITTEE		1	Stephanie	Bubier	Quaker Ridge Road
BEAUTIFICATION COMMITTEE		1	Sharon	Dodson	PO Box 577
BEAUTIFICATION COMMITTEE		1	Fran	Gagne	68 Whittemore Cove Rd
BEAUTIFICATION COMMITTEE		1	Elissa	Gifford	PO Box 357
BEAUTIFICATION COMMITTEE		1	Elaine	Keith	72 Quarry Cove Rd
BEAUTIFICATION COMMITTEE		1	Christine	McClellan	PO Box 406
BEAUTIFICATION COMMITTEE		1	Mike	McClellan	27 Pismire Mountain Rd
BEAUTIFICATION COMMITTEE		1	Mary	McIntire	31 Egypt Road
CEMETERY COMMITTEE	Selectman Rep		Lonnie	Taylor	PO Box 1357
CEMETERY COMMITTEE		1	Linda	Alexander	1 Pine Lane
CEMETERY COMMITTEE		1	Wayne	Gelston	46 Ledge Hill Rd
CEMETERY COMMITTEE		1	Tacy	Hartley	PO Box 1034
CEMETERY COMMITTEE		1	Dick	Sanborn	74 N. Raymond Rd
CEMETERY COMMITTEE		1	Elaine	Walston	74 Mountain Rd
CEMETERY COMMITTEE		1	Dale	Woodman	74 Mountain Rd
CONSERVATION COMMISSION	Chair	1	John	Rand	20 Dryad Woods Rd
CONSERVATION COMMISSION		1	Bill	Fraser	1 Justin Lynn Drive
CONSERVATION COMMISSION		1	Jim	Ross	22 Meadow Way
CONSERVATION COMMISSION		1	Kimberly	Rowe	112 Mountain Rd
CONSERVATION COMMISSION		1	Ben	Severn	4 Emery Lane
CONSERVATION COMMISSION		1	Leah	Stetson	317 Raymond Hill Rd
CONSERVATION COMMISSION		1	Marlee	Turner	31 Big Pine Rd
PLANNING BOARD		3	Ben	Krauter	936 Roosevelt Trail #4

Committee	Position	Term	First Name	Last Name	Street
TASSEL TOP BOARD	Selectman Rep		Teresa	Sadak	207 Webbs Mills Rd
TASSEL TOP BOARD	Town Rep		Don	Willard	401 Webbs Mills Rd
TASSEL TOP BOARD		1	Phyllis	Burnham	PO Box 65
TASSEL TOP BOARD		1	Steve	Crockett	195 Webbs Mills Rd
TASSEL TOP BOARD		1	Bob	Metz	23 Crescent Shore Rd
TASSEL TOP BOARD		1	Shauna	Peffer	30 Lucky's Run
TASSEL TOP BOARD		1	Wendy	Thoren	195 North Raymond Rd
TECHNOLOGY COMMITTEE	Chair	1	Laurie	Forbes	17 Webbs Mills Rd
TECHNOLOGY COMMITTEE	Network Administrator		Kevin	Woodbrey	20 Egypt Rd
TECHNOLOGY COMMITTEE	Selectman Rep		Lonnie	Taylor	PO Box 1357
TECHNOLOGY COMMITTEE	Station Manager		Dominic	Dymond	401 Webbs Mills Rd
TECHNOLOGY COMMITTEE		1	Shaun	Dudley	12 Whitney Way
TECHNOLOGY COMMITTEE		1	Tom	Golebiewski	25 Shaker Woods Rd
TECHNOLOGY COMMITTEE		1	John	Hanley	221 Valley Rd
TECHNOLOGY COMMITTEE		1	Elisa	Trepanier	5 Salmon Run
VETERANS MEMORIAL PARK COMMITTEE	Selectman Rep		Lonnie	Taylor	PO Box 1357
VETERANS MEMORIAL PARK COMMITTEE		1	James	Lewis	32 Kingsley Rd
VETERANS MEMORIAL PARK COMMITTEE		1	David	McIntire	31 Egypt Rd
VETERANS MEMORIAL PARK COMMITTEE		1	Eleanor	Thompson	10 Levy Lane
ZONING BOARD OF APPEALS		3	Elden	Lingwood	54 Trails End Lane

Given under our hands on the 30<sup>th</sup> day of June, 2015.

\_\_\_\_\_  
Mike Reynolds, Chairman

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

\_\_\_\_\_  
Joe Bruno

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

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



*Board of Selectmen  
401 Webbs Mills Road  
Raymond, Maine 04071*

## Appointment by Municipal Officers of Municipal Staff

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 municipal staff for a 1 year term:

Title	Position	First Name	Last Name	Street
ANIMAL CONTROL OFFICER	Assistant	Linda	Alexander	1 Pine Lane
ANIMAL CONTROL OFFICER		Jessica	Jackson	47 Meadow Road
ASSESSOR		Curt	Lebel	401 Webbs Mills Rd
CODE ENFORCEMENT OFFICER	Assistant	Nick	Adams	1231 Maine St
CODE ENFORCEMENT OFFICER		Chris	Hanson	401 Webbs Mills Rd
CODE ENFORCEMENT OFFICER	Assistant	Don	Murphy	PO Box 601
CODE ENFORCEMENT OFFICER	Assistant	John	Thompson	1 Hazelton Lane
CONSTABLE		Nathan	White	30 Spiller Hill Rd
EMERGENCY MGMT DIR.	Fire Chief	Bruce	Tupper	1443 Roosevelt Trail
FIRE CHIEF	Fire Chief	Bruce	Tupper	P O Box 601
FOREST WARDEN	Fire Chief	Bruce	Tupper	PO Box 601
GPCOG	Selectman Rep	Mike	Reynolds	5 Keilt Drive
GPCOG	Alternate	Don	Willard	401 Webbs Mills Rd
GPCOG ECONOMIC DISTRICT	Selectman Rep	Mike	Reynolds	5 Keilt Drive
GPCOG/PACTS	Selectman Rep	Samuel	Gifford	P O Box 357
HEALTH OFFICER	Dep Fire Chief	Cathy	Gosselin	PO Box 318
MMWAC		Mark	Gendron	27 Spiller Hill Rd
MMWAC	Alternate	Don	Willard	401 Webbs Mills Rd
NETWORK ADMINISTRATOR		Kevin	Woodbrey	20 Egypt Rd
PLANNER		Jim	Seymour	Sebago Technics
PUBIC WORKS DIRECTOR		Nathan	White	PO Box 616
RESCUE CAPTAIN	Dep Fire Chief	Cathy	Gosselin	PO Box 318
ROAD COMMISSIONER		Nathan	White	30 Spiller Hill Rd
TASSELTOP HEAD RANGER		Sue	LaMarre	4 Shaw Rd

Title	Position	First Name	Last Name	Street
TOWN MANAGER		Donald	Willard	401 Webbs Mills Rd
TOWN OFFICE - Finance Director		Nancy	Yates	401 Webbs Mills Rd
TOWN OFFICE - General Assistance Director		Alice	Hamilton	401 Webbs Mills Rd
TOWN OFFICE – Deputy Tax Collector		Suzanne	Carr	PO Box 365
TOWN OFFICE – Deputy Tax Collector		Alice	Hamilton	401 Webbs Mills Rd
TOWN OFFICE – Deputy Tax Collector		Sue	Look	401 Webbs Mills Rd
TOWN OFFICE – Deputy Tax Collector		Rita	Theriault	401 Webbs Mills Rd
TOWN OFFICE – Deputy Tax Collector		Nancy	Yates	401 Webbs Mills Rd
TOWN OFFICE – Deputy Town Clerk		Suzanne	Carr	PO Box 365
TOWN OFFICE – Deputy Town Clerk		Alice	Hamilton	401 Webbs Mills Rd
TOWN OFFICE – Deputy Town Clerk		Rita	Theriault	401 Webbs Mills Rd
TOWN OFFICE – Deputy Town Clerk		Nancy	Yates	401 Webbs Mills Rd
TOWN OFFICE – Deputy Treasurer		Rita	Theriault	401 Webbs Mills Rd
TOWN OFFICE – Harbor Master		Donald	Willard	401 Webbs Mills Rd
TOWN OFFICE – Tax Collector		Donald	Willard	401 Webbs Mills Rd
TOWN OFFICE – Town Clerk		Sue	Look	401 Webbs Mills Rd
TOWN OFFICE – Treasurer		Nancy	Yates	401 Webbs Mills Rd
WEIGHTS & MEASURES – Director		Gregory	Joy	598 Bald Hill Rd

Given under our hands on the 30<sup>th</sup> day of June, 2015.

\_\_\_\_\_  
Mike Reynolds, Chairman

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

\_\_\_\_\_  
Joe Bruno

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

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

## Town of Raymond

### Code of Ethics for Appointed and Elected Municipal Officials

As a member of my board, committee or commission (hereinafter referred to as “board”), I will strive to be an advocate for the over-all well being of the Town of Raymond and to that end:

1. I will have integrity in all matters.
2. I will attend scheduled board meetings or notify the staff of my inability to attend.
3. I will come to board meetings informed concerning the issues under consideration.
4. I will make policy decisions based on the available facts and appropriate public input.
5. I will make formal decisions based on any and all applicable local, state and federal regulations and ordinances.
6. I will encourage individual board member expression of opinion and establish an open, two-way communication process with all segments of the community.
7. I will communicate, in accordance with board policies, public reaction and opinion regarding board policies, actions, and programs to the full board and administration.
8. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, state regulations, and court orders pertaining to the board.
9. I will refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
10. I will respect the confidentiality of privileged information learned in any Executive Session.
11. I will make no decisions on behalf of the board unless expressly authorized by the board.
12. I will not attend any meetings pertaining to business of the board without express permission of the board.
13. I will be informed about current issues through individual study and participation in appropriate programs, such as those sponsored by my state association.
14. I will always remember that the foremost concern of the board is to improve and enhance the quality of life for the residents and visitors of the Town of Raymond.
15. Title 30-A MRS §2605: Conflicts of interest.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a board member.

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
Board

# Smith & Associates, CPAs

*A Professional Association*

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500 US Route One, Suite 203 • Yarmouth, Maine 04096  
Ph (207) 846-8881 • Fax (207) 846-8882  
www.smithassociatescpa.com

June 17, 2015

TOWN OF RAYMOND

*Attn: Mike Reynolds, Chairman of the Board of Selectmen*

401 Webbs Mills Road

Raymond, ME 04071

We are pleased to confirm our acceptance and understanding of the terms and objectives of our engagement and the nature and limitations of the services that Smith & Associates will provide the Town of Raymond for the year ended June 30, 2015.

## **Scope and Objective of the Audit**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Town of Raymond as of and for the year ended June 30, 2014. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Town of Raymond's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management has chosen not to include the following RSI as required by generally accepted accounting principles, and such items will not be subjected to limited procedures or audit:

- Management's Discussion and Analysis

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions.

## **Responsibilities of Auditor**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

**Responsibilities of Auditor (Continued)**

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by the Town's management, as well as evaluating the overall presentation of the financial statements.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements; however, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditor's is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

In addition, we will provide the Town with the following nonattest services:

- Prepare the financial statements based on information in the trial balance and other relevant information that is provided by, and is the responsibility of, management.

Our professional standards require that we remain independent with respect to our audit clients, including those situations when we also provide nonattest services, such as those identified above. As a result, you accept the responsibilities set forth below related to our performance of nonattest service as a part of this engagement:

- Assume all management responsibilities.
- Oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience.
- Evaluate the adequacy and results of the services performed.
- Accept responsibility for the results of the services.

**Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.



**Management Responsibilities (Continued)**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Raymond and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles. You are also providing us with (a) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statement, (b) additional information that we may request for the purpose of the audit, and (c) unrestricted access to person within the Town from whom we determine it necessary to obtain evidence.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements.

You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others.

In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

As part of our audit process, we will request from management and those charged with governance, written confirmation concerning representation made to use in connection with the audit. Management's and those charged with governance failure to provide representations to our satisfaction will preclude us from issuing our audit report.

**Time Limitations**

Because there are inherent difficulties in recalling or preserving information as the period after the engagement increases, you agree that notwithstanding the statute of limitations of the State of Maine, any claim based on this engagement must be commenced within 24 months after performance of our service, unless you have previously provided us with a written notice of a specific defect in our services that form the basis of a claim.

**Loss Limitation and Indemnification**

During the course of our engagement, we will request information and explanations from management regarding the company's operations, internal controls, future plan, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures.

**Loss Limitation and Indemnification (Continued)**

In view of the foregoing, you agree that we shall not be responsible for any misstatements in the company's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

If we incur legal fees as a result of our reliance on any false representation by you, you agree to reimburse us for all our legal fees and related costs of defense.

There is the risk that potential errors and fraud can occur that can result in damages that may be several times the amount of our audit fees. In order to induce us to accept this engagement, you hereby agree that our liability for any negligence, errors, or omissions committed by us will be limited to five (5) times the amount of our audit fees, provided such negligence, errors, or omissions are not a result of our failure to perform the audit in accordance with professional standards, in all material respects.

**Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Raymond's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

**Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. In addition, we anticipate they will help us through the timely preparation of analyses and schedules.

We expect to begin our audit at a mutually agreed upon time, and to issue our reports within a reasonable amount of time. Wayne C. Smith is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our audit fees will not exceed \$6,200. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc). We will do everything in our control to minimize the cost of these services.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees may be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you before we incur the additional costs.

### Reporting

We will issue a written report upon the completion of our audit of the Town's financial statements. Our report will be addressed to the Board of Selectmen, Town Manager and those charged with management. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the audit engagement. If our opinion is modified, then we will discuss the reasons with you in advance. If, for any reason we are unable to complete the audit of your financial statements, we will not issue a report on such statements as result of this engagement.

We appreciate the opportunity to be of service to the Town of Raymond and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



SMITH & ASSOCIATES, CPAs

*A Professional Association*

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**Response:** This letter correctly sets forth the understanding of the Town of Raymond.

**By:** \_\_\_\_\_

**Chairman of Board of Selectmen**

**Date: June 17, 2015**



CERTIFIED PUBLIC ACCOUNTANTS  
608 Chestnut Street • Manchester, New Hampshire 03104  
(603) 622-7070 • Fax: (603) 622-1452 • [www.vachonclukay.com](http://www.vachonclukay.com)

### System Review Report

December 19, 2012

To the Principal of Smith & Associates, CPAs  
and the Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of Smith & Associates, CPAs (the firm) in effect for the year ended June 30, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Smith & Associates, CPAs in effect for the year ended June 30, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Smith & Associates, CPAs has received a peer review rating of *pass*.

*Vachon Clukay & Company PC*

**Maine Revised Statutes**

**Title 30-A: MUNICIPALITIES AND COUNTIES  
HEADING: PL 1987, c. 737, Pt. A, §2 (new)**

**Chapter 223: MUNICIPAL FINANCES  
HEADING: PL 1987, c. 737, Pt. A, §2 (new)**

**§5823. ANNUAL POSTAUDIT**

Each municipality and quasi-municipal corporation shall have an annual postaudit made of its accounts covering the last complete fiscal year by the Office of the State Auditor or by a qualified public accountant elected by ballot or engaged by its officers. The officers shall notify the State Auditor of the name and address of the auditor within 30 days after the auditor is elected or engaged. The postaudit shall be conducted on the basis of auditing standards and procedures prescribed by the State Auditor. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD); 2013, c. 16, §10 (REV).]

**1. New postaudit.** If the voters of a municipality or quasi-municipal corporation are dissatisfied with the postaudit made by a public accountant, they may obtain a new postaudit by filing a petition with the State Auditor. The petition must be signed by:

A. At least 10% of the voters of a municipality or quasi-municipal corporation with a population under 10,000; or [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. At least 1,000 voters in a municipality or quasi-municipal corporation with a population of 10,000 or over. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

Upon the filing of a valid petition, the State Auditor shall order a new postaudit to be made by the Office of the State Auditor. The municipality or quasi-municipal corporation shall pay the expense of this postaudit.

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD); 2013, c. 16, §10 (REV) .]

**2. Records available to auditor.** Whenever a postaudit is being made, all necessary records shall be made available to the auditor.

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

**3. Report.** After the postaudit has been completed, the auditor shall submit a report to the officers of the municipality or quasi-municipal corporation.

A. The report must contain the following items:

- (1) A management letter, if applicable;
- (2) A letter of transmittal;
- (3) The independent auditor's report on the financial statements; and

(4) All financial statements and all other information required by governmental accounting and financial reporting standards. [2003, c. 178, §5 (AMD).]

B. Within 30 days after the postaudit is completed, the auditor shall send to the State Auditor:

(1) A certified copy of the postaudit report, excluding the management letter; and

(2) A certified copy of the audit procedural form prescribed by the State Auditor for governmental audits. [1997, c. 142, §2 (AMD).]

C. Any auditor who fails to file the copies required by paragraph B commits a civil violation for which a forfeiture of not more than \$100 may be adjudged. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[ 2003, c. 178, §5 (AMD) .]

**4. Expense.** Each municipality and quasi- municipal corporation shall pay the expense of its postaudit.

A. The State Auditor shall certify to the Treasurer of State for collection any unpaid balance due the Office of the State Auditor after a 90-day period from the date of billing has elapsed. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD); 2013, c. 16, §10 (REV).]

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD); 2013, c. 16, §10 (REV) .]

**5. Report kept.** The complete report of the postaudit shall be kept in the office of the municipality or quasi-municipal corporation.

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

#### SECTION HISTORY

1987, c. 737, §§A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,10 (AMD). 1997, c. 142, §§1,2 (AMD). 2003, c. 178, §5 (AMD). 2013, c. 16, §10 (REV).

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PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.

BOSTON POST CANE NOMINATION FORM  
Raymond, Maine

Name of Nominee: Harry J Delan  
Nominee's address: 22 Davis Farm Rd  
Raymond, Maine  
Nominee's Date of Birth: 9/8/23 Telephone #: 207655-4301  
Year Nominee became a Raymond resident: Born in Raymond

Please attach proof of birth and residency when submitting form.

Name of Person Making Nomination: Harry J Delan  
Address: Same as above  
  
Telephone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Please forward form and attachments to:

Town Clerk's Office  
401 Webbs Mills Road  
Raymond, Maine 04071

or

Fax: 207-655-3024

or

[sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org)

If you have any questions please call Sue Look, Town Clerk, at 207-655-4742 ext 121.

RECORD OF A BIRTH.

✓ Child's Name Harry Joseph Delano  
 Date of Birth Sept. 8 - 1923  
 Place of Birth Raymond, Me.  
 Sex m Color w  
 Living or Stillborn Living  
 No. of Child, 1st, 2nd, etc. 4th  
 Father's Name Harry B. Delano  
     " Birthplace Bangor Me  
     " Color w  
     " Residence Raymond Me  
     " Occupation Laborer  
 Mother's Maiden Name Elsie Berry  
     " Birthplace Casco Me  
     " Color w  
     " Occupation Housewife  
 Name and address of Physician (or other person) report-  
     ing said birth.  
     Dr. L. H. Poore  
 Date when received by Town Clerk Sept 14, 1923

State of Maine.

I hereby certify that the above birth record is correct to the best of my knowledge and belief.

Irene C. Crockett  
 Clerk of Raymond, Maine

Form E-1

Library Bureau 31-861 -A

TRUE COPY ATTEST

Louise G. Wilson  
 DEPUTY STATE REGISTRAR

KB  
 8.14.09



VOTERS REGISTRATION APPLICATION AND GENERAL REGISTER CARD  
(FOR USE BY REGISTRARS/BOARD OF REGISTRATION)

A. DELAN HARRY J.  
(SURNAME) (FIRST NAME OR INITIAL) (MIDDLE NAME OR INITIAL)  
(AT LEAST ONE FULL NAME OTHER THAN THE SURNAME MUST BE GIVEN)

B. ROUTE 85, RAYMOND, CUMBERLAND 04071  
LEGAL ADDRESS (INCLUDE STREET, STREET NUMBER, APARTMENT NUMBER, TOWN, COUNTY AND ZIP CODE):

C. ROUTE 85, RAYMOND, MAINE 04071  
MAILING ADDRESS

D. SEPT. 8, 1923  
DATE OF BIRTH

E. MALE FEMALE  
SEX

F. MOST RECENT PRIOR RESIDENCE WHERE REGISTERED:

LEGAL ADDRESS: MIL0, MAINE 04463

MAILING ADDRESS: RFD #2, BOX 15, HOVEY ROAD, MIL0, MAINE 04463

NAME UNDER WHICH REGISTERED IF DIFFERENT FROM A: \_\_\_\_\_

G. BIRTH  
CITIZEN BY BIRTH OR NATURALIZATION:

IF BY NATURALIZATION, DATE: \_\_\_\_\_ PLACE: \_\_\_\_\_ COURT: \_\_\_\_\_

(APPLICANT MUST PRODUCE HIS CERTIFICATE OF NATURALIZATION OR CERTIFIED COPY OF COURT RECORD OF NATURALIZATION FOR INSPECTION BY REGISTRAR OR OTHER OFFICIAL EMPOWERED TO REGISTER VOTERS)

(SEE OVER)

H. REMARKS CONCERNING REGISTRATION OR ENROLLMENT:

I. 2/11/78  
DATE OF REGISTRATION  
Barbara A. Larson  
Registrar



**The Town of Raymond Needs  
Volunteers  
To Serve on Various Boards and  
Committees**

If you are a Raymond resident and interested in serving on any of the following committees or boards, please fill in the information below and return it to the Town Clerk, who will make sure it gets to the appropriate board or committee chair(s) for consideration and response. Not all committees and boards currently have openings, however, vacancies occur on a regular basis.

- 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: Sheila Bourque
Mailing Address: 63 Hancock Road
Telephone Number: 224-475-9198
Occupation: retired
E-mail Address: <a href="mailto:sbourque@sbcglobal.net">sbourque@sbcglobal.net</a>

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

<ol style="list-style-type: none"> <li>1. Planning Board</li> <li>2. Conservation Commission</li> <li>3.</li> </ol>
---

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

I have relocated to Raymond after 4 years of splitting time between here and Chicago. As a full time resident I want to be involved in my community. I served on the Planning Board in my former town.

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

I have a Master's in Public Administration and spent 27 years in state government. My professional career included Director of Strategic Planning, Human Resources Director and the last ten years of my career I was a Chief Information Officer managing a network across three cities that included a 4M dollar budget, 175 staff and the responsibility for processing nearly \$500 million in grants, scholarships & loans. The last few years of my career I consulted for private businesses in areas from human resources, technology, expansion and federal and state regulations.

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

To serve in the best long term interests on the entire town. Balancing all sides in an objective manner in accordance with existing comprehensive plans, regulations and appropriate statutes.

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

Planning Commission, Village of Third Lake, IL 2 years; President, Kirk Players (community theater troupe) 4 years (term ends in August) served as a member of the Board for 25 years; Group is unique as all profits are donated back to the community in the form of grants and scholarships to support the arts & arts programming. Mariner's Cove Community Association, Third Lake, IL, Treasurer, 2 years ( private association of 350 homes; responsible for two lakes with boat access, private beach, 2 playgrounds and all common area maintenance);

Crescent Woods Road Association, Secretary, starting my second year. I am currently working with the conserving of the Raymond Community Forest and assisting the CLWA Board temporarily with the vacant Secretary position until Board member returns from a

leave of absence.

Will your schedule be flexible enough to allow you to attend meetings on a regular basis?

Yes \_\_\_\_\_X\_\_\_\_\_ No \_\_\_\_\_

*Thank you for your interest in the Town of Raymond!*

Hi Don,

As we discussed this morning, I think there will be between \$1,000 and \$2,000 left in the Elections budget at the end of the year. I would like to propose that this money be transferred to the sign budget since all Elections would be benefit from being advertised on the sign. This would need to be decided upon before the end of the fiscal year (June 30th).

Sue Look

## PROCLAMATION

*Commemorating and recognizing the award of the  
Civil War Medal of Honor to Daniel S. Milliken.*

*WHEREAS, on July 4, 2015, the Town of Raymond, Maine, honors Civil War Medal of Honor awardee, Daniel S. Milliken; and,*

*WHEREAS, Mr. Milliken served as a Quarter Gunner on the USS New Ironsides from December 1864 to January 1865 in the Battle of Fort Fisher, North Carolina; and,*

*WHEREAS, Mr. Milliken was commended for "highly meritorious conduct during the several engagements with Fort Fisher in December, 1864, and January, 1865"; and,*

*WHEREAS, Mr. Milliken was awarded the Medal of Honor on August 30, 1870; and,*

*WHEREAS, in 2015, with the continuing effort of members of the American Legion Field-Allen Post 148, as well as the assistance of the Raymond Town Office staff, a footstone to commemorate Mr. Milliken's commendation has been set on his grave site; and,*

*NOW, therefore, I as Chairman of the Board of Selectmen for the Town of Raymond, and on behalf of our Select Board, do hereby Proclaim that the Town of Raymond does officially recognize the outstanding efforts of Mr. Milliken during the Battle of Fort Fisher.*

---

*Michael Reynolds  
Chairman of the Town of Raymond's  
Board of Selectmen*



**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:** May 12, 2015 **End Date:** June 30, 2016

**Municipal Officers:** Michael Reynolds

\_\_\_\_\_  
Joesph Bruno

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

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

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

## Maine Revised Statutes

## Title 30-A: MUNICIPALITIES AND COUNTIES HEADING:

## PL 1987, c. 737, Pt. A, §2 (new)

## Chapter 221: MUNICIPAL TREASURER HEADING:

## PL 1987, c. 737, Pt. A, §2 (new)

## §5603. POWERS AND DUTIES

The treasurer has the following powers and duties.

**1. Powers.** The treasurer may:

A. Make deductions from the salary of a municipal employee and pay the money deducted to the proper payee, when the employee gives the written authority to do so. The treasurer's authority to make a deduction continues until:

- (1) The employee revokes the authorization in writing; or
- (2) The treasurer knows that the reason for the deduction no longer exists.

**2. Duties.** The treasurer shall:

A. Except as provided in subparagraphs (1) to (3), and except as otherwise provided by charter or ordinance, disburse money only on the authority of a warrant drawn for the purpose, affirmatively voted and signed by a majority of the municipal officers.

(1) The municipal officers may adopt a written policy to permit the disbursement of employees' wages and benefits when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(2) The municipal officers may adopt a written policy to permit the disbursement of payments for municipal education costs when a disbursement warrant has been signed by the school superintendent and approved by a majority of the school board or by a finance committee appointed or duly elected by the school board. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(3) The municipal officers may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers;

B. Upon request, provide an account of the finances of the municipality and exhibit the official records to the municipal officers or to any committee appointed by them to examine the accounts. The municipal officers shall examine the treasurer's accounts at least once every 3 months; and

C. Maintain a bank account in the municipality's name for the deposit of cash receipts. The treasurer shall deposit all cash receipts in the bank within 10 days. The treasurer may not commingle funds of the municipality with any personal funds or in any personal account of the treasurer.



207 774-1200 main  
207 774-1127 facsimile  
bernsteinshur.com

**BERNSTEIN SHUR**  

---

**COUNSELORS AT LAW**

100 Middle Street  
PO Box 9729  
Portland, Maine 04104-5029

# Memorandum

To: Don Willard, Town Manager  
From: Shana Cook Mueller  
Date: June 23, 2015  
Re: Raymond school choice funding

---

## INTRODUCTION

As I understand it, the Board of Selectmen recently requested that Regional School Unit 14 (“RSU 14”) explain the tuition payments obligated to be made by RSU 14 and the Town of Raymond (the “Town” or “Raymond”) for those students who exercise school choice, and what flexibility exists with respect to those tuition payments. I have attached the response from Bill Stockmeyer, RSU 14’s attorney. I agree with the Mr. Stockmeyer’s legal analysis, but I would also like to provide some additional considerations that I believe more clearly respond to the Board of Selectmen’s current questions.

Prior to January 1, 2009 the Raymond and Windham School Departments existed as separate administrative entities. Raymond did not then, nor currently does it, have its own high school. Historically, Raymond’s tuition contracts with Windham

enabled Raymond residents to attend Windham High School.<sup>1</sup> In addition, Raymond offered its students school choice, so students could opt to attend private high school. In 2008, pursuant to state mandate, the Raymond and Windham School Departments merged to form RSU 14.<sup>2</sup> The RSU 14 Reorganization Plan (the “Plan”) states that Raymond allows school choice for high school students.<sup>3</sup>

## DISCUSSION

As described in the RSU attorney’s letter, Title 20-A, Section 5806 provides that when a student who would otherwise attend a local public high school elects to attend a private high school, the private school charges the school administrative unit – here RSU 14 – a private school tuition rate approved by the State of Maine. This is the amount the school administrative unit is obligated to reimburse the private school. If the school administrative unit has a lower maximum tuition rate than the private school, then the school administrative unit (RSU 14) is only obligated to reimburse up to its own, lower, tuition rate.<sup>5</sup> The obligation for the difference falls to the student and his or her family. Section 1479, however, makes an exception to the general rule that the student’s family is responsible for the difference in tuition between the private and public schools. The section provides that municipalities that expressly offer school choice are responsible for the difference between the RSU’s tuition rate and the private school’s tuition rate (including the Town of Raymond). Mr. Stockmeyer’s letter provides an example using real numbers that may be helpful for you.

---

<sup>1</sup> The Raymond School Department & The Windham School Department, *Plan to Reorganize the Raymond School Department and the Windham School Department into the Raymond/Windham School District* at 11 (Sept. 18, 2008) [hereinafter “the Plan”].

<sup>2</sup> *Id.* at 2.

<sup>3</sup> *Id.* at 11. In addition, the Plan refers to an exhibit which states that the Town will have a referendum on school choice on November 4, 2008 which was never held. *Id.* at 26.

<sup>5</sup> 20-A M.R.S.A. § 5806

The following two questions and responses may help clarify matters.

*Question 1: Could Raymond discontinue making the contribution of the difference between the RSU's tuition rate and the private school's tuition rate, and allow for the RSU to continue providing the RSU's tuition rate to the private school?*

Response 1: No - not without a legislative amendment to Title 20-A, Section 1479 which spells out who pays what when an RSU is formed from individual municipalities, some of which may preserve a school choice offering.

*Question 2: Could the Town of Raymond/RSU 14 discontinue school choice altogether? If so, how?*

Response 2: Yes. State statute does not provide much guidance in the area of school choice (except in Title 20-A, Section 1479 where it addresses RSUs and sending municipalities with school choice). However, the RSU 14 Reorganization Plan specifically addresses school choice and indicates that Raymond does offer school choice. Subsection 14 of the Plan requires that any amendment to the Plan must be approved by majority of voters in the RSU.<sup>9</sup> I recommend that an RSU vote be undertaken to effect such a policy change because the Plan includes the statement that Raymond/RSU 14 offers school choice for Raymond high school students.

In addition, while state statute does not clarify whether a town meeting vote would be required for a municipality to discontinue school choice as a policy and I am not aware how Raymond began offering school choice, the most conservative approach would involve holding a town meeting vote about whether to discontinue school choice, followed by a formal request to the RSU Board to hold an RSU vote to amend the Plan to reflect that school choice is discontinued.

---

<sup>9</sup> *Id.* at 12.

## CONCLUSION

Depending what the Board of Selectmen would like to do, I'll stand by for further instructions to assist in the process as needed.



YEARS OF SERVICE TO OUR CLIENTS AND COMMUNITIES

**E. William Stockmeyer**  
Admitted in ME, NH

207.253.0585 Direct  
billstockmeyer@dwmlaw.com

84 Marginal Way, Suite 600  
Portland, ME 04101-2480  
207.772.1941 Main  
207.772.3627 Fax

June 10, 2015

**DELIVERY BY E-MAIL**

Shoshana Cook Mueller  
Bernstein Shur  
100 Middle Street  
P.O. Box 9729  
Portland, ME 04104-5029

**RE: Allocation of Tuition Costs for Resident Students of the Town of Raymond  
Attending Private School**

Dear Shana,

By way of follow up, the Town of Raymond's Board of Selectmen recently requested information from Superintendent Prince regarding how tuition costs are allocated between the Town and Regional School Unit No. 14 for students residing in the Town who choose to attend a private secondary school. We gather that the Town is considering imposing a restriction on its payment responsibility for the choice that Raymond parents may make for their children to attend private schools at public expense.

The Town's proposal gives rise to the question as to who has legal duties to pay tuition costs associated with Raymond school choice. As discussed in greater detail below, we believe the maximum allowable private school tuition cost, currently \$10,339.38, must be allocated such that RSU 14 is responsible for the private school tuition cost up to RSU 14's tuition rate, currently \$8,723.08, while the Town of Raymond is responsible for the difference, currently \$1,616.30.

As a starting point, Raymond secondary students do have school choice. When RSU 14 was formed, the Town agreed to continue allowing school choice for its high school students. This commitment is set forth in the RSU 14 Reorganization Plan (see paragraph 13.D.2 of the attached PDF). In Exhibit 13D.2 of the Plan, reference is made to a November 4, 2008, referendum vote on school choice. However, the Raymond Town Clerk has informed us that, although the initial sample warrant for this referendum included various questions regarding student choice, those questions were withdrawn by the Raymond school committee and were never put before the voters. Other than these references, the Plan is silent as to school choice.

It bears noting that, by history and practice, "school choice" refers to the right of a student to attend a secondary school of his or her choice at the public's expense, but this public responsibility for tuition payment is limited by state law. In accordance with section 5806 of Title 20-A, the Department of Education determines the maximum allowable tuition that a private school may charge to a school administrative unit. The statute permits a sending unit to exceed this limit with voter authorization, but that situation does not exist. Consequently, as a result of this state law limitation, any tuition that a private school lawfully charges above this maximum allowable tuition is the responsibility of the parents.

June 10, 2015

Page 2

Although section 5806 directs private schools to charge the school administrative unit—that is, the RSU—an amount up to the maximum allowable tuition, subsection 5 of section 1479 of Title 20-A provides an exception to this rule. That exception applies in certain situations, including this one, where RSU 14 continues to provide school choice available to Raymond students in accordance with the requirement of the Reorganization Plan. Subsection 5 provides in applicable part as follows:

**5. Additional expense.** In a regional school unit where some but not all of the students are attending school pursuant to this section, the sending municipality is responsible for the additional expense as calculated in accordance with this subsection.

- A.** For each secondary school student who attends a public school in another school administrative unit, the sending municipality in a regional school unit is responsible for an amount equal to the difference in tuition in cases when it exceeds the amount of the regional school unit's tuition rate calculated in accordance with section 5805.
- B.** For each secondary school student who attends a private school approved for tuition purposes subject to the provisions of chapter 219, the sending municipality in a regional school unit is responsible for an amount equal to the difference in tuition in cases when it exceeds the amount of the regional school unit's tuition rate calculated in accordance with section 5805.

Municipalities exercising school choice pursuant to this section are responsible for a local contribution in accordance with section 15688 and the additional expense calculated in accordance with this subsection.

In other words, under subsection 5(B), the “sending municipality in a regional school unit”—that is, the Town of Raymond—is responsible for the difference in tuition between the maximum allowable private school tuition calculated in accordance with section 5806, and the RSU's tuition rate calculated in accordance with section 5805. Likewise, under subsection 5(A), if a student were to attend a public high school outside of RSU 14 whose calculated tuition rate is higher than the RSU 14 tuition rate, the Town would be responsible for the difference in tuition between that high school's tuition rate and the RSU 14 tuition rate.

Based on this analysis, for Raymond students exercising their choice option under the Reorganization Plan by attending a private secondary school, RSU 14 is responsible for the tuition amount calculated under section 5805 and the Town is responsible for tuition costs above the RSU's amount up to the maximum allowable tuition calculated under section 5806.

For example, for fiscal year 2014-2015, RSU 14's tuition rate was set by the Department of Education at \$8,723.08 and the maximum allowable tuition for each of the in-state private schools attended by Raymond high school students was set at \$10,339.38. Accordingly, for a Raymond student attending Waynflete High School in fiscal year 2014-2015, the RSU is responsible for \$8,723.08 and the Town is responsible for \$1,616.30—the difference between the RSU 14 tuition rate (\$8,723.08) and Waynflete's maximum allowable tuition rate (\$10,339.38).

We would appreciate hearing from you if you disagree with this analysis. Otherwise, we will advise the Superintendent to share this information with the Board at its next meeting.

Very truly yours,



E. William Stockmeyer

									T.A.P.	
ACCT	MAP/LOT	NAME AND ADDRESS	YEAR	AMOUNT	TYPE	SIZE	PAY	VALUE		
B9110R	M 67 L 46A	BBW LLC RUSTY RD	10/11	\$5,003.29	LAND	2.43	\$214.00	\$134,400.00		
B7008R	M 42 L 80	BEATTIE, ANTHONY 11 MASS AVE	11/12	\$9,504.43	SEASONAL	0.697	\$500.00	\$244,500.00		
C3010R	M 8 L 58	CATIR STEPHEN E / YOLANDA 109WEBBS MILLS RD	12/13	\$9,049.75	RES.	35.65	PAID	\$265,000.00	PAID	
C1580R	M 15 L 79	CONLEY, ROBERT 8 CRAGGY KNOLL RD	08/09	\$7,772.76	RES.	0.4356	\$200.00	\$123,000.00		
C7040R	M 55 L 3	COX, JEFFREY 1246 ROOSEVELT TRAIL	08/09	\$28,229.94	COMMERCIAL	0.35284	\$850.00	\$453,400.00		
D0001R	M16 L 61	DAWLEY/BRANDT, JEAN 188 NO. RAYMOND RD	08/09	\$13,099.74	RES.	1.65	\$325.00	\$170,900.00		
D0360R	M 60 L 7	DEEP COVE SHORES DEEP COVE RD	09/10	\$3,029.02	LAND	2.2	\$100.00	\$58,500.00	BANK/DISMISS	
D0361R	M 60 L 17	DEEP COVE SHORES 124 DEEP COVE RD	08/09	\$39,889.11	SEASONAL	0.3267	\$850.00	\$565,500.00	BANK/DISMISS	
D6004R	M 60 L 6	DEEP COVE SHORES DEEP COVE RD	10/11	\$805.44	LAND	0.17424	\$50.00	\$17,200.00	BANK/DISMISS	
F1317R	M 18 L 18F	FURLONG, WILLIAM 31 FURLONG DR	11/12	\$7,248.64	RES.	13.76	\$250.00	\$189,900.00		
W6011R	M 2 L 24B	GWENDOLYN ACQ. LLC QUARRY RD	10/11	\$2,058.41	LAND	3.18	\$109.00	\$55,200.00		
A0180R	M 15 L 92	HURD, BETH-ANN 326 RAYMOND HILL RD	11/12	\$2,444.33	RES.	3.72	\$100.00	\$99,500.00		
L0880R	M 21 L 2	LEWIS, JAMES NOTCHED POND RD	11/12	\$974.72	LAND	0.19602	NO	\$22,300.00	CAN'T FIND	
S0610R	M 41 L 35	LIBBY, SCOTT 54 BOULDER RD	11/12	\$4,314.91	RES.	0.6534	\$150.00	\$126,800.00		
M3037R	M 17 L 20A	MAYER GREGORY S / RHONDA A 10 DYER ROAD	12/13	\$8,048.60	RES.	3	\$200.00	\$296,700.00		
M1492R	M 40 L 2	MCINTYRE, RICHARD 1 PANTHER POND PINES	10/11	\$11,587.89	RES.	0.31363	\$300.00	\$287,100.00		
M6144R	M 51 L 22A	MORESHEAD PETER / COLLEEN	12/13	\$1,251.64	LAND	8.71	\$100.00	\$50,600.00		

				T.A.P.					
G0665R	M 52 L 52	WEBBS MILLS RD MURRAY, MARTHA 6 BOATERS WAY	10/11	\$5,314.82	CAMPSITE	0.8276	\$150.00	\$119,300.00	
C2140R	M 54 L 45	NOONAN, THOMAS 6 BAYVIEW DR	10/11	\$26,888.53	RES.	0.24829	\$800.00	\$568,600.00	BANKRUPCY
P0270R	M 23 L 21	PARKER JANE E PEPPERCORN WAY	12/13	\$1,116.71	LAND	1.5	NO	\$32,700.00	CAN'T FIND
R9105R	M 67 L 46	R2R LLC RUSTY RD	11/12	\$2,037.81	LAND	4.38	\$107.00	\$54,300.00	
R0385R	M 42 L 19	REED / CALLOW/ JAQUES 40 LAKESIDE DR	09/10	\$6,689.99	SEASONAL	0.5663	\$250.00	\$195,900.00	PAID
S0006R	M 53 L 32	SQUARE J REALTY HARMON RD	11/12	\$1,538.59	LAND	1.3	NO	\$39,100.00	DON'T KNOW
S2530R	M 19 L 39	STROUT, RICHARD 9 SHAKER WOODS RD	09/10	\$9,091.45	RES.	107	\$200.00	\$172,700.00	
T0440R	M 16 L 18	THORNE, SIDNEY SPRING VALLEY RD	08/09	\$26,460.91	LAND	2.07	\$750.00	\$407,800.00	
W0635R	M 54 L 60	THORNE, SIDNEY PETERSON RD	08/09	\$3,696.44	LAND	0.30928	\$100.00	\$61,200.00	
V8004R	M 18 L 18C0011	VALL ENTERPRISES LLC TENNY HILL ESTATES	11/12	\$357.88	LAND	1.04	\$200.00	\$10,500.00	
V8005R	M 18 L 18C0012	VALL ENTERPRISES LLC TENNY HILL ESTATES	11/12	\$413.22	LAND	1.47		\$12,100.00	
V8006R	M 18 L 18C0013	VALL ENTERPRISES LLC TENNY HILL ESTATES	11/12	\$368.38	LAND	1.08		\$10,800.00	
V8007R	M 18 L 18C0014	VALL ENTERPRISES LLC TENNY HILL ESTATES	11/12	\$430.29	LAND	1.6		\$12,600.00	
V8008R	M 18 L 18C0015	VALL ENTERPRISES LLC TENNY HILL ESTATES	11/12	\$350.87	LAND	0.42765		\$10,300.00	
V8009R	M 18 L 18C0016	VALL ENTERPRISES LLC TENNY HILL ESTATES	11/12	\$382.40	LAND	1.12		\$11,200.00	
V8010R	M 18 L 18C0017	VALL ENTERPRISES LLC TENNY HILL ESTATES	11/12	\$354.37	LAND	0.41792		\$10,400.00	
V8011R	M 18 L 18C0018	VALL ENTERPRISES LLC TENNY HILL ESTATES	11/12	\$344.31	LAND	0.40382		\$10,100.00	



				T.A.P.					
V8012R	M 18 L 18C0019	VALL ENTERPRISES LLC	11/12	\$424.98	LAND	1.07		\$10,800.00	
		TENNY HILL ESTATES							
W1590R	M 45 L 7	WOODBURY CLIFFORD A JR	12/13	\$1,888.51	LAND	9.42	PAID	\$55,300.00	PAID
		PLAINS RD							



## **TAX ACQUIRED PROPERTY POLICY**

Adopted by the Board of Selectmen - May 18, 1995

Amended - August 3, 1999

Amended – March 9, 2010

1. The purpose of this policy is to provide guidance regarding properties acquired by the Town for non-payment of taxes.
2. If the former owner, after the property has achieved tax acquired status, requests a reasonable payment schedule that will provide for the repayment of all outstanding taxes, the Tax Collector will allow a payment schedule for up to 60 months from the date of automatic foreclosure. (a) If the payment schedule, as established by the Tax Collector, is not acceptable to the taxpayer, appeal may be made to the Board of Selectmen.
3. If the Taxpayer becomes more than 90 days delinquent in meeting the payment schedule as established, or is not current as of June 30th of any given year, the account will be referred to the Board of Selectmen for redemption and/or sale.
4. If the Selectmen determine that a property should not be retained under Section 5 and that the taxpayer is delinquent under Section 3, the Taxpayer or other party in interest will be offered the right of immediate redemption by paying all outstanding taxes, interest and costs within 30 days of receiving notice.
5. **Retention of Property:** The Selectmen shall retain property for the benefit of the Town, if they deem it in the best interest of the town to do so. By way of example, but not of limitation, the Selectmen might deem it in the best interest of the town to retain property where: (a) The property has or will have recreational value or economic value to the Town, (b) The property has or will have potential for a public facility or additions to public facilities, (c) Retention of the property will provide a residence for an individual or individuals who otherwise will require public assistance from the Town.
6. **Sale:** If a property is not retained by the Selectmen under Section 5, and if the property is not redeemed under Section 4, the property shall be sold by sealed bid or any other method approved by the Selectmen which maximizes the return to the Town. The Selectmen shall reserve the right to accept or reject bids in any bid process. A notice of intent to sell the property shall be published in the newspaper; shall be posted in those areas where warrants are posted; and shall be sent to the Taxpayer or Taxpayers who lost the property by certified mail, return receipt requested to their last known address.