



**PUBLIC HEARING &  
SPECIAL TOWN MEETING &  
SELECT BOARD  
Minutes**

May 7, 2024

5:30pm – Public Hearing &  
Special Town Meeting &  
Regular Meeting

At Broadcast Studio &  
Via Zoom & on YouTube

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

**Select Board members in attendance:** Joe Bruno – Chair, Rolf Olsen – Vice Chair, Samuel Gifford, Teresa Sadak, Derek Ray  
Absent: none

**Town Staff in attendance:**

Sue Look – Town Manager  
Melanie Fernald – Town Clerk  
Nathan White – Public Works Director  
Charisse Keach – Finance Director  
Bruce Tupper – Fire Chief  
Wayne Jones - Fire Inspector  
Chris Hanson – Interim Code Enforcement Officer  
Cathy Gosselin – HR Director  
Curt Lebel – Contract Assessor  
John Facella – Public Safety Educator

**1) Public Hearing**

**a) Update to Tax Increment Financing District to Include Broadband**

Chair Bruno opened the Public Hearing. The following people spoke:

Peter Leavitt, 2 Leavitt Road asked for clarification that this amendment of the TIF is to allow the use of money from this specific TIF to be spent on Broadband expansion outside of this TIF District. Asked if this money could also be used for other things like sidewalks. Asked what other things TIF money has been used on and how much money is currently in the TIF.

Chair Bruno asked for a rundown of the selection process for the Broadband project. David Good of Mission Broadband shared a presentation of the RFP Overview for the COLAB (Cumberland Oxford Lakes Area Broadband) group in partnership with GPCOG. GPCOG hired Mission Broadband to facilitate the RFP process. Kevin Woodbrey clarified that Mission Broadband compiled the suggestions and specifications and played a neutral role in the process.

Sarah Davis, Raymond resident and Vice President of Market Development with Consolidated Communications. She feels that the RPF details and requests are different from what this project is today.

Curt Lebel, Assessor, clarified that the Warrant item is only about expanding the ability to use TIF monies to pay for broadband upgrades.

Grace Leavitt and Peter Leavitt, 2 Leavitt Road asked for clarification on the bond question that's on the Annual Town Meeting warrant on this topic vs the use of TIF money.

Chair Bruno closed the Public Meeting.

## 2) Special Town Meeting

**Town of Raymond**  
May 7, 2024  
**SPECIAL TOWN MEETING WARRANT**

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

### GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Broadcast Studio at 423 Webbs Mills Road in said town on Tuesday, May 7, 2024, at 5:30 P.M., then and there to act on Articles 1 through 2 as set out below.

**ARTICLE 1:** To elect a moderator to preside at said meeting.

**Nomination** made and seconded for Joe Bruno. Call for nominations to cease.  
Voted 3-0

Mr. Bruno was sworn in by Town Clerk Fernald

**ARTICLE 2:** Shall the voters of the Town of Raymond, Maine adopt the First Amendment to the Portland Natural Gas Transition System Municipal Development and Tax Increment Financing District, such adoption to be pursuant to the following findings, terms and provisions?

**WHEREAS**, the Town of Raymond (the "Town") is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to amend previously established tax increment financing ("TIF") districts and development programs within the Town; and

**WHEREAS**, the Town designated the Portland Natural Gas Transmission System Municipal Development and Tax Increment Financing District (the "District") and adopted a Development Program for the District on September 15, 1998 and March 20, 1999 in order to capture the value of real and personal property improvements made within the District and to enable the use of TIF

revenues for various municipal and other economic development projects, which received approval from the Maine Department of Economic and Community Development (“DECD”) on March 31, 1999; and

**WHEREAS**, amending the Development Program for the District will help to continue to promote economic development within the Town and the surrounding region; improve and broaden the tax base of the Town; and improve the economy of the Town and the State of Maine; and, specifically, will allow the Town the ability to use TIF funds for costs associated with broadband and fiber optics expansion projects.; and

**WHEREAS**, the Select Board has held a public hearing on May 7, 2024, upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town, on the question of adopting the First Amendment to the Development Program for the District in accordance with the requirements of 30-A M.R.S. § 5226; and

**WHEREAS**, the Town has considered the comments provided at the public hearing, both for and against the adoption of the First Amendment to the Development Program, if any; and

**WHEREAS**, it is expected that approval will be sought and obtained from DECD approving the First Amendment to the Portland Natural Gas Transmission System Municipal Development and Tax Increment Financing District and Development Program (the “First Amendment”).

NOW, THEREFORE:

**Section 1.** The Town hereby adopts the First Amendment to the Portland Natural Gas Transmission System Municipal Development and Tax Increment Financing District and Development Program, pursuant to the following findings, terms, and provisions:

a. Pursuant to Title 30-A M.R.S. Section 5226(5) pertaining to TIF district and development program amendments, this First Amendment to the Development Program does not result in the District being out of compliance with any of the conditions of 30-A M.R.S. Section 5223(3) which pertain to the percentage of area within the District that is suitable for commercial use, the TIF acreage caps for single TIF districts and for all TIF districts in the Town, and the total TIF district valuation cap.

b. The First Amendment to the Development Program will make a contribution to the economic growth and well-being of the Town and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the Town, including a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The Town has considered all evidence, if any, presented to it at the required public hearing with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the District and the Development Program.

**Section 2.** Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town hereby amends the District designated and described more particularly set forth in the “First Amendment to the Portland Natural Gas Transmission System Development and Tax Increment Financing District Development Program” presented to the Town Meeting in the form attached hereto

and such Development Program is hereby incorporated by reference into this vote as the First Amendment to the Development Program for the District.

**Section 3.** The Town Manager, or duly appointed representative, is hereby authorized, empowered and directed to submit the First Amendment to the Development Program to DECD for review and approval pursuant to the requirements of 30-A M.R.S. § 5226.

**Section 4.** The foregoing adoption of the First Amendment shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the First Amendment by DECD, without requirement of any further action by the Town, the Select Board, or any other party.

**Section 5.** The Town Manager, or duly appointed representative, is hereby authorized and empowered, at their discretion, from time to time, to make such revisions to the documents related to the First Amendment they may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the First Amendment by DECD, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Select Board in adopting the First Amendment.

**Section 6.** This Order shall take effect immediately upon adoption.

**Motion** to approve as presented by Mr Olsen. Seconded by Mr Sadak.

**Vote 18-0**

### 3) Adjourn Special Town Meeting

Chair Bruno adjourned the Special Town Meeting

### Select Board Meeting

#### 4) Call regular meeting to order at 6:10pm by Chair Bruno

#### 5) Minutes of previous meetings

a) April 8, 2024 – Regular Meeting

**Motion** to approve as presented by Ms Sadak. Seconded by Mr Ray.  
**Unanimously approved**

b) April 26, 2024 – Emergency Meeting

**Motion** to approve as presented by Mr Olsen. Seconded by Mr Ray.  
**Motion passes** (4-0-1, Sadak abstained)

#### 6) Public Hearings

a) Annual Town Meeting Warrant Articles Including Ordinance Change Articles

Chair Bruno requested that representatives from Sebago Technics and Grant Hayes give their presentation of the Public Works Garage project.

The following individuals spoke:

Owens McCullough - Sebago Technics; Mike Hays - Grant Hays; Nathan White -

Public Works Director; Denis Morse - Cape Road; David Brown - Tenney Hill Road; Bruce Tupper – Fire Chief; Peter Leavitt - Leavitt Road; John Facella – Fire Department

## 7) New Business

- a) \*Discussion of Choice of Fiber Network Vendor – Sarah Davis questioned why her company was not chosen, COLAB committee wants to present their process for choosing Sebago Fiber (discussion on this item took place during the Public Hearing at the start of the meeting).

- b) Consideration of Awarding the Personal Property Revaluation to KRT

FRP was resubmitted for Personal Property Revaluation; KRT was the sole bidder.

**Motion** to award bid as presented by Ms Sadak. Seconded by Mr Olsen.

**Unanimously approved**

- c) Consideration of Authorizing Corporate Resolution for Access to Accounts at Portland Trust Co

The Town has several Trust accounts for cemetery funds, scholarships, and more, and the Finance Director's name is the only name authorized on the accounts. This is a request to add a second name to the accounts. The question was raised as to whether a specific name is needed, or if a position/job title is sufficient. Select Board members suggested that a specific name is noted, with their job title and "or any successor"

**Motion** to approve by Ms Sadak. Seconded by Olsen.

**Unanimously approved**

- d) Consideration of Adding a Supplemental Warrant to the Annual Town Meeting Warrant for Changes to the Fire Protection Ordinance – Sprinkler Articles

Public Safety crafted an update to the sprinkler ordinance for the March 12, 2024, Select Board meeting which included allowing 2-hour fire rated separation walls to delineate compartments to include in calculations for whether or not a building requires sprinklers and adding an appeal process. However the meeting was cut short due to a storm, the item was not taken up, and therefore could not be sent to the Planning Board for consideration in time for the Annual Town Meeting Warrant.

Chief Tupper spoke about the Town's sprinkler ordinance and how it compares to the State's ordinance. The Town's current ordinance takes into consideration our Fire Department's capability to respond to a fire.

John Facella spoke about costs of sprinkler systems and those at-risk segments of the population (young children and elderly) who are further protected by sprinkler systems.

**Motion** to add the supplemental warrant item as presented by Mr Olsen. Seconded by Mr Gifford.

**Unanimously approved**

e) Consideration of Using Select Board Contingency for Public Safety Unforeseen Expenses

Chief Tupper presented a list of unplanned expenses. Several of the costs are repairs to equipment, trucks and towing wrecker bills for pulling trucks out of ditches. Turnout gear and ladders were damaged during the fire on Crescent Lake and will need to be replaced. The availability/applicability of FEMA funds was discussed.

Item not acted upon, to allow for more investigation into FEMA funds and the ending of fiscal year.

f) \*Consideration of Appointing Interim CEO

The board inadvertently did not complete the motion to appoint Chris Hanson as the Interim CEO at the April 8, 2024, meeting.

**Motion** to appoint Chris Hanson as Interim Code Enforcement Officer by Mr Olsen. Seconded by Ms Sadak.

**Unanimously approved**

g) Consideration of Proclamation for Veteran's Ceremony

The ceremony will be held at Veterans Park on May 17, 2024 at 11:30AM.

**Motion** to approve as presented by Mr Olsen, seconded by Ms Sadak

**Unanimously approved**

h) Consideration of Approving Warrant Calling the RSU #14 Election on June 11, 2024

This is the Annual Warrant that allows us to call the Election to vote on the RSU #14 budget. The budget will be voted on at the Board of Director's meeting to be held at Windham High School on Wednesday, May 15<sup>th</sup> at 6:30PM

**Motion** to approve as presented by Ms Sadak, seconded by Mr Gifford

**Unanimously approved**

i) Consideration of Changing the Open Hours of the Town Office

Suggesting changing the opening time from 8:30am to 8:00am and changing closing on Tuesday from 7:00pm to 6:00pm. This is a net increase for citizens of 1 hour. Hours would be Tuesdays 8am – 6pm; Wednesdays through Fridays 8am – 4pm.

Grace Leavitt, Leavitt Road is concerned that residents who work in Portland will not be able to make it to the Town Office by 6pm.

Select Board requested that the change starts as of July 1<sup>st</sup>, 2024 to allow the advertisement of the new hours.

**Motion** to approve the change of hours of the Town Office by Ms Sadak. Seconded by Mr Ray.

**Unanimously approved**



## 8) Public Comment

none

## 9) Selectman Comment

none

## 10) Town Manager's Report and Communications

### a) Confirm Dates for Upcoming Regular Meetings

- ~~June 25, 2024~~ June 20, 2024 (Thursday)
- July 9, 2024

### b) Upcoming Election Schedule

- May 15, 2024 – Budget Vote at Windham High School Auditorium – 6:30pm
- May 24, 2024 – Deadline to change parties to vote in the Primary on June 11<sup>th</sup>
- June 6, 2024 – Deadline to request absentee ballots
- June 11, 2024 – State Primary, Municipal Officers, Annual Town Meeting Warrant & RSU #14 Budget Elections at Jordan Small Middle School Gym – 7:00am to 8:00pm

### c) Reminder of Upcoming Holiday Schedule

- Monday, May 27<sup>th</sup> – Memorial Day

## 11) Executive Session(s)

### a) Consideration and Award of Scholarship Applications and Student Recognition - Pursuant to MRSA 1 §405 (6)(F)

**Motion** to enter Executive Session at 8:32pm by Ms Sadak, seconded by Mr Olsen.  
**Unanimously approved**

**Motion** to exit Executive Session at 8:40pm by Mr Olsen, seconded by Mr Ray.  
**Unanimously approved**

**Motion** to grant \$500 in scholarships to each of the 9 eligible applicants by Mr Olsen, seconded by Mr Ray  
**Unanimously approved**

## 12) Adjournment

**Motion** to adjourn at 8:40pm by Mr Olsen. Seconded by Mr Gifford.  
**Unanimously approved**

Respectfully submitted,

Melanie Fernald, Town Clerk

DRAFT