



**Budget-Finance Committee
Meeting Agenda**

October 16, 2024 at 6:30pm

At Broadcast Studio & Via Zoom

1. Call to order
2. Approval of Minutes
 - September 18, 2024
3. New Business
 - a. Update on the bank statement reconciliation for June, July and August
 - b. Consideration of the purchasing policies collected from other communities
 - c. Review of State bid and Town truck specifications and pricing (Don Willard)
4. Public Comment
5. Budget-Finance Committee Comment
6. Next Meeting
 - Friday, November 8, 2024 @ 6:30pm (due to availability of videographer)
7. Adjournment



Budget-Finance Committee
Meeting Minutes

September 18, 2024 at 6:30pm

At Broadcast Studio & Via Zoom

Committee Members Present: Chris Hanson, Karen Lockwood, Deanna Lee, Frank McDermott, Shawn McKillop, Cliff Small, Don Willard

Committee Members Absent: none

Town Staff Present:

Melanie Fernald (Town Clerk); Brenda Fox-Howard (Finance Director); Cathy Gosselin (Deputy Treasurer); Sue Look (Town Manager); Nathan White (Public Works Director)

1. **Called meeting to order** at 6:30pm by Chair Lockwood with a quorum present
2. Approval of Minutes
 - August 21, 2024
Motion to approve as presented by Mr. Willard. Seconded by Mr. Hanson.
Unanimously approved
3. New Business
 - a. Consideration of the FY 24 Year End Exp / Rev Summary Report ALL Departments, ALL Months
Chair Lockwood noted that she met this morning with the new Finance Director; she is busy reconciling the bank statements from June, July and August. Ms. Fox-Howard explained that she doesn't foresee any major changes to the year-end report based on her reviews so far. She's working to catch up on all the paperwork and financial reports. The auditors are scheduled for their reviews starting the week of October 7th.
 - b. Consideration of the August FY 25 Exp / Rev Summary Report ALL Departments
This report is not finished, due to the hiring of the new Finance Director and her catching up on past reports while also preparing for the Auditors review.
 - c. Consideration of the Purchasing Policy for the Town of Raymond adopted 1-9-2018 and the Purchasing Policy for the Town of Raymond before 1-9-2018.

Chair Lockwood wanted the Committee to review the different versions of the policy. Previous policy noted specific spending thresholds that needed to be approved in corresponding ways. Discussion that the policy may have been changed because those specified amounts were fairly low, and that some departments weren't following it well. The Finance Director at that time advised that it would be appropriate and reasonable to re-write the policy to match the practice that was happening. The Select Board then approved the re-written policy.

Mr. Willard noted that he would like to see the town seek more written bids from qualified vendors.

Chair Lockwood would like to have more Requests for Proposals (RFPs) and bids from multiple vendors with a cost comparison written into purchasing policy. Asked what would next steps be to revise this Purchasing Policy?

Mr. Willard noted that it would be appropriate to collect neighboring & comparable communities' policies.

Town Manager Look noted that this committee can recommend changes, but that policies are changed by the Select Board.

Mr. Hanson felt that if purchases are being made more than \$10K, there should be bids. Believes that the policy needs to be reviewed, 2018 was a long time ago. Also noted that a policy needs to allow for emergencies and reasonable expectations of Town Staff.

Chair Lockwood asked that Town Staff gather the purchasing policies of surrounding towns of comparable size, etc.

Mr. Hanson suggested at we add the item to the next meeting's agenda for further discussion of comparable towns' policies.

d. Consideration of Financing a New Dump Truck & Excavator

This item was brought up at the Select Board meeting on 9/10. Quite a bit of discussion. Wanted to bring it to the attention of this committee.

Chair Lockwood referred to the Budget & Finance Committee Ordinance, Section 5 B "to discuss with and make recommendations to the Select Board on proposals on specific expenditures" and 5 D "To study and make recommendations on the general financial position, policies and practices of the Town and its departments".

Director White noted that they were able to negotiate a purchase with the low bidder on the truck, and it will be a single purchase in the Fall a year from now. Noted that during the regular budget hearing held on February 28th, he asked for the money for this in his annual budget and that we probably were going to have to finance it. The purchase of the excavator will be pushed off until the Spring, and that will be in the coming budget.

We will go through the State bid for the dump truck

Mr. Willard asked for a copy of the State Bid.

Director White noted that the money is already approved in his budget.

February 28th meeting, budget meeting, this was discussed as part of budget hearings...

Mr. Small noted that a State bid is a competitive bid.

Ms. Lee asked to confirm that the State buys larger amounts of items at discounted prices, then towns buy from that pricing.

Excavator will be part of the next FY budget. Will move forward through the Town Meeting budget approval; and will have to wait to see how that plays out and what the prices are at that point.

e. Consideration of a Joint Workshop with the Select Board

Chair Lockwood noted that she proposed with some dates with Rolf Olsen to set a date for a joint meeting. Waiting to hear from Select Board Chair, who proposed a stand-alone meeting, instead of having the meeting after either a Select Board or a Budget-Finance Committee meeting.

f. Consideration for controlling traffic speed as an expense to the town

Co-Chair McKillop noted that discussions in connection with the development of the Comprehensive Plan Committee brought up the issues of tailgating and speeding and how to deal with controlling them.

Mr. McDermott said he would like to see the signs that show your speed and collect data.

Mr. Hanson asked who is responsible for putting the signs out to collect data

Director White said he believes the County. Has one sign to borrow to collect data

We have a sign that isn't working properly – collects high and low speed and times

Mr. Hanson noted that the presence of a sheriff car does slow drivers down.

There is a programming issue with the one we have, warranty, parts.

Vicki Woodbrey, Egypt Road – notices serious problem on her road with engine

breaks, revving engines, lots of passing in the No Passing Zone, have to close

windows because traffic is so loud. Cautioned to be careful what you ask for. She

asked DOT to put up 35MPH sign, that's when the 45MPH signs went up.

Director White said he would look into borrowing one, will reach out to Cumberland County.

4. Public Comment

Chair Lockwood opened the floor for public comment, no one spoke.

5. Budget-Finance Committee Comment

Chair Lockwood opened the floor for Committee Member comments, no one spoke.

6. Adjournment

Motion to adjourn at 7:13pm by Mr. McDermott. Seconded by Mr. Small.

Unanimously approved

Respectfully submitted,

Melanie Fernald, Town Clerk