



Town of Raymond Budget-Finance ePacket July 24, 2024

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Agenda



Budget-Finance Committee

Meeting Agenda

July 24, 2024, at 6:30pm

At Broadcast Studio & Via Zoom

1. Call to order
2. Approval of Minutes
 - June 13, 2024
 - June 25, 2024 – Orientation Workshop

3. Election of Officers
4. Review and discuss Public Works CIP
5. Setting up a regular meeting date

The following are already in a schedule:

- 1st Wednesday - Comp Plan Committee
- 2nd Tuesday - Select Board
- 2nd Wednesday - Planning Board
- 3rd Thursday - Recycling Committee (not active)
- 4th Tuesday – ZBA

**try to avoid Mondays as that is not a day that staff is normally scheduled, and avoid Fridays if we can help it as people tend to have end of week plans and we want to give more people a chance to attend or watch if they want.*

6. Public Comment
7. Budget-Finance Committee Comment
8. Adjournment

Previous Meeting Minutes - June 13, 2024



Budget-Finance Committee

Meeting Agenda

~~June 6, 2024~~, Rescheduled to:
June 13, 2024 at 6:30pm

At Broadcast Studio & Via Zoom

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

Committee Members Absent: Cliff Small

Town Staff Present:

Sue Look, Town Manager
Charisse Keach, Finance Director
Nathan White, Public Works Director
Cathy Gosselin, Deputy Treasurer
Melanie Fernald, Town Clerk

1. **Called meeting to order** at 6:30pm by Chair Lockwood with a quorum present
Chair Lockwood thanked outgoing members – Bob Gosselin & Denis Morse, and welcomed newly elected members – Chris Hanson, Cliff Small & Don Willard
2. Approval of Minutes
 - May 16, 2024 – Meeting

Motion to approve by Mr. McKillop, seconded by Mr. McDermott
Morion carries (4-0-2-1)
Ayes: Lockwood, Lee, McDermott, McKillop
Nays: none
Abstain: Hanson, Willard (not present at last meeting)
Absent: Small
3. Discussion of Historical CIP Reserve Funds
Town Manager Look presented an overview of the CIP budget figures that have been compiled from past audits, votes from past warrants, and financial documents. This document will be part of the budget books each year going forward.
Finance Director Keach explained some further details about Fire Department budget lines.

4. Discussion of Expense Revenue Summary Reports

Finance Director Keach explained the figures in the Expense/Revenue Summary Reports.

Committee members spoke specifically about their thoughts on how to use the money coming in because of the settlement. Some detailed discussion about how to account for the settlement funds as they're collected. Auditors had suggested the creation of an extraordinary revenue line versus crediting the legal services line.

5. Public Comment

Bob Gosselin, Eagles View Drive - spoke to his time on the committee

Teresa Sadak noted that Bob Jones, a former budget-finance committee passed away recently. Others noted that he started the Lions Club in the area. was highly involved in the Founders Day program, and ran the candidate debates

Denis Morse, Cape Road thanked board for hard work

Deanna Lee also noted the passing of Geoff Tibbals, election worker

6. Budget-Finance Committee Comment

Chair Lockwood asked Town Manager Look to speak to a planned training on Roberts Rules by the Town's attorney, for board and committee members

Finance Director Keach pointed out that the 2023 Bond for Public Works garage, tennis courts and Tassel Top improvements has a page of historical data and statistics of the Town of Raymond compared to the county, state, region and country. Another excerpt is the CIP plan looking out five years. That information could prove helpful when going out for a bond in the future. She will share the document with the Committee

Next Meeting for an Orientation Workshop on Tuesday, June 25th

7. Adjournment

Motion to adjourn at 7:22PM by Mr. McKillop. Seconded by Ms. Lee
Unanimously approved

Respectfully submitted,

*Melanie Fernald
Town Clerk*

Previous Meeting Minutes - June 25, 2024



Budget-Finance Committee Orientation Workshop Minutes

Tuesday, June 25, 2024 at 6:30pm

At Broadcast Studio & Via Zoom

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

Committee Members Absent: Chris Hanson

1. **Called meeting to order** at 6:30pm by Chair Lockwood with a quorum present
2. Orientation Workshop
 - a. Committee discussed the section of the Budget-Finance Committee Ordinance in reference to Powers and Duties
 - b. Committee discussed the Code of Ethics for Appointed and Elected Municipal Officials
3. Public Comment
Peter Leavitt, Comprehensive Plan Committee Co-Chair, gave an overview of the poll taken at the Election on June 11, 2024 about the possible uses of Jordan-Small School when the building returns to the Town. Options were Community Center, Town Offices, Library, Recreation, Daycare and other.
4. Adjournment

Workshop adjourned 7:58PM by Chair Lockwood

Respectfully submitted,

*Melanie Fernald
Town Clerk*

Public Works CIP - Facilities

Public Works - Municipal Facilities CIP

Notes:

Audit not done yet, nor invoices for year

	FY 2019-20	Description	FY 2020-21	Description	FY 2021-22	Description	FY 2022-23	Description	FY 2023-24	Description	FY 2024-25	Description	FY 2025-26	Description	FY 2026-27	Description	FY 2027-28	Description	FY 2028-29	Description
Town Office Renovations	\$3,209.00	Carpet & gutters	\$29,733.81	COVID, TM, CEO, flooring			\$15,389.42	Planning, carpet, paint, Finance Office wall & desks	\$25,794.38	ADA front door, ramp & light repair										
Town Office Septic							\$1,362.76		\$5,116.90	Dozer, gravel, seed, etc.										
Server Room			\$4,330.00	Heat pump			\$2,926.12													
Electronic Signs							\$925.00	Electrical repair												
District 1 - Main St									\$24,703.00	Siding	tbd	Renovate Office Space for Rec								
District 2 - Webbs Mills Rd			\$9,732.05	Used oil furnace	\$20,799.17	Moved diesel pumps	\$2,701.09	Door repair	\$6,295.45	Doors										
Sand/Salt Building			\$7,901.08	renovations - door	\$915.25	Equipment	\$1,400.00	Tree down	\$456.00	AC unit										
Plains Road Breakroom	\$317.80	Renovations					\$22,808.71	Renovations & mold remediation												
Plains Road Storage	\$7,311.13	Roof repair																		
Plains Road Well	\$17,311.70	Well & site																		
Beach - Crescent	\$665.00	Fence																		
Beach - Raymond																				
Fire Department Library							\$860.00	Shed Roof	\$3,500.00	5 trees down										
Broadcast Studio							\$12,666.12	Carpet, chairs, & repairs	\$8,581.00	Rinnai heaters & propane tank										
Sheri-Gagnon Snack Shack																				
Sheri-Gagnon Dugouts							\$8,204.00	rebuild												
Veterans' Park									\$2,001.25	Electrical repair										
Jordan Small Middle School													tbd	Plan for renovation			tbd	Begin renovations	tbd	Continue renovations
Total Spent	\$28,814.63		\$51,696.94		\$21,714.42		\$69,243.22		\$79,161.73		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Insurance Paid	\$0.00		\$0.00		\$0.00		\$32,902.23		\$12,267.20											
Net Spent							\$36,340.99		\$66,894.53											
From Audit:																				
Approved Budget	\$35,000.00		\$35,000.00		\$35,000.00		\$50,000.00		\$85,000.00		\$85,000.00									
Carry Forward	\$17,058.00		\$23,243.12		\$6,546.00		\$19,832.00		\$33,491.00		\$51,596.47		\$0.00		\$0.00		\$0.00		\$0.00	
Total Available	\$52,058.00		\$58,243.12		\$41,546.00		\$69,832.00		\$118,491.00		\$136,596.47		\$0.00		\$0.00		\$0.00		\$0.00	
Total Spent	\$28,814.63		\$51,696.94		\$21,714.42		\$36,340.99		\$66,894.53											
Balance to Carry Forward	\$23,243.37		\$6,546.18		\$19,831.58		\$33,491.01		\$51,596.47		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Audit as of June 30	\$23,243.00		\$6,546.00		\$19,832.00		\$33,491.00		\$51,596.47											

ESTIMATE