



Town of Raymond Budget-Finance ePacket April 2, 2024

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Agenda



Budget-Finance Committee

Agenda

April 2, 2024, at 6:30pm

At Broadcast Studio & Via Zoom

1. Call to order

2. Approval of Minutes
 - a) February 28, 2024
 - b) February 29 2024
 - c) March 11, 2024
 - d) March 12, 2024
 - e) March 14, 2024
 - f) March 18, 2024

3. Annual Town Meeting Warrant Budget Articles Recommendations

4. Public Comment

5. Budget-Finance Committee Comment

6. Adjournment

Previous Meeting Minutes - February 28, 2024



Budget-Finance Committee

Department Head Review #1 Minutes

February 28, 2024, at 6:30pm

At Broadcast Studio & Via Zoom

Committee Members Present: Bob Gosselin - Chair, Karen Lockwood, Frank McDermott, Denis Morse, Deanna Lee, Shawn McKillop

Committee Members Absent: none

Select Board Members Present: Joe Bruno, Rolf Olsen, Teresa Sadak, Sam Gifford, Derek Ray

Select Board Members Absent: none

Town Staff Present:

Sue Look, Town Manager
Charisse Keach, Finance Director
Cathy Gosselin, Deputy Treasurer
Curt Lebel, Assessor's Agent
Alex Sirois, CEO
Chris Hanson, Assistant CEO
Bruce Tupper, Fire Chief

1. Called to order at 6:30pm by Chair Gosselin with a quorum present.
2. Election of Officers

Nomination of Karen Lockwood as Chair by Mr. Morse. Seconded by Mr. McKillop

Motion to cease nominations by Mr. Morse. Seconded by Mr. McKillop.

Nomination of Deanna Lee as Vice-Chair by Mr. Morse. Seconded by Mr. McKillop.

Motion to cease nominations by Mr. Morse. Seconded by Mr. McKillop.

3. Approval of Minutes

a) April 4, 2023

Motion to approve as presented by Mr. Gosselin. Seconded by Mr. Morse.
Unanimously approved

4. New Business – Workshop with Select Board

Town Manager Look – Read a summary of the Proposed Budget for FY 2024-2025. The result is the Town is proposing an over increase of 10.69% or \$714,536, \$276,000 of which is the bond payment approved at last year's Town Meeting. The rest of the budget increased by 6.56%.

a) Department Head Review # 1

- Provider Agencies

- Hawthorne Community Association-Abel Bates

- A significant amount of work has been completed on the house including foundation and floor work, a new roof and roof cover, 2 sides of the house have been sided, and currently working on the last 2 sides.
- Major projects left are to patch interior cracks from when the house was lifted for the foundation work and then a full interior paint job. They also need to paint the outside around the windows and rebuild the front steps.
- Once the projects are completed, they will be out of their donation funds
- Operating costs are about \$2500 a year, the annual dues and the funding from the Town just barely covers those costs.
- The hope is to turn the home into a community rental for gatherings.

- Raymond Rattlers – Larry Wood

- Memberships are way down due to know snow, but he would like to continue their efforts and needs financial support from the Town.
- The money is used for runoff and washout repair to trails and bridges as well as trail clean-up and trimming.

- Historical Society – David Allen

- Thank you for your past support.
- Watkins Blacksmith shop is complete and operating.
- Looking for financial support for their operating budget.

- Sebago Lakes Chamber of Commerce – Robin Mullens

- Thank you to the Town for past support.
- 21 Raymond businesses are members of the chamber.

- Asking for funding to support their 501c3 – Feed the Need
- Last year they gave the Raymond food pantry \$1,175.
- Annual polar dip was postponed due to unsafe ice conditions. Will be held in April at Tassel Top
- Comprehensive Plan Committee – Peter Leavitt
 - The workshop was well received by the community, and they continue to receive valuable input and data.
 - Looking for funding to put toward the second half payment to Northstar Planning – Contract Planners for Comp Plan Committee.
 - Budget is off by about \$1000 due to unplanned expenses at the workshop.
- TIF
 - Mrs.Lockwood asked why there was such a high increase listed for Social Security and Medicare. Finance Director Keach said they were looking to move one of the Public Works employees' salaries so that 95% is coming out of TIF. This employee is part-time (no benefits) and spends most of his time working in the TIF district. The increase in SS and Medicare is because they are attached to his pay.
 - TIF ends in 2030. The anticipated amount for this year is \$273,000. We are still working on unspent TIF monies.
 - Some of the dark fiber ring can be paid out of TIF. Town Manager Look thinks there won't be an amendment needed since it should fall under communications. TM Look also thinks some TIF funds could be used toward the new PW garage. She has presented these questions to the Town attorneys.
 - Sebago Technics working on a TIF district map.
- Assessing – Curt Lebel
 - Budget increase reflects dual responsibilities of Commitment and the Revaluation Project.
 - Increasing admin support by 4 hours weekly to support the Revaluation Project.
 - Slight increase in Assessor's Contract that is up for renewal this year.
 - Recommending \$45,000 to be allocated toward the revaluation.
 - Miscellaneous expenditures will be needed for the reval – equipment, PR, Appeals, etc
 - Contract Assessor hours will have to increase over the revaluation project.
 - The line item for Deeds also includes fees for the Tax Collector's office for filing leins, etc.
 - Site work will be done starting Fall 2024 for the revaluation, but it won't reflect until FY 26

- Code Enforcement – Alex Sirois
 - No budgeted change for salaries
 - No change for contract fees or services – ordinance work, GIS, and engineering come out of this budget line.
 - Software budget is going down a bit. We have transitioned to one working system.
 - Travel and Training budget coming down a bit based on the past couple of years.
 - Advertising and Supplies General both have no change.
 - Gas/diesel coming down slightly based on the past two years.
 - Postage and phone budgets stay the same.
 - Biggest change is the revenue – projecting to increase to \$175,000.
 - The goal is to make the department self-supporting.
 - Future ordinance changes could affect staffing levels in the future but likely not for this budget season.
 - Peter Leavitt spoke to LD2003 from the Comp Plan Committee standpoint and the unpredictability of what will happen when it goes into effect July 1st.
 - Mr. Morse asked if the Town could come up with additional ordinances for accessory apartments. CEO Sirois thinks we are ahead of some towns and outside of the village you will still be limited to one accessory dwelling.

- Public Safety
 - Animal Control – Sue Look
 - Animal Welfare fees are fees we pay toward Animal Refuge League for surrendered/wounded/lost animals.
 - Assessment fees are 1/3 cost of sharing the ACO with Naples and Casco
 - Vehicle Maintenance – done by the Town. Working on quarterly check up schedule with her.
 - Supplies – no request
 - Gas – ACO is gassed in Raymond and they split the bill with the other Town
 - The insurance is out of Casco but cost shared in the assessment line
 - The office she uses is in Naples.
 - They are also looking at bring in Harrison to share the costs.
 - Looking to bring in someone part time so ACO can have days off and share weekends.
 - Select Sadak expressed concern over ACO being able to handle 4 towns alone.

 - Fire Department – Chief Bruce Tupper
 - Salary increases – running 4 crews of 3 people, a few members will be advancing this year after certifications, shift lieutenants are on

- each shift, so they get a slight bump in pay.
 - Maine EMS Stabilization is picking up part of the cost. Raymond was awarded a little over \$18,000. Later this year there will be another application process to be awarded additional grant monies.
 - Salaries are based on current pay and anticipated overtime.
 - Health and safety items, training, building maintenance have all dropped a bit.
 - Dispatch costs are up 3% - contracted.
 - Turnout gear put into capital budget.
 - Heating and fuel are staying the same.
 - Receiving EMS grant monies that is going toward purchasing armored vests.
 - Working with a vendor on a Braun Ambulance
 - Looking at CIP budget and overall fleet and how to plan for 10 years ahead.
 - Looking at upgrading radio communications in the future
 - Looking into applying grants
 - Place holders in CIP for safety equipment if not awarded a grant and planning for new ambulance.
 - Select Chair Bruno asked how much of the salary line was for OT. Chief Tupper indicated it was \$79,978. 2190hours of OT to date this year.
 - It's not uncommon to have 2-3 call outs per day – up to about 1000 calls this year.
 - Equipment repair budget is for required hose testing.
 - Peter Leavitt stood up to encourage the Town to think about the PFAS in turnout gear. Also to think about staffing issues and to not get too wrapped up in thinking about a few hours of OT
- Technology – Kevin Woodbrey
 - Operating budget mostly staying the same.
 - All the Town's technological needs are covered under one budget.
 - Networking area – Infrastructure servicing account has a lot of comments as we don't know exactly what budget those funds will come from. Working on a multi-year lease of fiber with a dark ring provided by Sebago Fiber.
 - Dark Fiber Ring – Presentation by Andrew Davis with Sebago Fiber
 - Looking to pay for some of the cost of Sebago Fiber through the TIF
 - Administration/Compensation & Training
 - Salary line includes stipend for Select Board
 - Contracts – changing payroll vendors, there is a one time set up cost but over the long run we will save \$2500 per year and receive a better product.
 - TRIO – used by the clerks are having an 8.5% increase.

- Legal and Audit is increasing significantly.
 - Rescue Billing moving back under administration.
 - Roadrunner fees to Windham Eagle are increasing slightly.
 - Travel and Training budget is being reduced.
 - The advertising budget is also being reduced.
 - Elections have been lowered.
 - Looking into paying more payments online to avoid postage.
 - Equipment lease is for the 2 in-house copiers.
 - Compensation and training are up \$10,000.
- General Assistance – Finance Director Keach
 - GA will be reimbursed 70% by the State.
 - Have received a couple of very generous donations allowing this line to be level set.
- Town Insurances-Finance Director Keach
 - 10-12% market increase budgeted for insurance and bonds
- Employee Benefits-Finance Director Keach
 - Health insurance had a 14% premium increase last year, budgeted for 15% increase.
 - Rates are \$611.50 for single, Employee and child is \$1131, Employee and Spouse is \$1223, Family is \$1895. 34 Full time employees.
 - Mr. Morse suggested going out to bid for insurance. Select Chair Bruno indicated the pricing doesn't really change.
 - Retirement \$257,000 – represents the union employer rate at 12.8% and staying the same. Non-union employer rate is 9.9% and is prorated for 10 months. If Maine PERS is not going to be offered to non-union employees, then that would be about \$43,000 back to the budget. Select Chair Bruno wants to look at the interest of the 20 eligible employees.
 - Select Chair Bruno suggested looking at the personnel policy and the probation period length and other things that could be done to help employee retention.
 - New law – paid medical family leave starting in January 2026 – the Town will need to think about funding that.
- Debt Service – Finance Director Keach
 - New debt on the \$1.150 million bond - \$276,000 due this year and drops every year
 - Retiring two bonds after this year
 - School payments will be reflected in the school budget in 2025.

5. Public Comment
- None

6. Budget-Finance Committee Comment
 - o Will have a date tomorrow night to set another B-F Committee meeting

7. Adjournment

Motion to adjourn at 10:13pm by Mr. Morse. Seconded by Mr. Gosselin.
Unanimously approved

Respectfully submitted,

*Melissa McConkey
Town Manager Admin*

Previous Meeting Minutes - February 29, 2024



Budget-Finance Committee

Department Head Review #2 Minutes

February 29, 2024, at 6:30pm

At Broadcast Studio & Via Zoom

Committee Members Present: Bob Gosselin, Karen Lockwood – Chair, Frank McDermott, Denis Morse, Deanna Lee, Shawn McKillop

Committee Members Absent: none

Select Board Members Present: Joe Bruno, Rolf Olsen, Teresa Sadak, Sam Gifford, Derek Ray

Select Board Members Absent: none

Town Staff Present:

Sue Look, Town Manager
Charisse Keach, Finance Director
Nathan White, Public Works Director
Joe Crocker, Parks & Recreation Director
Richard Dowe, Library Director
Cathy Gosselin, Deputy Treasurer

1. Called to order by Chair Lockwood at 6:30pm with a quorum present.
2. New Business
 - a) Department Head Review # 2
 - Provider Agencies – partially covered at the meeting on February 28, 2024
 - Southern ME Agency on Aging – Cynthia Masterman - 108 residents in Raymond have been helped with the money.
 - Crescent Lake Watershed Association – Russ Hutchinson – The request is larger because they are going to do a survey of the lake and implement changes based on the results.

- Resident and Comp Plan Committee co-chair Peter Leavitt spoke on behalf of the CBI staff and they are asking for a structure to be built so they don't have to wait in their vehicles to get out of the weather.
- Public Works – PW Director Nathan White
 - Operating Budget
 - There were not many changes in the operating budget this year.
 - Street striping has increased this year by a little over \$3k
 - Uniforms – the contract with uniform company went up. He did check in with 2 other uniform companies and the current company is still lower. This amount includes clothing allowance for crew, rags and shop materials for the mechanic.
 - Sand/salt staying at \$5.00 per yard but decreased the budget a bit because we are only at 2200 yards used out of 4000.
 - Overall operating budget increase is 0.76%.
 - Mr. McKillop asked about striping costs. We don't get updated with new pricing until May. We use the same amount of striping every year but it's hard to predict the actual cost for budget.
 - Mr. McKillop asked about staffing – we are fully staffed this year. A couple of members take comp time instead of OT. We have one per diem plow driver that does not get OT. Will be mowing in Minot, New Gloucester, and Naples this year. We bill the other towns for his time.
 - Mr. Morse asked if there should there be a line item added for shoulders? To help maintain the edges of the asphalt. PW Director White indicated that they should be able to maintain this year now that they are fully staffed. The State owns the maintenance on Egypt Rd and Route 85.
 - Paving, culvert replacement, heavy road maintenance comes out of the CIP account.
 - Solid Waste
 - Total budget is up 11.44%. This is a contracted rate with MSW. Hauling for waste and recycling both went up 2.9%.
 - Tipping rates have also increased for both items.
 - The average weekly tonnage is calculated by the highest capped fees and that is where we calculate the rates.
 - Trying to get a contract extension with MSW before they force us into automation. Then the town would be responsible for supplying the bins.
 - Resident Peter Leavitt spoke on behalf of Grace Leavitt on the Recycling Committee. If we could find a company to pick up compost bins so that people wouldn't put food waste into the recycling bins. A lot of recycling gets contaminated.
 - Select Bruno asked if there were any savings to purchasing bigger barrels and going bi-weekly. Director White indicated the summer

months would be tougher because of all the weekenders.

- Tree clean-up comes out of CIP.
- Cemeteries
 - Cemetery mowing is out for bid. Hoping to lower the costs but cutting some of the services out of the contract.
 - Snow blowing, roadside mowing, brush cutting will all be done in house instead of contracted out like previous years.
 - The previous company could not staff enough help to continue.
 - The rest of the cemetery budget is for software and repairs/maintenance.
- Town Buildings
 - Used for minor building maintenance, heating, and utilities for Town facilities.
 - Hoping to decrease this budget.
- CIP
 - This budget is mostly staying the same.
 - Equipment \$225k and facilities maintenance \$85k
 - Going to try and do improvement at 47 Main St. location. Have had 3 failed attempts due to pricing. Office space needed for Parks and Rec
 - The garage and snack shack going in at Tassel Top will not have office space.
 - Paving - \$410,000
 - \$22,000 has been spent so far on designing the new garage building.
 - B_F Committee Morse asked for next year to please list out the expenditures for the year.
- Proposed Public Works Garage
 - Waiting for the foundation design – won't be ready for until late June.
 - 6.2 million is the bond amount we have gotten paperwork for, the target goal is 5.8 million
 - Discussion on the water tank/sprinkler issue and the cost
 - Mrs. Lockwood asked if a needs assessment was done. Director White indicated it's an expense he didn't feel was necessary as this building is much smaller than most PW garages.
 - Mrs. Lockwood mentioned having a new building committee – Select Bruno says that we are too far gone in the process.
 - Discussion about adding on to District 2 instead of a new building.
 - The current bond estimate is a place holder until we have the final cost of a new building.
 - Chair Lockwood suggested writing the bond in a way that shows \$6.2 being the maximum amount.

- Parks & Recreation / Tassel Top – Parks & Rec Director Joseph Crocker
 - Asking for increase in salaries to support an Asst. Parks & Rec Director
 - Contracts – this is for portable bathrooms at Tassel Top and Veteran’s Park
 - Travel & training has been increased to support training for the new Asst. Parks & Rec Director, conferences, CPR & Lifeguard certifications to use the beach at Camp Hinds.
 - Summer camp is increasing from 35 kids to 50 kids a week. Renting out the entirety of Messer Hall where last year it was shared. Payment plans will be offered.
 - Last summer’s rain took away from projected revenue.
 - Looking to reevaluate park fee increases next year after snack shack and bathroom projects are completed.
 - Expecting to increase overall revenues this year in part because day camp is expanding.
 - CIP - \$35,000 to go towards playground and park improvements.
 - New pickleball courts are in the design phase.

- Raymond Village Library – Richard Dowe
 - Salaries – small increase for a 15 hour a month per diem employee
 - Asking for \$30 for new memberships to the Maine and American Library Association
 - Looking to increase the number of children’s books, fiction, and ebooks.

- Revenues – Finance Director Keach
 - Municipal revenues expecting to increase by \$150,000.
 - Auto excise taxes are on track.
 - The Library has a multi-bank securities investment that matures on May 28th.
 - Some revenue will be generated from PW mowing, but it’s not yet added into the budget – adding \$15,000.
 - Fire rescue billing is going up to \$260,0000.
 - Code Enforcement revenue going up to \$200,000.
 - Undesignated Fund Balance discussion
 - We have only received a portion of the money from the State for the tax stabilization program.

3. Public Comment

- Resident and Comp Plan Committee Co-Chair Leavitt commented that he was pleased with the workshop and how it seemed that Department Heads were looking ahead to the future and not just the fiscal year. Also stated that his work with the Comp Plan and the demographics show that the population is growing in the senior community, and we really need to look at more senior programming. Also discussed bringing back Lake Region Explorer service.

4. Budget-Finance Committee Comment

- Mr. Morse indicated he appreciates the heated responses, and it means that people care.

5. Select Board Comment

- Select Chair Bruno indicated this workshop was a lot of fun. He thinks it's the only way to bring everything out into the open to discuss it. He appreciates everyone and the work they do.

6. Adjournment

Motion to adjourn at 9:49pm by Mr. McKillop. Seconded by Mr. Gosselin.
Unanimously approved

Respectfully submitted,

*Melissa McConkey
Town Manager Admin*

Previous Meeting Minutes - March 11, 2024



Budget-Finance Committee

Workshop Minutes

March 11, 2024, at 6:30pm

At Broadcast Studio & Via Zoom

Committee Members Present: Bob Gosselin - Chair, Karen Lockwood, Frank McDermott, Denis Morse, Deanna Lee, Shawn McKillop

Committee Members Absent: none

1. Called to order at 6:30pm by Chair Lockwood with a quorum present
2. Budget Workshop
 - Dept. Head #1 presentation - Review and discuss.
 - Dept. Head #2 presentation - Review and discuss.
 - Review and discussion on CIP.

The Budget-Finance Committee discussed through each segment of the proposed budget and sent the following questions to the Town Manager:

1. *Administration – Legal and Audit:*
 - a. *On the budget sheet for July 1, 2023 – June 30, 2024, the Legal & Audit line has the total as 2023 Actual \$151, 856 and the FY24 (in Progress) listed at \$40,000.*
 - b. *The budget sheet for July 1, 2024 – June 30, 2025, lists the 2023 Actual at \$297,209.*
 - c. *The Budget Finance committee requests the sum of \$297,209 be broken out by line item with the total listed for each item beginning with FY2022.
(Previously requested by Deanna and in Process with the Town Manager)*
2. *Administration – Salaries*
 - 2023 Actual **\$440, 372.**
 - 2024 Budgeted **\$421,817**
 - 2024 Actual as of 12/31/2023 **\$332,790**

Halfway through the FY cycle at 12/31/2023 and more than half the salary budget spent. What has caused this discrepancy and is more budget needed?

3. *Debt Service*

- a. *Since many of us are new, is it possible to list the items that were included in each of the bonds, so we know the history of expenditures?*

4. *Liability Insurance*

- a. *Why did the Liability Insurance increase 26.775%?*
b. *Comm. Package \$92,150 (12% increase)*

5. *Health Insurance –*

- a. *Increase of \$116,000 or 23.43%. The Budget Finance Committee requests the Town send out a Request for Quote to three suppliers to submit proposals for Health Insurance coverage. This is good business practice.*

6. *Department Funds carried over and rolled forward to the next year.*

Will the Finance Director please provide a table that lists each department that is carrying funds forward, a column with the amount, and a column with the accrued amount in the rolled forward account, and a description about the intent of accruing the reserved funds? ie renovations, new trucks, paving, etc?

7. *Request that the Town Manager inquire to RSU 14 what have been the maintenance costs for the JSMS for the last three years?*

8. *CIP*

Items that need to be included in the CIP sheet that the Town needs to plan for:

Pickle Ball Courts

JSMS Renovation – Town Office, Community Center, Library

Recreation Office Renovation

Tassel Top – build additional cabins.

New RSU 14 Middle School

Fiber Optics Proposal ~ \$900k, Funding split with \$150k on hand, TIF, Bond

Public Works vehicles

Fire Dept Vehicles

Automated Trash Truck Trash Bins

9. *Public Comment*

None – No one on Zoom or in person

10. *Budget-Finance Committee Comment*

Mr. Morse thanked the Chair for setting up the meeting. This is a very diverse group. He thinks it is important for residents to know the background of the

Budget Finance committee and gave a brief description/introduction of their backgrounds.

11. Adjournment

Meeting adjourned at 9:15pm by Chair Lockwood

*Respectfully submitted,
Melissa McConkey, TM Admin*

Previous Meeting Minutes - March 12, 2024



Budget-Finance Committee
Joint Meeting with Select Board
Workshop Minutes

March 12, 2024, at 6:30pm

At Broadcast Studio & Via Zoom

Committee Members Present: Karen Lockwood – Chair, Bob Gosselin, Frank McDermott, Denis Morse, Deanna Lee, Shawn McKillop

Committee Members Absent: none

Select Board Members Present: Joe Bruno - Chair, Rolf Olsen, Teresa Sadak, Sam Gifford, Derek Ray

Select Board Members Absent: none

Town Staff Present:

Sue Look, Town Manager
Nathan White, Public Works Director
Joe Crocker, Parks & Rec Director
Charisse Keach, Finance Director
Cathy Gosselin, Deputy Treasurer
Alex Sirois, CEO
Bruce Tupper, Fire Chief
Wayne Jones, Fire Inspector

1. Called to order at 8:09 pm by Chair Lockwood with a quorum present

Due to the lateness of the hour, Chair Lockwood entertained a motion to postpone this meeting to March 18, 2024.

Motion to postpone meeting until March 18, 2024, by Mrs. Lee. Seconded by Mr. McKillop.
Unanimously approved

- ~~2. Approval of Minutes~~
 - ~~a) February 28, 2024~~
 - ~~b) February 29, 2024~~
- ~~3. Town Manager & Finance Director Updates (if needed)~~
- ~~4. Budget Workshop~~
 - ~~a) TIF~~
 - ~~b) Assessing~~
 - ~~c) Code Enforcement~~

- ~~d) Public Safety~~
 - ~~• Animal Control~~
 - ~~• Fire Department~~
- ~~e) Technology~~
- ~~f) Administration / Compensation & Training~~
- ~~g) General Assistance~~
- ~~h) Town Insurances~~
- ~~i) Employee Benefits~~
- ~~j) Debt Service~~
- ~~k) Provider Agencies~~
- ~~l) Public Works~~
 - ~~• Solid Waste~~
 - ~~• Cemeteries~~
 - ~~• Town Buildings~~
- ~~m) Parks & Recreation / Tassel Top~~
- ~~n) Raymond Village Library~~
- ~~o) Revenues~~
- ~~p) Capital Improvements~~
- ~~q) County Tax~~
- ~~5. Public Comment~~
- ~~6. Budget-Finance Committee Comment~~
- ~~7. Select Board Comment~~

- 8. Adjournment

Motion to adjourn at 8:10pm by Mrs. Lee. Seconded by Mr. McKillop.
Unanimously approved

Respectfully submitted,

*Melissa McConkey
Town Manager Admin*

Previous Meeting Minutes - March 14, 2024



Budget-Finance Committee

Workshop Agenda

March 14, 2024, at 6:30pm

At Broadcast Studio & Via Zoom

Committee Members Present: Karen Lockwood – Chair, Bob Gosselin, Frank McDermott, Denis Morse, Deanna Lee, Shawn McKillop

1. Call to order at 6:48 pm by Chair Lockwood with a quorum present.
2. Budget Workshop
 - Review of answers given by Town Manager Look to questions submitted by the committee.

Budget Finance Committee Requests

1. *Administration – Legal and Audit:*
 - a. *On the budget sheet for July 1, 2023 – June 30, 2024, the Legal & Audit line has the total as 2023 Actual \$151, 856 (I can not find this number, can you tell me which tab you see it under, please?) and the FY24 (in Progress) listed at \$40,000.*
 - b. *The budget sheet for July 1, 2024 – June 30, 2025, lists the 2023 Actual at \$297,209.*
 - c. *The Budget Finance committee requests the sum of \$297,209 be broken out by line item with the total listed for each item beginning with FY2022. (Previously requested by Deanna and in Process with the Town Manager)*

Category	DEBITS
Assessing	\$24.92
Audit	\$9,942.50
Codes Updates	\$8,847.32
FOAA	\$232.00
General	\$9,344.50
Land Use Issues	\$13,939.75
Personnel & Policy	\$4,418.00

Public Safety	\$2,000.00
Raymond Village Library	\$151.00
Sebago Land Use Violation	\$248,808.76
Total Legal & Audit	\$297,708.75
Audit	\$9,942.50
Sebago Land Use Violation	\$248,808.76
All Other Legal	\$38,957.49
FY 2022-2023 Budget	\$40,000.00

2. Administration – Salaries

2023 Actual **\$440, 372.**

2024 Budgeted **\$421,817**

2024 Actual as of 12/31/2023 **\$332,790**

Halfway through the FY cycle at 12/31/2023 and more than half the salary budget spent. What has caused this discrepancy and is more budget needed?

The overage is largely due to the severance agreement of the previous Town Manager pursuant to his contract which was paid in January but hit the Town bank account in December. There were other minor staff salary adjustments done in September that increased the line for the first half by just under \$12,000.

3. Debt Service

a. Since many of us are new, is it possible to list the items that were included in each of the bonds, so we know the history of expenditures?

- 2013 bond – road improvements
- 2015 bond – Sand/Salt building & fire truck
- Lease Purchase – Rescue/Pumper
- 2023 bond – Design PW garage, Shari Gagnon Park courts, and Tassel Top Snack Shack & potties (after ARPA funds have been expended)

4. Liability Insurance

a. Why did the Liability Insurance increase 26.775%?

b. Comm. Package \$92,150 (12% increase)

As you will see on the Proposed Budget page under the Insurance tab of your binder, the Liability/Vehicle Insurance line is expected to be

overbudget this year by \$12,790 or 16.5% and the projections we have received for the coming year is anywhere from a 6-12% increase over this year.

- \$2,185 is the cost of surety bonds for Charisse, Cathy, Sue Carr and Nathan*
- \$6,811 is the projected cost for Marine 1 for liability – a 6% increase*
- \$3,329 is the projected cost of cyber security insurance – a 10% increase*
- \$92,150 is the projected cost of the commercial package which consists of a blanket limit on building & contents, business auto, inland marine, general liability, employee benefits liability to include EMT / Paramedic liability, employment practices liability, public officials' liability, and an umbrella – a 12% increase*

5. Health Insurance –

- a. Increase of \$116,000 or 23.43%. The Budget Finance Committee requests the Town send out a Request for Quote to three suppliers to submit proposals for Health Insurance coverage. This is good business practice.*

We have an annual contract based on a calendar year, so we estimate how much the increase will be from January through June 30 for next year and we try to estimate on the high side. We have to fully fund the liability of the HRA each year and carry forward whatever is not used, so the budget is only to bring the carry forward up to the full liability. At renewal time our agent gets the quotes from all carriers (not only 3), picks the best prices for the town and works with the staff. We also had a slightly higher head count in 2024 and all the employees aged by 1 year which automatically increases the price. All the rates are approved by the State Bureau of Insurance.

6. Department Funds carried over and rolled forward to the next year.

Will the Finance Director please provide a table that lists each department that is carrying funds forward, a column with the amount, and a column with the accrued amount in the rolled forward account, and a description about the intent of accruing the reserved funds? ie renovations, new trucks, paving, etc?

The only funds that are carried forward are the CIP and the HRA.

7. Request that the Town Manager inquire to RSU 14 what have been the maintenance costs for the JSMS for the last three years?

Bill Hanson, the head of facilities for RSU 14, will get a report of the costs for JSMS to us in the next week or so (they are also in mid budget season). For now, he listed the major items that have been done to the school in the past 3 years:

- **2 new propane boilers**
- **New insulation in the roof with most of the roof being replaced**
- **All electric panels have been updated**
- **New AC in the office and IT room**
- **All new exterior and interior doors**
- **All new fire alarm system**
- **All new cameras**
- **All new LED lighting**

8. CIP

Items that need to be included in the CIP sheet that the Town needs to plan for:

- **Pickle Ball Courts – part of the 2023 bond**
- **JSMS Renovation – Town Office, Community Center, Library – the only mentions thus far (and they have been only in passing when looking forward to the return of JSMS to Raymond after the new Middle School opens) is that we may go out to bond for any needed renovations.**
- **Recreation Office Renovation – already in CIP Facilities**
- **Tassel Top – build additional cabins. – the funding for this is through the Tassel Top Enterprise fund and not a part of the Town budget**
- **New RSU 14 Middle School – The preliminary information we have from a presentation by Superintendent Christopher Howell to the Select Board on October 10, 2023, is that the State approved a subsidy of \$131,712,845 for the project and that the local portion would be \$39,838,444 in total, a portion of which will be Raymond's share.**
- **Fiber Optics Proposal ~ \$900k, Funding split with \$150k on hand, TIF, Bond – this project has not been approved to move forward, some may be paid by the TIF and we may add this to a bond effort**
- **Public Works vehicles – already in CIP – Equipment. For 2025 the plan is to replace the 2011 excavator and order a replacement for the 2009 dump truck (as long as nothing major breaks and as funding allows)**
- **Fire Dept Vehicles – already in CIP – Fire CIP**
- **Automated Trash Truck Trash Bins – there is no definite plan to require these by the vendor, they have thus far said that Raymond does not have the**

density to do this and they do not have enough of the specialized trucks as yet in their fleet, also there is no plan for the Town to buy them and give them to the citizens

- ~~• Dept. Head #1 presentation – Review and discuss.~~
- ~~• Dept. Head #2 presentation – Review and discuss.~~
- Review and discussion on CIP. – Discussion was done during the question/answer review.

3. Public Comment
None

4. Budget-Finance Committee Comment

a) Next meeting is Monday the 18th at 6:30pm with the Select Board invited

5. Adjournment

Motion to adjourn at 7:35pm by Mr. Gosselin. Seconded by Mr. McKillop.
Unanimously approved

*Respectfully submitted,
Melissa McConkey, TM Admin*

Previous Meeting Minutes - March 18, 2024



Budget-Finance Committee

Joint Meeting with Select Board

Workshop Minutes

March 18, 2024, at 6:30pm
(postponed from March 12)

At Broadcast Studio & Via Zoom

Committee Members Present: Bob Gosselin, Karen Lockwood – Chair, Frank McDermott, Denis Morse, Deanna Lee, Shawn McKillop

Committee Members Absent: none

Select Board Members Present: Joe Bruno, Rolf Olsen, Teresa Sadak, Derek Ray

Select Board Members Absent: Sam Gifford

Town Staff Present:

Sue Look, Town Manager
Charisse Keach, Finance Director
Nathan White, Public Works Director
Bruce Tupper, Fire Chief
Alex Sirois, CEO
Richard Dowe, Librarian
Cathy Gosselin, Deputy Treasurer

1. **Called workshop to order** at 6:30pm by Chair Lockwood with a quorum present

Due to calling a workshop to order, rather than a meeting the minutes can not be approved. They will be moved to be approved at the next regular meeting of the Budget-Finance Committee.

- ~~2. Approval of Minutes~~
 - ~~a) February 28, 2024~~
 - ~~b) February 29, 2024~~

3. Town Manager & Finance Director Updates (if needed)

Town Manager Look has learned from the Town Attorney that the TIF program was updated to include Broadband and Town Office renovations. Also, most municipalities pay 10% of the Town Manager's salary from the TIF.

Town Attorney is in the process of figuring out if all or part of the broadband/fiber project could be funded through the TIF, if so it would be added to the warrant to amend the TIF and go before the Select Board. If the TIF funds are there, we may be able to fund the entire project. Still looking into this option.

Finance Director Keach gave a summary of the packet given to the committee and the Select Board and some changes that were made to the original documents. In response to the question on the status of where we are with the undesignated fund balance, it hasn't changed a lot since it was reported in February. We had one accounts payable warrant for \$140k and one payroll cycle of about \$70k. The only difference in the prior projection would be if one or two revenues had seen a significant increase over the last two weeks. Not all revenues are posted daily, some are done at month end. CEO fees for March 1st through the 18th are almost equal to what they collected for the month of February. They are on track to collect another \$13-14k over the next 4 months. Same with auto excise tax, on track with what we collect monthly. Currently through March 15th we have collected \$45k and we typically collect around \$90k. LD290 funds (payment for senior tax stabilization) should be given in the next 60 days according to a Maine Revenue Services representative.

Mr. Morse asked about the 2023 fund balance, the warrant last year was written for up to \$200k and \$100k was used at commitment.

Select Sadak asked to clarify a couple of comments made from the two prior Budget-Finance committee meetings. Legal fees – we can't take out the name and write discipline. The Town is small, and we cannot do that. A question also came up about the 1% retirement for non-union employees in last year's budget, that was supposed to be in the budget, and it was inadvertently taken out. When it was brought to the Select Board's attention, they took a vote in June to add it to the budget. Another comment was made about the \$75,000 for the Selectman, in the past, the monies have been used to pay for things such as Marine 1 engines and roof repair at Public Safety. Select Chair Bruno indicated that it was a contingency fund. Select Sadak also wanted to clarify about the 5 years for insurance, we have never been with Maine State Retirement, we tried MMA but it was too expensive, so we went back to a smaller group for insurance. The question regarding the salt shed money and the money left over...PW Director White indicated that there was \$26k left over from the \$600k for the new building that went toward paving the front of the parking lot. The new roof was paid for by monies set aside in CIP that was going to toward building a storage shed but they decided instead to repair the old building. Director White also talked about purchasing sand and salt and how we are a year ahead on purchasing as we buy sand in June and haul it ourselves. Salt is purchased as needed because we don't have space to store the excess. Director White also clarified that we do a lot of firetruck repairs in-house. Also talked about cemetery mowing bids that went to the lowest bidder as Matt Sanborn is no longer doing it.

Select Chair Bruno also made an announcement. Himself, Town Manager Look and CEO Sirois and Hanson had mediation with Drummond and Woodsum

regarding the Sebago Lake violations. They have reached a settlement that has been approved by all parties and will be presented to the Board of Selectman on April 4th. If approved, there will be a significant income by June 15th. That is all that can be said about it right now.

Resident Deb Tarr spoke for Age Friendly Raymond and plans for senior programming.

4. Budget Workshop

a) TIF

- TIF expires in 2030 – the reserve balance is \$237,000. The attorneys may ask to increase the TIF. If TIF monies are used to help fund the fiber project other items may need to be taken out of the TIF. The project will need to be bonded, but the bond payment could come out of the TIF. There is also the possibility of some of the garage being paid out of the TIF. Any updates to the TIF need to be done via a Town Meeting. IT Director Woodbrey has also been setting monies aside in CIP to put toward the project.

b) Assessing

- Mr. Morse asked where the money comes from if someone files for an abatement. Select Chair Bruno indicated it comes from the overlay. There will be a bump up in the overlay for the two years after the reval.

c) Code Enforcement

- Select Chair Bruno indicated that with the settlement on the violation, there will be total restoration.

d) Public Safety

• Animal Control

- Select Sadak is not supportive of the ACO taking on a fourth town until the issues with the current three towns are resolved.
- The part time animal control hire was only seasonal for the summer.
- Each town is paying their own Animal Refuge fees
- Discussion of installing a GPS tracker in the ACO vehicle
- Not getting detailed information on call logs from the ACO
- Casco is responsible for ACO employee performance, Raymond is responsible for the vehicle, and Naples tracks her finances.

• Fire Department

- Chief Tupper talked about the crew doing maintenance, and the need for coveralls.
- Working with the local regional group of fire departments on trying to bulk buy supplies and uniforms. Trying to get all departments wanting the same specifications for items can be difficult but they are trying to work through it because there can be significant savings.

- They did find an alternative to turnout gear that does not contain PFAS
- Discussed radio replacement. It would be about \$189,000 but it's quad band radio. The new tower and the fiber project will help tremendously with communication issues due to rural area.
- Discussed cost of utilities and possibly putting in solar panels.
- Discussed moving the purchasing of air packs to 26-27 FY
- Discussed reducing OT

e) Technology

- Select Chair Bruno wanted clarification on if another bond would be needed after the initial bond to expand the fiber services. Andrew Davis from Sebago Fiber indicated that the initial ring would reach more than half of Raymond and the rest depends on how many subscribers.

f) Administration / Compensation & Training

- The change in the proposed budget is because we hired an outside candidate instead of an internal candidate so there is a change in salary.
- The ClearGov budgeting software contract will be cancelled and going back to TRIO/Spreadsheet.
- Switching payroll companies
- Legal line going down to \$40k
- Selectman salaries will be reduced by 2 salaries.
- COLA is only for union employees. Merits will be up to 4% for non-union
- Discussed moving merit pool monies to each Department budget

g) General Assistance

- The \$15,000 has been expended through February. We will be reimbursed 70%. We are seeing a lot of rents and food coming from this as well as heat.
- We have some very generous residents who donate to the Community Assistance fund.

h) Town Insurances

- Insurance on Marine 1 went up \$400.
- Cumberland County contributes money to the use of the boat the summers that they use it.
- The line-item amount covers all insurances.
- Selectboard would like to see the insurances broken out by Department.

i) Employee Benefits

- Adjusted based on new hire from outside instead of internal.
- Health insurance is looked at every year to get the best price from the different carriers

j) Debt Service

- Select Sadak asked if we should consider setting money aside for JSMS

renovations and maintenance.

k) Provider Agencies

- Select Chair Bruno would like to add a discussion to the March 25th Select Board warrant meeting to talk about which agency gets what amount.
- Finance Director Keach will provide a list of agencies who asked for money and the amounts they asked for

l) Public Works

- Solid Waste
 - Contracted rates so there is not much we can do. PW White has asked for a 3-year extension on the current contract.
- Cemeteries
 - New contracted rate of just over \$39k for the cemeteries, municipal buildings, and the 302 corridor.
- Town Buildings
 - Discussion on heating costs

m) Parks & Recreation / Tassel Top

- The biggest question is the extra person

n) Raymond Village Library

- No questions

o) Revenues

- No discussion

p) Capital Improvements

- Mr. Leavitt stood up to talk about sidewalks. He doesn't see anything in the CIP account for it. A lot of the feedback from the Town's people at the Comp Plan events are asking for sidewalks and improved road safety.
- There is \$41,000 set aside for a sidewalk match

q) County Tax

- No comments

5. Public Comment

None

6. Budget-Finance Committee Comment
None

7. Select Board Comment
None

8. Adjournment

Motion to adjourn at 9:44pm by Mr McDermott. Seconded by Mr McKillop.
Unanimously approved

Respectfully submitted,

*Melissa McConkey
TM Admin*

Annual Town Meeting Budget Warrant Articles

ARTICLE 3: Referendum Question A: To see if the Town will vote to:

1. Set the date the 1st half of taxes due to October 31, 2024, and the 2nd half of taxes due to April 30, 2025;
2. Set the interest rate for unpaid balances and for abated taxes at eight and a half percent (8.5%) for the fiscal year;
3. Authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. §506, with no interest; and
4. Authorize the Select Board on behalf of the Town to sell and dispose of any property acquired by the Town for nonpayment of taxes pursuant to the policy adopted by the Select Board, as may be amended from time to time, the policy to remain consistent with State statutes and laws; in all cases conveyance to be made by municipal quitclaim deed.

Select Board recommends recommend Article 3

Budget-Finance Committee recommends/does not recommend Article 3

ARTICLE 4: Referendum Question B: To see if the Town will vote to raise and appropriate **\$1,803,516** for General Government Services (Administration; Assessing; Code Enforcement; Recreation; Technology; and General Assistance).

The budget figures will be assigned as follows:

<u>Administration</u>	<u>\$836,969</u>
<u>Assessing</u>	<u>\$114,870</u>
<u>Code Enforcement</u>	<u>\$340,034</u>
<u>Recreation</u>	<u>\$268,381</u>
<u>Technology</u>	<u>\$228,262</u>
<u>General Assistance</u>	<u>\$15,000</u>

Select Board recommends recommend Article 4

Budget-Finance Committee recommends/does not recommend Article 4

ARTICLE 5: Referendum Question C: To see if the Town will vote to raise and appropriate **\$1,757,387** for Public Works.

The budget figures will be assigned as follows:

<u>Public Works</u>	<u>\$1,236,096</u>
<u>Town Buildings</u>	<u>\$51,237</u>
<u>Solid Waste</u>	<u>\$443,624</u>
<u>Cemeteries</u>	<u>\$26,430</u>

Select Board recommends recommend Article 5

ARTICLE 6: Referendum Question D: To see if the Town will vote to raise and appropriate **\$1,887,305** for Public Safety.

The budget figures will be assigned as follows:

<u>Fire/Rescue Department</u>	<u>\$1,840,162</u>
<u>Animal Control</u>	<u>\$47,143</u>

Select Board recommends recommend Article 6

Budget-Finance Committee recommends/does not recommend Article 6

ARTICLE 7: Referendum Question E: To see if the Town will vote to authorize the Select Board to dispose of Town owned personal property with value not to exceed **\$75,000**.

Select Board recommends recommend Article 7

Budget-Finance Committee recommends/does not recommend Article 7

ARTICLE 8: Referendum Question F: To see if the Town will vote to authorize the Select Board to appropriate from undesignated fund balance (surplus) to meet the unanticipated needs of the community that occur during the fiscal year and/or to adjust the tax rate as the Select Board deem advisable, an amount not to exceed **\$75,000**.

Select Board recommends recommend Article 8

Budget-Finance Committee recommends/does not recommend Article 8

ARTICLE 9: Referendum Question G: To see if the Town will vote to authorize the Select Board to transfer funds between appropriation accounts as long as the grand total of all appropriation is not exceeded, any such transfers to be approved only at a properly called public meeting of the Select Board.

Select Board recommends recommend Article 9

Budget-Finance Committee recommends/does not recommend Article 9

ARTICLE 10: Referendum Question H: To see if the Town will vote to authorize the Select Board to:

- Allow Town Staff to make application for and execute any documents related to a grant;
- Accept or reject grants, donations and/or gifts of money to the Town of Raymond; and
- Authorize the expenditure of monies awarded, donated and/or gifted for the purposes specified in the grant, donation, and/or gift.

Select Board recommends recommend Article 10

ARTICLE 11: Referendum Question I: To see if the Town will vote to authorize the Select Board to appropriate from undesignated fund balance (surplus) to reduce the property tax commitment as the Select Board deem advisable an amount not to exceed \$700,000.

Select Board recommends recommend Article 11

Budget-Finance Committee recommends/does not recommend Article 11

ARTICLE 12: Referendum Question J: To see if the Town will vote to appropriate \$341,097 from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2023-2024 project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

Select Board recommends recommend Article 12

Budget-Finance Committee recommends/does not recommend Article 12

ARTICLE 13: Referendum Question K: To see if the Town will vote to appropriate from the Tassel Top Park Enterprise fund the amount of \$121,515 for the administration of activities at the Park, and to allocate all revenues generated by Park operations to be recorded in and retained by the Tassel Top Park Enterprise fund.

Select Board recommends recommend Article 13

Budget-Finance Committee recommends/does not recommend Article 13

ARTICLE 14: Referendum Question L: To see if the Town will vote to appropriate from the Recreation Programs special revenue fund the amount of \$130,350 for the administration of activities at the programs, and to allocate all revenues generated by program operations to be recorded in and retained by the Recreation Programs Enterprise fund.

Select Board recommends recommend Article 14

Budget-Finance Committee recommends/does not recommend Article 14

ARTICLE 15: Referendum Question M: To see if the town will vote to raise and appropriate **\$613,918** for Debt Services.

The budget figures will be assigned as follows:

<u>2013 Public Works Road Construction Bond</u>	<u>\$202,500</u>
<u>2015 Public Works Sand/Salt Construction and Public Safety Replacement Engine Bond</u>	<u>\$85,850</u>
<u>2022 Lease Purchase Rescue Pumper Truck</u>	<u>\$49,568</u>
<u>2023 Tassel Top Snack Shack & PW Garage Design</u>	<u>\$276,000</u>

Select Board recommends recommend Article 15

Budget-Finance Committee recommends/does not recommend Article 15

ARTICLE 16: Referendum Question N: To see if the Town will vote to raise and appropriate **\$215,925** for the Raymond Village Library.

Select Board recommends recommend Article 16

Budget-Finance Committee recommends/does not recommend Article 16

ARTICLE 17: Referendum Question O: To see if the town will vote to raise and appropriate **\$1,015,000** for the Capital Improvement Program.

The budget figures will be assigned as follows:

<u>Public Works Equipment Reserve</u>	<u>\$225,000</u>
<u>Public Works Paving/Road Reserve</u>	<u>\$410,000</u>
<u>Municipal Facilities Improvements</u>	<u>\$85,000</u>
<u>Technology</u>	<u>\$100,000</u>
<u>Revaluation Reserve</u>	<u>\$45,000</u>
<u>Public Safety Fire Apparatus</u>	<u>\$115,000</u>
<u>Playground Improvements</u>	<u>\$35,000</u>

Select Board recommends recommend Article 17

Budget-Finance Committee recommends/does not recommend Article 17

ARTICLE 18: Referendum Question P: To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) accounts, the Healthcare Reimbursement Accounts (H.R.A.), and the Employee Compensation Account.

Select Board recommends recommend Article 18

Budget-Finance Committee recommends/does not recommend Article 18

ARTICLE 19: Referendum Question Q: To see if the Town will vote to raise and appropriate \$1,017,761 for the County Tax (\$80,574 is the second of five (5) annual, no-interest payments for six (6) months of taxes, January to June 2023, and \$937,187 is for the fiscal year July 2024 to June 2025 taxes, enabling Cumberland County to move from a calendar year to a fiscal year assessment).

Select Board recommends recommend Article 19
Budget-Finance Committee recommends/does not recommend Article 19

ARTICLE 20: Referendum Question R: To see if the Town will vote to raise and appropriate \$3,000 for Provider Agencies, \$2,000 for Crescent Lake Watershed Association and \$1,000 to be used at the Town Manager's discretion.

Select Board recommends recommend Article 20
Budget-Finance Committee recommends/does not recommend Article 20

ARTICLE 21: Referendum Question S: To see if the Town will vote to appropriate the total sum of \$2,155,288 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and any other sources.

Select Board recommends recommend Article 21
Budget-Finance Committee recommends/does not recommend Article 21

ARTICLE 22: Referendum Question T: To see if the Town will vote to accept certain State Funds as provided by the Maine State Legislature during the fiscal year beginning July 1, 2024, and any other funds provided by any other entity including but not limited to:

- Municipal Revenue Sharing
- Local Road Assistance
- Emergency Management Assistance
- Snowmobile Registration Money
- Homestead Exemption
- Tree Growth Reimbursement
- General Assistance Reimbursement
- Veteran's Exemption Reimbursement
- Business Equipment Tax Exemption (B.E.T.E.) Reimbursement
- State Grant or Other Funds

Select Board recommends recommend Article 22
Budget-Finance Committee recommends/does not recommend Article 22

ARTICLE 23: Referendum Question U: To see if the Town will vote to authorize the use of Town employees and/or Town owned equipment or independent contractor(s) hired by the Town for maintenance on private roads in special and certain circumstances where in the public's interest.

Select Board recommends recommend Article 23

Budget-Finance Committee recommends/does not recommend Article 23

ARTICLE 24: Referendum Question V: LD1: To see if the Town will vote to increase the property tax levy limit of \$3,935,385.36 established for the Town of Raymond by State law in the event that the municipal budget approved under the preceding articles will result in a tax commitment that is greater than that property tax levy limit.

Select Board recommends recommend Article 24

Budget-Finance Committee recommends/does not recommend Article 24

ARTICLE 25: Referendum Question W: To see if the Town of Raymond will vote to change its plan with the Maine Public Employees Retirement System (MainePERS) to add coverage for full-time, non-union employees effective September 1, 2024, and:

- a) To offer Regular Plan AC to its regular, full-time, non-union employees who are paid at least 1,664 hours per year between paid vacation, paid holiday, and paid sick time effective September 1, 2024; and
- b) To continue to offer Special Plan 3C to its regular, full-time firefighters and emergency medical services employees who are paid at least 2,080 hours per year between paid vacation, paid holiday, and paid sick time; and
- c) To exclude all other employees, including all other elected/appointed officials, from participating in MainePERS; and
- d) To allow its newly eligible employees who are currently employed by the Town on September 1, 2024, who elect to join MainePERS on September 1, 2024, the option to purchase prior service upon the employee's full payment of all associated costs. The Town will not participate in the purchase of prior service and so employees who wish to purchase prior service are responsible for paying the full liability associated with this

ARTICLE 26: Referendum Question X: Shall the Town of Raymond (the "Town"):

1. **Approve** a capital project including engineering and design costs, transaction costs, construction costs, and other expenses reasonably related thereto (the "Project") consisting of the building of a public works garage to be located at 170 Plains Road at an estimated cost of **\$6,200,000**;
2. **Appropriate** the sum of **\$6,200,000**, plus any additional premium, to provide for the costs of the Project;
3. **Authorize** the Town Treasurer and the Chair of the Select Board to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed **\$6,200,000**, plus any additional premium, to fund the Project; and
4. **Delegate** to the Town Treasurer and the Chair of the Select Board the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

1. **TOTAL BOND INDEBTEDNESS**

a. Bonds outstanding and unpaid:	\$	* 1,035,000
b. Bonds authorized and unissued (other than this loan):	\$	0
c. Maximum amount to be issued if approved:	\$	6,200,000

* \$285,000 will retire in FY 2024-2025

2. **COSTS**

At an estimated maximum interest rate of 3% for a twenty (20) year maturity, the estimated cost of this government obligation bond will be:

<i>Principal</i>	<i>\$</i>	<i>6,200,000.00</i>
<i>Interest</i>	<i>\$</i>	<i>1,910,375.00</i>
<i>Total:</i>	<i>\$</i>	<i>8,110,375.00</i>

3. **VALIDITY**

The validity of the bonds and the voter's ratification of the bonds may not be affected by any error in the above estimates. If the actual amount of the total debt service varies from the estimates, the ratification by the voters is nevertheless conclusive, and the validity of the bond issue is not affected by reason of the variance.



Charisse Keach, Town Treasurer

Select Board recommends recommend Article 26

Budget-Finance Committee recommends/does not recommend Article 26

ARTICLE 27: Referendum Question Y: Shall the Town of Raymond (the "Town"):

1. **Approve** a capital project including engineering and design costs, transaction costs, construction costs, and other expenses reasonably related thereto (the "Project") consisting of the installation of a municipal fiber ring to connect all municipal buildings at an estimated cost of \$667,000;
2. **Appropriate** the sum of \$667,000, plus any additional premium, to provide for the costs of the Project;
3. **Authorize** the Town Treasurer and the Chair of the Select Board to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$667,000, plus any additional premium, to fund the Project; and
4. **Delegate** to the Town Treasurer and the Chair of the Select Board the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

5. **TOTAL BOND INDEBTEDNESS**

a. Bonds outstanding and unpaid:	\$	* 1,035,000
b. Bonds authorized and unissued (other than this loan):	\$	0
c. Maximum amount to be issued if approved:	\$	667,000

* \$285,000 will retire in FY 2024-2025

6. **COSTS**

At an estimated maximum interest rate of 3% for an eight (8) year maturity, the estimated cost of this government obligation bond will be:

Principal	\$	667,000.00
Interest	\$	<u>81,317.50</u>
Total:	\$	748,317.50

7. **VALIDITY**

The validity of the bonds and the voter's ratification of the bonds may not be affected by any error in the above estimates. If the actual amount of the total debt service varies from the estimates, the ratification by the voters is nevertheless conclusive, and the validity of the bond issue is not affected by reason of the variance.



Charisse Keach, Town Treasurer

Select Board recommends recommend Article 27

Budget-Finance Committee recommends/does not recommend Article 27