



Budget-Finance Committee

Meeting Agenda

December 18, 2024 @ 6:30pm

At Broadcast Studio & Via Zoom

1. Call to order
2. Approval of Minutes
 - October 16, 2024
 - November 8, 2024
3. Discussion on the Exp/Rev Summary Report through November 30.
4. Discussion on the progress of the bank statement reconciliation July, August, September, October, November.
5. Update on the Town Audit
6. Discussion of the Rec Dept Facilities proposed rental at the Raymond Village Church and expenditure of CIP funds.
7. Discussion on Traffic Calming
8. Review the tentative FY2025-2026 Budget Schedule along with the Budget Meeting Calendar
9. Public Comment
10. Budget-Finance Committee Comment
11. Adjournment



Budget-Finance Committee

Meeting Minutes

October 16, 2024 at 6:30pm

At Broadcast Studio & Via Zoom

Committee Members Present: Karen Lockwood, Deanna Lee, Frank McDermott [arrived at 6:56pm], Shawn McKillop, Cliff Small, Don Willard

Committee Members Absent: Chris Hanson

Town Staff Present:

Melanie Fernald (Town Clerk); Brenda Fox-Howard (Finance Director); Sue Look (Town Manager); Jason Williamson (Assistant Code Enforcement Officer)

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

2. Approval of Minutes

- September 18, 2024

Motion to approve as amended by Mr. Small. Seconded by Mr. Willard.

Mr. McKillop noted that he is referred to as co-chair, and that it should be Vice Chair. Requested that be amended.

Chair Lockwood called for a vote on the minutes with the requested amendment.

Unanimously approved

3. New Business

a. Update on the bank statement reconciliation for June, July and August

June statement is still in progress, due to irregularities with the prior month's reconciliation process. Since December of 2022, our TRIO accounting software was not used to reconcile the bank statements. Had to clear checks for the auditors for a full year. There will be a movement of money \$100,000 to properly close out the FY2024 – the close out instructions left behind for staff were not correct/clear to instruct which fiscal year items needed to be paid from. Working with auditors to get their review finished.

Auditors predict it may be early 2025 before their review/report is finished.

b. Consideration of the purchasing policies collected from other communities

Have not been able to obtain the policy from Yarmouth.

Chair Lockwood has made a summary sheet to compare the policies collected. All policies compiled use the Town Manager or their designee as the Purchasing Agent.

Significant sized purchases require prior approval by the Select Board or a Town Meeting. In Gray, a CIP plan is required to make big purchases. Three bidders are required for most town's policies for larger purchases; written specifications needed for item.

Committee discussed that they could make recommendations to Select Board/staff. Current policy was amended to match what was in practice. That made sense at the time, but should be looked at again.

Mr. Willard believes bidding is important. Mr. Small notes that a written bid makes it clear that all bidders are working on the same thing.

Select Board Vice Chair Sadak wanted it clarified that Public Works' purchases have all been cleared through Town Manager and the Select Board was aware.

Peter Leavitt, Leavitt Road – Comprehensive Plan Committee followed the RFP Policy. Some purchases are so specialized that multiple bidders may not be possible. In the example of finding a Planning Firm to help with the Comprehensive Plan, there was only one timely bidder.

Select Board Member Denis Morse - questioned some purchases made, whether the process was followed.

Vice Chair McKillop suggested that this committee make a recommendation and leave it to the Town for the details.

Mr. Willard agreed and suggested that the committee recommend that the staff/administration look at policy and bring a proposed revision to the Select Board and Budget-Finance Committee.

c. Review of State bid and Town truck specifications and pricing (Don Willard)

From a procedural view, would like to see bids; State bid specifications are 100+ pages long, list of trucks, municipalities can pick from those if needs match up. Recommend to select board/staff that a purchasing policy that's uniform across all departments, which includes a competitive bidding process.

Select Board Vice Chair Sadak asked how 3 bids are obtained when purchasing a specific item like a fire truck – those aren't made by regular manufacturers.

Mr. Small spoke to determining the desired specifications, then inviting qualified bidders/manufacturers to make a competitive bid, nationally sourced - current fire truck is being built in Wisconsin, we've bought from Canada in the past.

Mr. Willard noted that fire trucks are more specific items, Public Works equipment can be bought more locally, and local vendors can be used for maintenance and parts down the road

Ms. Sadak asked if a generic purchasing policy using bidding hinder Public Safety from obtaining bids.

Mr. Willard said that it shouldn't make things more difficult. There are vendors selling identical trucks in other states, they should submit bids to ensure we're getting the best price.

Select Board Member Denis Morse – ambulances can also be priced & purchased as the chassis and the body, which can extend the life of the whole unit. That also can shorten the current 3-year wait for an ambulance.

Motion to recommend that Town staff review the purchasing policy relative to other municipalities' for review and improvement by Mr. Willard. Seconded by Mr. Small.
Unanimously approved

d. Consideration of Financing a New Dump Truck & Excavator
(item was incorrectly included in one version of the agenda).

Motion to table the item by Mr. Small. Second by Mr. McKillop.

The truck has been ordered, it will not be financed, will be received in next fiscal year and paid for with next fiscal year's funds.

Unanimously approved

4. *Public Comment

Chair Lockwood opened the floor for public comment, the following individuals spoke:

Denis Morse – watch the Select Board meeting, watch how they handled the minutes.

Peter Leavitt, Leavitt Road – Public review of the draft version of Comprehensive Plan, draft is posted on website, at the beginning of the Comprehensive Plan is the statement to "invest in road and traffic improvements". The Plan has assigned responsible parties to help with certain action items within the plan. Speeding is a national issue, accidents may be down, but deaths are up. Solving the traffic/speeding issue will likely be a multi-step process: traffic-calming measures, signs, speed tables, speed bumps, increased police presence.

Noted that implementation of the Comprehensive Plan will need to be a group effort, with the backing of all the boards and committees in town.

5. Budget-Finance Committee Comment

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

6. *Next Meeting

- Friday, **November 8, 2024 @ 6:30pm** (due to availability of videographer)
Discussion of if and when to hold the next couple of meetings.
Finance Director Fox-Howard said based upon her current knowledge and the extra work being done on the audit, budget season may need to start later than usual.
Town Manager Look said she'll sit with the Finance Director to come up with a plan, then run it by the Select Board, then set dates with the input from the

Budget-Finance Committee. The budget schedule will be forthcoming – will gear up soon.

7. Adjournment

Motion to adjourn at 8:05pm by Mr. McKillop. Seconded by Ms. Lee.

Unanimously approved

Respectfully submitted,

Melanie Fernald, Town Clerk



Budget-Finance Committee Minutes

November 8, 2024 at 6:30pm

At Broadcast Studio & Via Zoom

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

Committee Members Absent: Chris Hanson

Town Staff Present:

Brenda Fox-Howard (Finance Director); Sue Look (Town Manager); Nathan White (Public Works Director)

1. **Called meeting to order** at 6:39pm by Chair Lockwood with a quorum present
2. Approval of the Minutes
None
3. Update on the progress of the bank statement reconciliation for June, July and August.
Finance Director Fox-Howard said that the June statement is complete, July is still in process because there was a heavier workload to finalize that month. By the next meeting, the expenditures and revenues should be completed through at least July, if not also August.
Ms. Lee asked for clarification on a few budget lines. The salary line is higher than usual right now. Town Manager Look explained that two employees have left and that higher amount reflects is already over budget. Without looking into it deeper, Town Manager noted that there have been more meetings to be broadcast and that the salary has been increased a bit. She and Finance Director Fox-Howard both noted that they'll look into that further for an explanation of the increase.
Ms. Lee asked whether anyone present could answer questions about Fire Department vehicles and contracts. The answer for that question will have to be directed to the Fire Department directly.
Public Works Equipment Maintenance is budgeted for \$75,000 and is currently at \$103,000. Director White noted that equipment has broken that doesn't normally break, and the cost of repairs has gone up higher than was budgeted for.
Milfoil Removal costs are up significantly. This was clarified that the Town has taken over milfoil from Raymond Waterways this year, it's subcontracted out. There was supposed to be some cost sharing that hasn't come through. Mr. Small noted that he's on the board of directors for one of the groups that was involved in the cost sharing for this expense, and he recalls they sent a check to the Town. He also noted that there should be funds from a State grant applied also.

Vice Chair McKillop noted that he asked for more money for the milfoil remediation budget, but it was denied. He said he will be asking for more money again this next budget, since there is clearly a trend of it costing more than has been budgeted. The playground line has been overspent. Director White noted that is a carryover account from the CIP budget, and that Joe Crocker has plans for that.

4. Update on the progress of the Fiscal Audit conducted for FY23-24.

Finance Director Fox-Howard said that the auditors reached out again earlier this week for some additional information and noted that they are likely to request more information next week. The auditor's review is ongoing.

5. Staff Update on the Budget-Finance Committee recommendation for updated purchasing policy.

Town Manager Look noted that she's reviewed the recommendations and the copies of policies from other municipalities. She's currently focused on the audit, and helping Finance get ready for the next budget season. Once those are more settled, she will turn her focus to the policies, once some proposed changes have been formed, they will be submitted to the Select Board for their consideration.

6. Tabled Item from October 16th meeting: Discussion of financing a new dump truck and excavator.

Public Works Director White said that during the budget process last year, he had discussed financing the dump truck and excavator with the Select Board. After the meeting, it was decided to go with another direction. The truck will be built and put together by Allegiance Truck sometime late summer 2025. There will be about 140,000 carried over and the \$225,000 that's normally budgeted for that, which will give plenty of money to pay for it without needing to finance. The excavator purchase will be reviewed through the next budget process.

Mr. Willard asked about a non-appropriation clause in the contract for the truck. This would allow the Town to back out of the agreement in the rare event that the budget item does not pass at the Annual Town Meeting. Director White said that was included in the agreement.

7. Discussion of Traffic Calming Solutions in Raymond.

Vice Chair McKillop asked Director White to give an update of the status of borrowing a sign from the County. The County isn't loaning signs again until the spring. The Town's sign is up and running as of today and should be out on Egypt Road in the beginning of next week. This sign will record top speed, traffic count, low speed, and will flash when one goes over the speed limit – it can be set for whatever speed.

It will go on Egypt Road first, and will need to be pulled when any snow comes.

Vice Chair McKillop noted that the fatal accident on Egypt Road has made him more focused on taking more action, and budgeting for necessary action. Feels that people are only thinking of themselves, passing in No Passing Zones, passing stopped school busses, speeding, driving recklessly. Signs aren't going to be the solution.

Mr. McDermott has noticed many posts on social media where many people are complaining about speeding and other traffic safety concerns.

Select Board Vice Chair Sadak spoke to a past request/discussion with Sheriff Joyce; it was said that if Raymond develops our own police department, any Sheriffs that are

patrolling here will be pulled out of Raymond and would be assigned elsewhere in the County. This is a more complex issue to resolve.

Mr. McDermott clarified that people seem to be requesting contracted Sheriff Deputies, not the creation of our own police Department.

Vice Chair McKillop feels that having a contracted Deputy or two present would make a difference. Noticed an increased police presence in his travels on Wednesday, and that seemed to keep drivers in line.

Further discussion centered around how to proceed with the research and implementation of an appropriate increase in police presence.

Motion to recommend that the Select Board create a committee to study the police enforcement in the Town of Raymond by Mr. McKillop. Seconded by Mr. McDermott
Unanimously approved

8. Discussion of December Budget Finance Committee meeting date.

- Wednesday, December 18th, 2024 @ 6:30PM

9. Public Comment

Chair Lockwood opened the floor for Public Comment, no one spoke.

10. Budget-Finance Committee Comment

Chair Lockwood opened the floor for Committee Comment, the following individuals spoke:

Vice Chair McKillop noted that the Comprehensive Plan Committee members handed out 1000 flyers on Election Day. Encouraged everyone to go on the Town's website to review the Plan and to comment on any feedback.

Mr. McDermott noted that the Comprehensive Plan Committee is holding a Public Hearing on the Plan on December 4th at 6:30pm

11. Adjournment

Motion to adjourn at 7:25pm by Mr. McDermott. Seconded by Vice Chair McKillop.
Unanimously approved

Respectfully submitted,

Melanie Fernald, Town Clerk

SCHEDULE FY2026 BUDGET DEVELOPMENT

JULY 1, 2025 – JUNE 30, 2026

(“Joint Meeting” is a Select Board meeting with the Budget-Finance Committee invited)

Date	Who	Description
Tuesday, December 10, 2024	Select Board	6:00pm – Set budget goals and approve tentative meeting calendar
Wednesday, December 18, 2024	Budget-Finance Committee	6:30pm – Review budget meeting calendar
Friday, January 16, 2025	Outside Agencies	Submit proposed budget(s) to Town Manager and Finance Director
Thursday, January 30, 2025	Department Heads	Submit proposed budget(s) to Town Manager and Finance Director
Wednesday, February 19, 2025	Town Manager	Submit proposed budget to Select Board and Budget-Finance Committee
Wednesday, February 26, 2025	Joint Meeting	6:00pm – Department Head Review #1 (CIP Requests with be reviewed & discussed at the time of the coinciding department review.) <div>AdministrationPublic Safety AssessingAnimal Control Code EnforcementFire Department General AssistanceTechnology Town InsurancesDebt Service Employee BenefitsTIF</div>
Thursday, February 27, 2025	Joint Meeting	6:00pm – Department Head Review #2 (CIP Requests with be reviewed & discussed at the time of the coinciding department review.) <div>Public WorksPublic Services Solid WasteCemeteries Town BuildingsProvider Agencies Parks & Recreation / Tassel Top Raymond Village LibraryRevenues</div>
Tuesday, March 11, 2025	Joint Meeting	7:00pm (approximately) – Budget Workshop following Select Board Regular Meeting at 6:00pm
Friday, March 14, 2025	Town Manager	Submit the draft Warrant Budget Articles to the Select Board and Budget-Finance Committee
Tuesday, March 25, 2025	Select Board	6:00pm – Warrant article review and recommendations

Date	Who	Description
Tuesday, April 1, 2025	Budget-Finance Committee	6:30pm – Vote on recommendations for each budget warrant article
Thursday, April 3, 2025	Select Board	6:00pm – Final Warrant Approval
Tuesday, April 8, 2025	Select Board	6:00pm – 1 st Public Hearing for the Annual Town Meeting Warrant
Tuesday, May 13, 2025	Select Board	6:00pm – 2 nd Public Hearing for the Annual Town Meeting Warrant
Tuesday, June 10, 2025	Annual Town Meeting	7am-8pm – Secret Ballot Referendum Vote – at JSMS Gym