



Budget-Finance Meeting

Wednesday, August 20, 2025 at 5:30 pm

Meeting Location

At the Broadcast Studio & Via Zoom* & on YouTube

Virtual Meeting Details

* URL: [Zoom Link](#)

Budget-Finance Committee Meeting

1. Call regular meeting to order

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

2. Approval of minutes from previous meeting(s)

- a. May 28, 2025 - Budget-Finance Meeting Minutes
- b. July 16, 2025 - Budget-Finance Meeting Minutes

3. New Business

- a. Discussion on applications for the vacancy created by the election of Chris Hanson to the Select Board

4. Public Comment

5. Budget-Finance Committee Comment

- a. Next Meeting: Wednesday, September 17, 2025

6. Adjournment

Contact: Melanie Fernald, CCM, CMC (melanie.fernald@raymondmaine.org 207-655-4742, ex 121) | Agenda published on 08/19/2025 at 5:15 PM



Budget-Finance Committee Meeting Minutes

May 28, 2025 at 6:30pm

At Broadcast Studio & Via Zoom

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

Committee Members Absent: Chris Hanson

Town Staff Present: Joe Crocker (Town Manager), Richard Dowe (Library Director), Bruce Tupper (Fire Chief), Nathan White (Public Works Director), Jason Williamson (Code Enforcement Officer)

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

2. Approval of Minutes

- April 16, 2025

Motion to approve as presented by Mr. Small. Seconded by Mr. McDermott
Unanimously approved

3. Discussion with Department Heads on New Process for Development of the 5-year CIP Plan

Chair Lockwood described the form that Department Heads can use to submit CIP budget requests, to help the Budget-Finance Committee formulate the CIP Plan moving forward. Town Manager Joe Crocker clarified the flow of the documentation – form submitted to the Town Manager, who will collect the information and pass it along to the Budget-Finance Committee Chair, who is currently formulating a comprehensive spreadsheet for all department requests as predicted for the next 5 fiscal years. Discussion around how to handle the expenses for the renovations on the Jordan-Small Middle School when ownership shifts back to the Town.

4. *Discussion on a Budget-Finance Committee tour of the Fire and Rescue building
Chair Lockwood noted that she's been discussing the idea of having a tour of the Fire and Rescue Buildings instead of the July or August meeting. Group consensus was to schedule the tours of the two buildings in place of the August 20th Budget-Finance Meeting.

5. Public Comment

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

- Peter Leavitt, Leavitt Road

Budget-Finance Committee Comment

Chair Lockwood opened the floor for Committee Member comment; the following members spoke:

- Cliff Small
- Karen Lockwood
- Don Willard

Reminder: *Informational Meeting on the Annual Town Warrant
Saturday, May 31, 2025, 10am, Jordan Small Middle School*

6. Adjournment

Motion to adjourn at 7:09pm by Mr. McDermott. Seconded by Mr. Small.

Unanimously approved

Respectfully Submitted,

Melanie Fernald, Town Clerk



Budget-Finance Committee Meeting Minutes

July 16, 2025 at 6:30pm

At Broadcast Studio & Via Zoom

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

Committee Members Absent: Chris Hanson

Town Staff Present: Joe Crocker (Town Manager), Melanie Fernald (Town Clerk)

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

Nomination of Karen Lockwood as Chair by Mr. Willard. Seconded by Mr. McDermott.

Motion to cease nominations by Mr. McDermott. Seconded by Ms. Lee.
Unanimously approved the nomination of Karen Lockwood as Chair

Nomination of Shawn McKillop as Vice-Chair by Mr. Willard. Seconded by Ms. Lee.

Motion to cease nominations by Mr. McDermott.
Unanimously approved the nomination of Shawn McKillop as Vice Chair.

3. Approval of Minutes
 - none
4. Discussion on the vacancy created by the election of Chris Hanson to the Select Board.

Discussion around the differences between the Budget-Finance Ordinance and the Select Board By-Laws on this process.

Chair Lockwood asked Committee Members for their thoughts on how to move forward with filling this vacancy or leaving it vacant. The consensus was to advertise the vacancy, accept applications and for the Committee to make a recommendation to the Select Board for the temporary fulfillment of the position (until the June 2026 Election).

Motion to fill the position in accordance with the Select Board's By-Laws section 25.2 by Mr. Small. Seconded by Vice Chair McKillop.

Unanimously approved

Discussion followed around recommending that the Select Board consider forming a group (committee?) to review ordinances and policies and bylaws. Select Board Chair Morse was in attendance and agreed to add this idea to a future agenda.

5. Discussion on clarifying what are considered Capitol Improvement items, and determining the dollar threshold for major and minor category improvements.

The Committee discussed their thoughts on what should and should not be considered Capitol Improvement Plan items, and how/whether to categorize different items: major/minor, short-term/long-term.

6. Discussion on an update from the Town Manager on the new CIP project request process. Are any CIP projects in the pipeline or been submitted? The deadline for submittal is September 1st.

Town Manager Crocker noted that the CIP process needs to be updated and standardized before any requests can be accommodated.

7. Discussion on an updated Budget Summary to include the results from the warrant articles, the school budget and the county budget.

Town Manager Crocker noted that Brenda is finishing the reports and it will be forthcoming.

8. Discussion on an updated CIP Reserves carry forward sheet be provided to the committee.

Town Manager Crocker noted that one more item is needed before final numbers can be reported.

9. Discussion of a request that the Town Manager review the Purchasing Policy documents from other towns provided to the committee last year and suggest updates to the Raymond Policy.

Town Manager Crocker noted that he could not open some of the documents shared with him by Chair Lockwood. The two of them will coordinate to be able to move forward with research and reformulation of the policy.

10. Update the Budget-Finance Committee that the tour of the Fire and Rescue buildings on August 20th will begin at 6:00pm at the 1443 Roosevelt Trail location.

11. Public Comment

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

12. Budget-Finance Committee Comment

Chair Lockwood opened the floor for Committee Member comments; the following Members spoke:

- Don Willard
- Deanna Lee
- Town Manager Joe Crocker
- Select Board Vice Chair Kaela Gonzalez
- Shawn McKillop

13. Adjournment

Chair Lockwood adjourned the meeting at 7:32pm.

Respectfully submitted,
Melanie Fernald, Town Clerk