

Town of Raymond  
401 Webbs Mills Road  
Raymond, Maine 04071

BUDGET/FINANCE COMMITTEE  
MEETING

MINUTES  
Monday, April 3, 2006

Attendance: Rolf Olsen, Chairman Budget Committee; Suzanne Brockelbank; Tucker Cole; Dennis Cole; Jean Carter; Ralph Bartholomew; Louise Murray; Frank McDermott, Budget/Finance Committee; Betty McDermott, Chairman Board of Selectmen; Mike Reynolds; Dana Desjardins, Selectmen; Don Willard, Town Manager; Elizabeth Cummings, Finance Director; Nathan White, Public Works Director; Denis Morse, Fire Chief; Josh Stevens, Assistant Code Enforcement Officer; and Kevin Woodbrey, Technology Coordinator.

Absent: David Rowe

Others: Vicki Woodbrey.

1. Call to order. Rolf Olsen called the meeting to order at 7:00 pm at the Town Office.
2. To approve the minutes of:
  - a. March 20, 2006

MOTION: Suzanne Brockelbank motioned to approve the minutes as written. Seconded by Dennis Cole.

VOTE: Unanimous. 8-0

**NOTE:** Article numbers are those for 2006-2007 Warrant Articles draft of April 3, 2006.

DISCUSSION: Mr. Willard explained the budget changes since the last Budget/Finance Committee meeting. He added there were two increase articles: 1) Public Works for a \$175,000 paving reserve and 2) \$85,000 for the Fire Department reserve. He said the estimated mil rate for the LD1 budget only would be 9.42 and including the budget and increase articles it would be 9.69. Mr. Desjardins asked to increase the Parks budget by \$1,000 for soccer. Mr. Willard felt that might be possible with the changes to the budget having to do with the GIS position change and the associated benefit package which will not be needed.

**ARTICLE 2:** To see if the Town will vote to participate in the Cumberland County Housing and Community Development programs of the Federal Department of Housing and Urban Development, including but not limited to the Community Development Block Grant Program (CDBG) and the Home Program; to designate its population to be included in the calculation of Cumberland County's funds by the U.S. Department of Housing and Urban Development (HUD) and to authorize the Board of Selectmen to execute an agreement with Cumberland County to formalize the same.

*EXPLANATION:* Cumberland County communities, by working together as a group, hope to become an "Entitlement County" which would secure a level of shared federal grant receipts exceeding current individual levels.

The Selectmen \_\_\_\_\_ adoption of this Article.  
The Budget/Finance Committee \_\_\_\_\_ adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.

VOTE: Unanimous 8-0

**ARTICLE 3:** Frye Island Public Safety Agreement. To see if the Town will vote to authorize the Board of Selectmen to enter into an inter-municipal law enforcement services agreement with the Town of Frye Island on such terms and conditions as they deem advisable.

*EXPLANATION:* The purpose of this Agreement is to authorize the partnership between the towns of Raymond and Frye Island in cooperation with the Sebago Water Safety Watch to provide boating safety advisory services and patrol activity on Sebago Lake.

The Selectmen \_\_\_\_\_ adoption of this Article.  
The Budget/Finance Committee \_\_\_\_\_ adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Dennis Cole.

VOTE: Unanimous 8-0

**ARTICLE 4:** To see if the Town will vote to accept an endowment in the amount of \$25,000 from Anne and Jack Spiegel of Portland, Maine and former owners of the area now known as Morgan Meadow Wildlife Management Area, for the establishment of the "Anne and Jack Spiegel Fund for Morgan Meadow".

*EXPLANATION:* The interest income from this endowment fund shall be used to develop and maintain public recreation enhancements on the existing property or to fund the cost of additions to the property that may result from future purchases of abutting property. Funds from this endowment may also be used to educate

the public in wildlife and forest management within the bounds of the property. After 25 years from the date of this gift, both income and principle may be used for the foregoing purposes. Expenditure of monies from this endowment fund may be made only after approval by the Town's governing body and upon recommendation of the Conservation Commission or similar body. Since the Morgan Meadow Wildlife Management Area is State owned and controlled, approval from the Maine Department of Inland Fisheries and Wildlife will also be required.

The Selectmen \_\_\_\_\_ adoption of this Article.

The Budget/Finance Committee \_\_\_\_\_ adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.

VOTE: Unanimous 8-0

**ARTICLE 5:** LD1. To see if the Town will vote to increase the property tax levy limit of \$1,506,900 established for the Town of Raymond by State law in the event that the municipal budget approved under the following articles will result in a tax commitment that is greater than that property tax levy limit.

The Selectmen \_\_\_\_\_ adoption of this Article.

The Budget/Finance Committee \_\_\_\_\_ adoption of this Article.

MOTION: Tucker Cole motioned to approve the article. Seconded by Frank McDermott.

VOTE: Unanimous 8-0

**ARTICLE 6:** To see if the Town will vote to authorize the creation of a road construction, pavement management reserve in the amount of \$175,000.

*EXPLANATION:* This reserve account is proposed as an override to the spending limits allowed under LD1 and would result in an estimated increase of \$0.18 on the Fiscal Year 06/07 mil rate. This results in an additional \$18 per \$100,000 valuation or a 5.27% increase to the Municipal Budget which is currently at the LD1 allowed limit of 3.38%.

The Selectmen \_\_\_\_\_ adoption of this Article.

The Budget/Finance Committee \_\_\_\_\_ adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Tucker Cole.

VOTE: Unanimous 8-0

**ARTICLE 7:** To see if the Town will vote to authorize the creation of a Fire Department reserve in the amount of \$85,000.

*EXPLANATION:* This reserve account is proposed as an override to the spending limits allowed under LD1 and would result in an estimated increase of \$0.09 on the Fiscal Year 06/07 mil rate. This results in an additional \$9 per \$100,000 valuation or a 2.56% increase to the Municipal Budget which is currently at the LD1 allowed limit of 3.38%.

The Selectmen \_\_\_\_\_ adoption of this Article.  
The Budget/Finance Committee \_\_\_\_\_ adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.  
VOTE: Unanimous 8-0

**ARTICLE 16:** To see if the Town will vote to authorize the Selectmen 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 Selectmen, 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.

The Selectmen recommend adoption of this Article.  
The Budget Committee recommends adoption of this Article.

MOTION: Dennis Cole motioned to approve the article. Seconded by Ralph Bartholomew.  
VOTE: Unanimous 8-0

**ARTICLE 17:** To see what date taxes will be due and to set an interest rate for unpaid amounts.

The Selectmen recommend 1<sup>st</sup> half to be due October 31, 2006 and 2<sup>nd</sup> half to be due April 30, 2007 with interest at eleven percent (11%) on any unpaid balances.

The Selectmen recommend adoption of this Article.  
The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.  
VOTE: Unanimous 8-0

**ARTICLE 18:** To see if the Town will vote to set the interest rate to be paid by the Town on abated taxes at eleven percent (11%) for the fiscal year.

The Selectmen recommend adoption of this Article.  
The Budget Committee recommends adoption of this Article.

MOTION: Suzanne Brockelbank motioned to approve the article. Seconded by Frank McDermott.

VOTE: Unanimous 8-0

**ARTICLE 19:** To see if the Town will vote to authorize the Board of Selectmen to dispose of Town owned personal property with value not to exceed \$35,000 and for such authority to begin May 21, 2006.

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.

VOTE: Unanimous 8-0

**ARTICLE 20:** To see what sum the Town will vote to authorize the Selectmen to borrow from or appropriate from fund balance (surplus) as they deem advisable to meet the unanticipated needs of the community that occur during the fiscal year.

The Selectmen recommend an amount not over \$50,000.

The Budget Committee recommends an amount not over \$50,000.

MOTION: Frank McDermott motioned to approve the article. Seconded by Dennis Cole.

VOTE: Unanimous 8-0

**ARTICLE 21:** To see if the Town will authorize the Selectmen, for the fiscal year 2006 - 2007, to transfer funds between appropriation accounts as long as the grand total of all appropriations is not exceeded. Any such transfers to be approved only at a properly called public meeting of the Selectmen.

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Ralph Bartholomew.

VOTE: Unanimous 8-0

**ARTICLE 22:** 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.

Note of explanation -- Three examples of when the use of Town employees and equipment is necessary include the following:

- A. Tying in work done on a public road that intersects a private road;
- B. Plowing snow on a private road to clear the way for emergency response apparatus; and
- C. In rare or emergency situations, maintaining private roads for school bus access to special education students as deemed necessary.

The Selectmen recommend adoption of this Article.  
The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.  
VOTE: Unanimous 8-0

**ARTICLE 23:** To see if the Town will vote to authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.

The Selectmen recommend adoption of this Article.  
The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.  
VOTE: Unanimous 8-0

**ARTICLE 24:** To see what sum the Town will vote to appropriate from the tax increment of the Pipeline/RT 302 Tax Increment Financing district for FY2006-2007 projects proposed in the Tax Increment Financing District Development Program.

Amount requested: \$187,399  
The Selectmen recommend adoption of this Article.  
The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Jean Carter.  
VOTE: Unanimous 8-0

**ARTICLE 25:** To see what sum the Town will vote to raise and appropriate for the Administration account.

Amount requested: \$483,905  
The Selectmen recommend adoption of this Article.  
The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.

VOTE: Unanimous 8-0

**Note: See Article 34**

**ARTICLE 26:** To see what sum the Town will vote to raise and appropriate for the Assessing account.

Amount requested: \$67,276

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.

VOTE: Unanimous 8-0

**ARTICLE 27:** To see what sum the Town will vote to raise and appropriate for the Town Hall account.

Amount requested: \$30,394

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Ralph Bartholomew.

VOTE: Unanimous 8-0

**ARTICLE 28:** To see what sum the Town will vote to raise and appropriate for the Insurance account.

Amount requested: \$477,723

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

DISCUSSION: It was discussed that \$7,460 could be taken from the GIS position's benefits to leave that budget item at \$470,263. And that \$1,000 could be added to the Parks and Recreation account and \$6,460 to Undesignated Surplus to be used to reduce the tax burden.

MOTION: Frank McDermott motioned to recommend \$470,263 for the Insurance account. Seconded by Suzanne Brockelbank.

VOTE: Unanimous 8-0

**ARTICLE 29:** To see what sum the Town will vote to raise and appropriate for the General Assistance account.

Amount requested: \$2,000

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.

VOTE: Unanimous 8-0

**ARTICLE 30:** To see what sum the Town will vote to raise and appropriate to publish six (6) issues of the *Raymond RoadRunner*.

Amount requested: \$3,600

The Selectmen recommend adoption of this Article.

The Budget/Finance Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.

VOTE: Unanimous 8-0

NOTE: The Budget/Finance Committee recommended deleting the Explanation on Article 31 so that confusion is waylaid.

**ARTICLE 31:** To see what sum the Town will vote to raise and appropriate to publish six (6) additional issues of the *Raymond RoadRunner*.

Amount requested \$3,600

*EXPLANATION:* Funding this Article will result in a \$0.0075 (or less than one cent) increase per thousand to the tax rate based upon the estimated 2006/2007 total valuation and will permit the *Raymond Road Runner* to be published monthly with a total of 12 issues.

The Selectmen recommend \_\_\_\_\_ of this article.

The Budget/Finance Committee recommends \_\_\_\_\_ of this article.

MOTION: Frank McDermott motioned to take no action on this article and to delete the explanation. Seconded by Ralph Bartholomew.

VOTE: Unanimous 8-0

**ARTICLE 32:** To see what sum the Town will vote to raise and appropriate for the Communications Coordinator.

Amount requested: \$10,000

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.



MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.

VOTE: Unanimous 8-0

**ARTICLE 33:** To see what sum the Town will vote to raise and appropriate for the Technology Department account.

Amount requested: \$102,700

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.

VOTE: 7 in favor 1 opposed (Cole)

**ARTICLE 34:** To see what sum the town will vote to raise and appropriate for Data Services – GIS/Information.

Amount requested: \$48,405

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

DISCUSSION: It was discussed that because of the position change would be kept for Mr. Willard's secretary and the rest for GIS. Transfer \$14,305 to the Administration account for the secretary position and leave \$34,100 for GIS/Information.

MOTION: Frank McDermott motioned to approve the article and divide as discussed. Seconded by Tucker Cole.

VOTE: 7 in favor 1 opposed (Cole)

MOTION: Suzanne Brockelbank motioned to reconsider Article 25. Seconded by Frank McDermott.

VOTE: Unanimous 8-0

MOTION: Suzanne Brockelbank motioned to raise and appropriate for the Administration Account \$498,210. Seconded by Frank McDermott.]

VOTE: Unanimous 8-0

**ARTICLE 35:** To see what sum the Town will vote to raise and appropriate for the Community Development account.

Amount requested: \$115,363

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.

VOTE: Unanimous 8-0

**ARTICLE 36:** To see what sum the Town will vote to raise and appropriate for the Fire Department account.

Amount requested: \$576,346

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.

VOTE: Unanimous 8-0

**ARTICLE 37:** To see what sum the Town will vote to raise and appropriate for the Sebago Water Safety Watch.

Amount requested \$3,000

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Tucker Cole.

VOTE: Unanimous 8-0

**ARTICLE 38:** To see what sum the Town will vote to raise and appropriate for the Animal Control account.

Amount requested: \$7,064

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Dennis Cole.

VOTE: Unanimous 8-0

**ARTICLE 39:** To see what sum the Town will vote to raise and appropriate for the Infrastructure account.

Amount requested: \$19,620

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.

VOTE: Unanimous 8-0

**ARTICLE 40:** To see what sum the Town will vote to raise and appropriate for the Public Works account.

Amount requested: \$475,247

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.

VOTE: Unanimous 8-0

**ARTICLE 41:** To see what sum the Town will vote to raise and appropriate for the Solid Waste account.

Amount requested: \$501,247

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.

VOTE: Unanimous 8-0

**ARTICLE 42:** To see what sum the Town will vote to raise and appropriate for the Cemeteries account.

Amount requested: \$17,408

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.

VOTE: Unanimous 8-0

**ARTICLE 43:** To see what sum the Town will vote to raise and appropriate for the Parks & Recreation account.

Amount requested: \$14,675

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Suzanne Brockelbank motioned to approve the article at \$15,675.  
Seconded by Dennis Cole.  
VOTE: Unanimous 8-0

**ARTICLE 44:** To see what sum the Town will vote to raise and appropriate for the Village Library.

Amount requested: \$26,500  
The Selectmen recommend adoption of this Article.  
The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.  
VOTE: 7 in favor 1 opposed (Cole)

**ARTICLE 45:** To see what sum the Town will vote to raise and appropriate for the Provider Agencies.

Amounts requested:	2006-2007 level
Tri-County Mental Health	\$2,712
Community Health Services	\$4,000
P.R.O.P.	\$5,500
Southern Maine Agency on Aging	\$1,950
Regional Transportation	\$2,935
Family Crisis Shelter	\$1,000
Raymond Extended Day Care	\$3,684
Raymond-Casco Historical Society	\$2,000

Amount requested: \$23,781  
The Selectmen recommend adoption of this Article.  
The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.  
VOTE: Unanimous 8-0

**ARTICLE 46:** To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) account.

The Selectmen recommend carrying forward any existing balance.  
The Budget Committee recommends carrying forward any existing balance.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.  
VOTE: Unanimous 8-0

**ARTICLE 47:** To see what sum the Town will vote to raise and appropriate for the Capital Improvement account.

Amount requested: \$418,463

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.

VOTE: Unanimous 8-0

**ARTICLE 48:** To see what sum the Town will vote to raise and appropriate for the County Tax account.

Amount requested: \$481,299

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Louise Murray.

VOTE: Unanimous 8-0

**ARTICLE 49:** To see if the Town will vote to appropriate the total sum of \$1,853,417 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.

The Selectmen recommend adoption of this Article.

The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article with an increase of \$6,460 for a total of \$1,846,957. Seconded by Suzanne Brockelbank.

VOTE: Unanimous 8-0

**ARTICLE 50:** 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, 2006 and any other funds provided by any other entity included but not limited to:

- A. Municipal Revenue Sharing
- B. Local Road Assistance
- C. Emergency Management Assistance
- D. Snowmobile Registration Money
- E. Tree Growth Reimbursement
- F. General Assistance Reimbursement
- G. Veteran's Exemption Reimbursement

#### H. State Grant or Other Funds

The Selectmen recommend adoption of this Article.  
The Budget Committee recommends adoption of this Article.

MOTION: Frank McDermott motioned to approve the article. Seconded by Suzanne Brockelbank.

VOTE: Unanimous 8-0

ADJOURNMENT: Rolf Olsen adjourned the meeting at 8:51 pm.

Louise H. Lester  
Town Clerk