

TOWN OF RAYMOND
401 Webbs Mills Road
Raymond, Me 04071

Budget/Finance Committee
MINUTES
Monday, September 17, 2007

Budget/Finance Committee present: Rolf Olsen, Chairman; Jean Carter; Dennis Cole; Tucker Cole; Robert Gosselin; Sue Accardi; and Jerilyn Ward.

Budget/Finance Committee member absent: Ralph Bartholomew and one resignation.

Staff present: Don Willard, Town Manager

1. Call to order: Rolf Olsen called the meeting to order about 7:00 pm at the Broadcast Studio.

2. Welcome new members:

DISCUSSION: There was discussion that with Brandon Milton's resignation a three-year term on the Budget Finance Committee was available. It was recommended that the Board of Selectmen would appoint someone for that term rather than not fill the seat.

Mr. Olsen welcomed back Jean Carter and Dennis Cole as Committee members.

3. Review duties of the Budget/Finance committee.

DISCUSSION: Mr. Olsen reviewed the duties of the Committee:

- a. review budget items
- b. give recommendations on proposed budget
- c. Finance portion to recommend possible revenue sources

4. Discuss schedule.

DISCUSSION: It was noted that with the school consolidation discussion proceeding, it was difficult to ascertain what the impact would be on our school budget. There was discussion of the school consolidation process. It was felt that there should be a meeting between the Budget Finance Committee and our School Consolidation committee to discuss the future. Mr. Olsen said that he would contact Sandra Caldwell, Raymond Superintendent, for this meeting.

It was decided that Monday evenings were still the best night to meet.

5. Determine items to be requested from school and municipal boards for budget reviews.

- a. That a no increase budget be presented first and then proceed from that.
- b. Present a justification for any new hired staff.
- c. Present an explanation of any increase or decrease in the school enrollment including special education classes.
- d. Look at payment of staff for extra duties over and above their salaries.
- e. Look at comparison of this extra duty expenditure against other towns.
- f. With the change in the Lake Region Suburban News circulation policy and their inclusion of town columns, is it necessary to continue the ROAD RUNNER.
- g. Have information sent to the Budget Finance Committee earlier so that there is more time to digest the materials.

- h. Have the School Board minutes from June 26, 2007 sent to the Budget Finance Committee to inform the Budget Finance Committee of the specific transfers involved in the transfer motion and the balance forward. It was felt the audit reports for town and school would be available very soon.
- i. Have appropriation control reports monthly from town and school so that can see how the year is progressing.
- j. Have copies of the audit reports which are submitted to the state.
- k. Be informed of any undesignated surplus spending to date.
- l. Provide an update on the One Raymond Committee standing at this time considering possible changes with the school consolidation.
- m. Have an update on the Building Committee's work if any.
- n. Have an update on any consolidation of services between the school and town.

6. Elect chair for year 2007-2008.

NOMINATION: There was a nomination and second for Rolf Olsen as chairman.

No other nominations.

VOTE: Unanimous

NOTE: Mr. Olsen said that he would arrange a meeting to discuss school consolidation.

7. Adjourn.

Mr. Olsen adjourned the meeting.

Louise H. Lester
Town Clerk