



BUDGET-FINANCE COMMITTEE

Minutes

November 3, 2014

6:30 p.m.

Broadcast Studio
423 Webbs Mills Road

ORGANIZATIONAL MEETING

Members in attendance: Marshall Bullock, Abigail Davis, Debra Duchaine, Peter Dunn, Robert Gosselin, Rolf Olsen, Nicholas Pitarys, Brian Walker

Also in attendance: Don Willard

Member(s) not in attendance: Stephen Crockett

1) Called to order at 6:30pm by Rolf Olsen

a) Welcome New Members – Debra Duchaine, Nicholas Pitarys, and Abigail Davis

Dana Desjardin and Tacy Hartley have left the committee and we thank them for their hard work. Also, would like to recognize Louise Lester for her years of taking the minutes for the Budget-Finance Committee.

Sue Look will be taking minutes for future meetings, but she is still getting ready for the election tomorrow and will take the minutes from the recording.

2) Elect new Chair and Vice Chair for New Term

Motion to nominate Rolf Olsen as the Chairman by Mr Dunn. Seconded by Mr Gosselin.

Unanimously approved.

Motion to nominate Marshall Bullock as the Vice-Chairman by Mr Dunn. Seconded by Mr Gosselin.

Unanimously approved.

3) Review of End of Year and Audit Reports

Mr Walker – page 16 – compensated absences – amounts to about 10% of our annual budget. Does sick time lapse? This is a large amount.

Chair Olsen – the sick time accrues each year and does not lapse.

Mr Walker – companies are now requiring the utilization of t

Mr Willard – There are limits in the Personnel Policy. It is a common occurrence in municipal government for employees who have been with the town for a long period of time to have accrued a good deal of time. Raymond has paid out the amount of accrued time and has paid out more than the time accrued.

Vice Chair Bullock – So there is a limit to the number of days.

The Chairman may take items out of order at their discretion.

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Mr Willard – There is no reserve set aside for this.

Mr Walker – note 3 – property taxes – when assessed value reaches 110% we need to revalue?

Chair Olsen – It is actually when we reach 85%.

Mr Willard – If the assessed value is grossly over (150% for example) we would want to look at the possibility of a reval.

Mr Walker – note 7 – Inter-fund Activity – Is there movement between accounts in our operating budget?

Mr Willard – The Selectmen have the ability to move funds, but they would need to vote on this. This is very rare and I can not think of an instance.

Chair Olsen – There is a warrant article that allows the Selectmen to do this.

Vice Chair Bullock – 302 Corridor Issue – there was an overage of \$5,600. What is this?

Mr Willard – This is to maintain the landscaping, materials, etc. There are seasonal fluctuations to the expenses. The bulk is in the summer. The waterline extension was a separate project and was funded by a grant.

Vice Chair Bullock – Health & Dental came in quite a bit under budget.

Mr Willard – We have found a different provider.

Mr Walker – When Nancy puts together the budget does she put in the seasonality of the expenses?

Chair Olsen – The budget will be flat lined and the expenses will show the seasonality.

Mr Walker – April and June – Why in Administration we were spot on on Salary in April and then in June we were over, and in Technology budget also ended over.

Mr Willard – The Salaries is due to the retirement of the Town Clerk.

Vice Chair Bullock – Was that hardware or software expenses?

Dominic Dymond – it was salary.

4) Discuss Budget Process

The Budget-Finance Committee does not develop the budget. We are seeing the figures at an early stage.

The Selectmen develop the budget

We have joint meetings with the department heads so we will hear the same input that the Selectmen hear.

We will make a recommendation for each warrant article for the Annual Town Meeting in June of 2015.

Ms Davis – Is there a deadline?

Chair Olsen – The deadlines are counted backward from Town Meeting. About 30 days prior to Town Meeting everything needs to be finalized so the warrant can be printed. Nancy will lay out a draft

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schedule. Generally we are not active in December.

Mr Walker – The Budget-Finance Committee and the Selectmen can each have a different recommendation in the Town Warrant.

Chair Olsen – We will have joint meetings with the Selectmen so the department heads do not need to present to 2 different groups. We can not give our recommendation until the Selectmen finalize their recommendation. We will deliberate after these joint meetings. We do try to end each meeting by 8:30pm.

6:30pm works well for all by consensus. Monday by consensus will remain the meeting night.

5) Requests from Committee Members for Information

Chair Olsen – Please send any questions for the Town Staff or Department Heads to me and I will forward to Mr Willard. This allows me to make sure that the answers are sent to all members.

Mr Willard – If the new members would like to come to the Town Office to speak to the staff to see what happens and what our processes are, I would be happy to set that up.

Chair Olsen – Any hardcopies will be kept at the Town Office with the Town Clerk and committee members can stop by to get copies.

Vice Chair Bullock – Any big expenses coming up this year?

Mr Willard – At this point there are none, but it does depend on decisions made by the Selectmen. It is possible that we could have some issues pertaining to equipment for Public Works. The Fire Department has not brought anything forth as yet. There has been a lot of work done on the roads. The Selectmen next meet on November 18th at 7pm and the road work will be discussed.

Vice Chair Bullock – Can we consider doing at least quarterly meetings through the year and fairly early in January?

Chair Olsen – We should have the December report by the end of the first week of January.

6) Public Comments

Mr Walker – Don't forget to fill out the Town Survey.

7) Adjournment

Motion to adjourn at 7:12pm by Mr Walker. Seconded by Mr Dunn.
Unanimously approved.

The Chairman may take items out of order at their discretion.

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From: Don Willard [<mailto:don.willard@raymondmaine.org>]
Sent: Tuesday, November 04, 2014 10:33 AM
To: Rolf Olsen, BFC; Samuel Gifford; Mike Reynolds; Joe Bruno; Lawrence Taylor;
teresa.sadak@raymondmaine.org; Nancy Yates
Subject: clarification-correction

Hello Rolf,

I need to clarify and correct an answer that I gave last night in response to one of Brian Walkers questions. The question concerned the town's "unfunded liability" for sick and vacation leave upon separation. The number in the audit report is the towns liability as of June 30th under the limits in the personnel policy and not necessarily what has actually been accrued by employees. Many employees, myself included, far exceed the maximum sick reimbursement (240 hours) allowed under the personnel policy. Some also exceed the vacation payout (152 hours) upon separation under the policy. I was also in error in stating that the town has historically paid vacation/sick leave in excess of the policy. Upon historical research this morning the employees that have separated from the towns employ have only been paid to the prescribed limits under the Personnel Policy.

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Don Willard
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