



**Budget-Finance Committee  
Minutes**

April 13, 2015

Broadcast Studio

423 Webbs Mills Road

Budget-Finance Committee members in attendance: Marshall Bullock, Abigail Davis, Debra Duchaine, Robert Gosselin, Rolf Olsen, Nicholas Pitarys, Peter Dunn, Brian Walker

Budget-Finance Committee members absent: Stephen Crockett

Selectmen in attendance: Mike Reynolds, Joe Bruno

Town Staff in attendance:

Don Willard – Town Manager  
Nancy Yates – Financial Director  
Nathan White – Public Works Director  
Bruce Tupper – Fire Chief  
Cathy Gosselin – Deputy Fire Chief  
Sue Look – Town Clerk

1) **Called to order** at 6:30pm by Chairman Olsen.

2) **Approval of minutes** of previous meetings dated March 2, 2015

**Motion** to approve the minutes as presented by Mr Walker. Second by Mr Gosselin.  
**Unanimously approved**

3) **New Business.**

a) **Consideration and Review of FY15-16 Budget and Approval of 2015 Annual Town Meeting Warrant**

**ARTICLE 8:** 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 Article 8.

**Motion** to recommend as presented by Mr Bullock. Second by Mr Dunn.

---

\* Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).

\*\* Items taken out of order

**Unanimously approved**

**ARTICLE 9:** 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, 2015 and 2<sup>nd</sup> half to be due April 30, 2016 with interest at seven percent (7%) on any unpaid balances.

The Selectmen recommend Article 9.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Walker.

Mr Dunn – Is the % the highest allowed by the state?

Fiance Director Yates – Yes

Mr Bullock – both dates are sat is this a problem

**Unanimously approved**

**ARTICLE 10:** To see if the Town will vote to set the interest rate to be paid by the Town on abated taxes at seven percent (7%) for the fiscal year.

The Selectmen recommend Article 10.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Bullock.

**Unanimously approved**

**ARTICLE 11:** 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.

The Selectmen recommend Article 11.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Dunn.

**Unanimously approved**

**ARTICLE 12:** To see if the Town will vote to authorize the Selectmen to borrow from or appropriate from undesignated fund balance (surplus) as they deem advisable to meet the unanticipated needs of the community that occur during the fiscal year with amount not to exceed \$75,000.

The Selectmen recommend Article 12.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Dunn.

**Unanimously approved**

**ARTICLE 13:** To see if the Town will authorize the Selectmen, for the fiscal year 2015 - 2016, 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 Article 13.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Dunn.

**Unanimously approved**

---

\* Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).

\*\* Items taken out of order

**ARTICLE 14:** 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 may be necessary:

- 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 Article 14.

**Motion** to recommend as presented by Mr Dunn. Second by Mr Gosselin.

Mr Bullock abstained from the vote due to owning a private road.

Chair Olsen – Why is the maintenance for a school bus not under the RSU budget?

Nathan – This was added 10 years ago due to a state law.

Don – Will look into a chargeback if we need to do this.

Ms Davis – I thought the RSU adopted Windham's policy of not going down private roads.

Don – We will research and get back to you.

**Unanimously approved**

**ARTICLE 15:** 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 Article 15.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Bullock.

**Unanimously approved**

**ARTICLE 16:** To see if the Town will vote to appropriate \$225,376 from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2015 - 2016 projects proposed in the Tax Increment Financing District Development Program.

Note: Included in this item are:	Raymond-Casco Historical Society	\$ 1,800
	RWPA Milfoil Program	\$ 17,500
	GPCOG Annual Dues	\$ 4,436

The Selectmen recommend Article 16.

**Motion** to recommend as presented by Mr Bullock. Second by Mr Gosselin.

Diane Potvin – Maine Volunteer Lake Monitoring Program (MVLMP) – We were just awarded

---

\* Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).

\*\* Items taken out of order

\$15,000 from DEP and my husband & I are donating the cost of the survey and decreased the request from the towns to \$970. We are adjunct to RWPA, we bury the milfoil collected from RWPA. This will bring economic flexibility. We are trying to develop a group of qualified people to react when a new spot of milfoil is found. It is for labor quality management. I got the legislation started and am trying to set a new model where all of the associated non-profits will work together.

Mr Bullock **I will amend my motion** to add \$970 for MVLMP for a total of \$226,346. Seconded by Mr Gosselin.

Mr Walker – I thought we were close to the TIF limit.

Fincnace Director Yates – We will not know for sure until the taxes are committed.

Mr Walker – I think this is a worthwhile effort.

Mr Dunn – Have all 7 towns around the lake contributed?

Mrs Potvin – They have either contributed or are in the budget process.

**Amendment unanimously approved**

**Amended motion unanimously approved**

**ARTICLE 17:** To see if the Town will vote to raise and appropriate \$548,374 for the Administration account.

The Selectmen recommend Article 17.

**Motion** to recommend as presented by Mr Dunn. Second by Mr Gosselin.  
**Unanimously approved**

**ARTICLE 18:** To see if the Town will vote to raise and appropriate \$52,379 for the Assessing account.  
The Selectmen recommend Article 18.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Dunn.  
**Unanimously approved**

**ARTICLE 19:** To see if the Town will vote to raise and appropriate \$18,885 for the Town Hall account.  
The Selectmen recommend Article 19.

**Motion** to recommend as presented by Mr Bullock. Second by Mr Dunn.  
**Unanimously approved**

**ARTICLE 20:** To see if the Town will vote to raise and appropriate \$490,187 for the Insurance account.  
The Selectmen recommend Article 20.

**Motion** to recommend as presented by Mr Dunn. Second by Mr Pitarys.

---

*\* Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).*

*\*\* Items taken out of order*

Mr Gosselin – The figures have changed by about \$7,000.

Mr Walker - \$7,000 to vehicle insurance liability.

Finance Director Yates – Changes due to increase from 1.4% to 2% for some employees.

**Unanimously approved**

**ARTICLE 21:** To see if the Town will vote to raise and appropriate \$6,000 for the General Assistance account.

The Selectmen recommend Article 21.

**Motion** to recommend as presented by Mr Bullock. Second by Mr Pitarys.

**Unanimously approved**

**ARTICLE 22:** To see if the Town will vote to raise and appropriate \$184,271 for the Technology Department account.

The Selectmen recommend Article 22.

**Motion** to recommend as presented by Mr Bullock. Second by Mr Gosselin.

Mr Walker – I think the Selectmen wisely reduced the figure by a small amount. We now have the advantage of seeing via YouTube how many have viewed the meetings and the Selectmen are around 20 and the Budget-Finance are around 5. We are spending a fair amount on technology for a small viewing audience.

**Unanimously approved**

**ARTICLE 23:** To see if the Town will vote to raise and appropriate \$51,651 for the Community Development account.

The Selectmen recommend Article 23.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Walker.

Mr Pitarys – This is an increase of \$5,000?

Mr Walker – The Select Board moved the money from the TIF.

Mr Dunn – I am not in favor of including the bus. I saw the bus twice today and the driver was having a nice ride.

Mr Walker – I think the Select Board came out with the correct direction to give them 1 more year.

Mr Bullock – I do not think the town should be involved with this.

Mr Walker – I will talk to the Revitalization Committee about how to use the bus to try to increase business in town.

---

*\* Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).*

*\*\* Items taken out of order*

Mr Gosselin – I do not see people embarking, but I would like to give them 1 more year.

Mr Pitarys – I don't think there is much information out about the bus.

Town Manager Willard – They have recognized communication as an issue and are going to be working on getting the word out.

**6-2 motion carried**

**ARTICLE 24:** To see if the Town will vote to raise and appropriate \$666,477 for the Fire/Rescue Department account.

The Selectmen recommend Article 24.

**Motion** to recommend as presented by Mr Dunn. Second by Mr Bullock.

Mr Pitarys – It is \$5,000 less, where did it go?

Chairman Olsen – Small amounts out of many accounts.

Selectmen Chair Reynolds – We only asked for a \$5,000 decrease and left it to the Fire Dept to determine what to cut.

Mr Gosselin – I will be abstaining from voting due to being an officer with the Fire Dept. During these proceedings I have heard some disturbing comments which seem to come from a lack of understanding. I am not in favor of the \$5,000 decrease.

**5-2-1 motion carried**

**ARTICLE 25:** To see if the Town will vote to raise and appropriate \$16,222 for the Animal Control account.

The Selectmen recommend Article 25.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Dunn.

**Unanimously approved**

**ARTICLE 26:** To see if the Town will vote to raise and appropriate \$21,816 for the Infrastructure account.

The Selectmen recommend Article 26.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Walker.

**Unanimously approved**

**ARTICLE 27:** To see if the Town will vote to raise and appropriate \$687,418 for the Public Works account.

---

\* Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).

\*\* Items taken out of order

The Selectmen recommend Article 27.

**Motion** to recommend as presented by Mr Dunn. Second by Mr Walker.

Mr Pitarys – That is up a bit, why?

Mr Gosselin – The 2% salary increase.

**Unanimously approved**

**ARTICLE 28:** To see if the Town will vote to raise and appropriate \$314,742 for the Solid Waste account.

The Selectmen recommend Article 28.

**Motion** to recommend as presented by Mr Dunn. Second by Mr Gosselin.

**Unanimously approved**

**ARTICLE 29:** To see if the Town will vote to raise and appropriate \$20,048 for the Cemeteries account.

The Selectmen recommend Article 29.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Dunn.

**Unanimously approved**

**ARTICLE 30:** To see if the Town will vote to raise and appropriate \$14,338 for the Parks & Recreation account.

Included are:

Materials, maint., equip.	\$ 2,500
Contract Services	\$ 8,038
Raymond Rattlers Snowmobile	\$ 800
Raymond Baseball/Softball	\$ 1,000
Agawam mowing/soccer	\$ 2,000

The Selectmen recommend Article 30.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Walker.

**Unanimously approved**

**ARTICLE 31:** To see if the Town will vote to raise and appropriate \$55,500 for the Raymond Village Library.

The Selectmen recommend Article 31.

**Motion** to recommend increasing to \$53,000 by Mr Dunn. Second by Mr Bullock.

Mr Dunn – Currently the town is funding about 38% of the library and at the last workshop we agreed to 50%. The Select Board raised it again. I think the workshop figure is more appropriate.

---

*\* Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).*

*\*\* Items taken out of order*

Mr Gosselin – I will not support the motion. As it is now we are asking the library to raise monies this year and I will support the original motion.

Mr Walker – I think Mr Dunn has a reasonable argument. I think this gets at what a small town provides. I think a small town needs a strong library and we have compromised. I will support the original figure.

Mr Dunn – I am still proposing a significant jump.

Ms Deschaine – The original request was \$60,000 and it has been cut to \$55,500. Their request was for system improvements, more staff time per week, and raises.

Mr Bullock – I was bothered that they ran a deficit of \$10,000 and are now asking the town to pay for it.

Ms Davis – they say that they have applied for grants and I would like to see what they have applied for. Grants do take a good deal of time and I would like to look into more grants.

Sally Holt – Librarian – I have applied for every grant possible for libraries. The only other grants available are for capital improvement. I am still looking for more grants to apply for and many are very restrictive and can not be used for more staff time. Our goal is to raise \$28,000 this year.

#### **4-4 tie – motion defeated**

**Motion** for original \$55,500 by Mr Gosselin. Seconded by Mr Walker.

#### **4-4 tie – motion defeated**

**Motion** for \$54,000 by Mr Bullock, seconded by Mr Walker.

Mr Walker – this will foster the correct discussion at Town Meeting. I think it would be a mistake to have no recommendation from the Budget Finance Committee.

Mr Gosselin – I agree that this is due process and a good compromise.

#### **5-3 motion carried**

**ARTICLE 32:** 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 Article 32.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Bullock.

**Unanimously approved**

**ARTICLE 33:** To see if the Town will vote to raise and appropriate \$986,886 for the Capital Improvement account.

Included are:

---

\* Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).

\*\* Items taken out of order



Public Works Equipment Reserve	\$ 85,000
2013 Public Works Road Construction Bond Payment	\$ 240,000
Public Works Paving/Road Reserve	\$ 275,000
Municipal Facilities Maintenance/Improvements	\$ 25,000
2002 PSB Bond Payment	\$ 115,137
Fire Department Equipment/Facilities	\$ 75,000
Bond Payment for Fire Truck/Sand-Salt Shed	\$ 105,000
Technology Equipment Upgrades (Broadcast Studio)	\$ 41,749
Patricia Avenue Recreational Facility (IRT)	\$ 25,000
The Selectmen recommend Article 33.	

**Motion** to recommend as presented by Mr Dunn. Second by Mr Walker.

Mr Bullock – I do not support this motion and I think we should put the \$10,000 back in to technology. At times we are penny wise and pound foolish. I looked at the equipment we are going to buy is necessary.

Mr Walker – This figure is only for the Broadcast Studio. Dom & Kevin did a good job of sourcing. I have 2 issues – the headphones and the projector. They total \$3,500 of the \$10,000 reduction. We are feeling like a cadillac solution compared to other towns around.

Chair Olsen – keep in mind that the CIP accounts can be shifted.

Mr Walker – It seems to be that the cart may be before the horse on Patricia Ave with a traffic study since the property could be sold rather than developed for public use.

**Unanimously approved**

**ARTICLE 34:** To see if the Town will vote to raise and appropriate \$647,964 for the County Tax account. The Selectmen recommend Article 34.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Bullock.  
**Unanimously approved**

**ARTICLE 35:** To see if the Town will vote to appropriate the total sum of \$1,497,343 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, and any other sources (includes \$10,000 from TIF Reserve).

The Selectmen recommend Article 35.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Bullock.  
**Unanimously approved**

**ARTICLE 36:** To see if the Town will vote to authorize the Selectmen to accept or reject grants, donations and/or gifts of money to the Town of Raymond and to expend monies donated for specific purposes.

---

\* Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).

\*\* Items taken out of order

The Selectmen recommend Article 36.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Bullock.  
**Unanimously approved**

**ARTICLE 37:** 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, 2015 and any other funds provided by any other entity included but not limited to:

- Municipal Revenue Sharing
- Local Road Assistance
- Emergency Management Assistance
- Snowmobile Registration Money
- Tree Growth Reimbursement
- General Assistance Reimbursement
- Veteran's Exemption Reimbursement
- State Grant or Other Funds

The Selectmen recommend Article 37.

**Motion** to recommend as presented by Mr Gosselin. Second by Mr Walker.  
**Unanimously approved**

**4) Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.

Ms Holt – I have been to all budget meetings and I appreciate the good, thoughtful job you have done.

#### **5) Budget-Finance Committee Comment**

Mr Olsen advised that the committee will get together again once the end of the year numbers are available to review.

#### **6) Adjournment**

**Declared adjourned** at 7:53pm by Chairman Olsen.

Respectfully submitted,

Sue Look  
Town Clerk

---

*\* Per the "Minutes Policy," reviewed and approved August 17, 2010 and amended May 13, 2014 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the video record, unless they are the only record. DVD's can be purchased for a nominal fee from the Town Office or borrowed from the Town Office or Raymond Village Library. Recordings can also be found at [www.raymondmaine.org](http://www.raymondmaine.org).*

*\*\* Items taken out of order*