



**Budget-Finance Committee
Minutes**

September 27, 2016

6:00pm

Broadcast Studio
423 Webbs Mills Road

Members in attendance: Marshall Bullock, Debra Duchaine, Robert Gosselin, Stephen Crockett, Diana Picavet, Barry Moores

Member(s) not in attendance: Brian Walker, Brien Richards, Nicholas Pitarys

Selectmen in attendance: None

Town Staff in attendance:

Sue Look – Town Clerk

1) **Called to order** at 6:00pm by Mr Bullock

2) **Elect Chair**

Motion to nominate Marshall Bullock as Chairman by Mr Gosselin. Seconded by Mr Crockett. Nominations ceased.

Unanimously approved.

3) **Elect Vice Chair**

Motion to nominate Robert Gosselin as Vice Chairman by Ms Duchaine. Seconded by Mrs Picavet. Nominations ceased

Unanimously approved.

4) **Acknowledge Rolf Olsen**

Chairman Bullock – Thank you Rolf Olsen, former Chairman of the Budget-Finance Committee, for 29 years of service on the Budget-Finance Committee. I hope that I can bring some of the coolness and collectiveness that Rolf had to this position.

5) **Welcome to New Members**

Chairman Bullock – I would like to welcome 2 new members to the committee tonight – Diana Picavet and Barry Moores.

* Items taken out of order

Mrs Picavet – Thanks for having me, thanks for electing me. I have been a Raymond resident for 14 years now. I am the proud mom of twin 9 year old boys who are in the 3rd grade in the Raymond school system. My husband is the foreman of the Public Works Department. I am the Marketing Manager at Maine Oxy in Auburn. Thank you.

Mr Moores – I am retired. I have lived in Raymond pretty much my whole life. My grandparents and parents own property here. I have about 40 years experience in the criminal justice field. I retired from being the Chief of Police in the Town of Madison and have extensive experience with budgets. Hopefully I can be an asset to the town.

Chairman Bullock – Thank you both for joining us.

6) Review Year End Reports

Chairman Bullock – They are available online under Government – Budget-Finance Committee tab. Excise and Code Enforcement came in higher than anticipated. In general we finished the year better and we anticipated.

7) Review Ordinance Change

Chairman Bullock – Rolf and I discussed a couple of times a change to the existing Town Ordinance and I sent to you all a copy of the proposal (following the minutes).

The ordinance currently allows the current School Board Chairman to be a non-voting member on the Budget-Finance Committee. The proposal is to eliminate that position. This is no longer necessary since the RSU governs its own budget.

I would like include that each year we elect a Vice-chairman. We started doing this 4 years ago and I would like to make it a part of the ordinance.

The next step is to take the changes to the Selectmen and then to the 2017 Town Meeting.

Motion to proceed with the above 2 changes by Mr Gosselin. Seconded by Mr Crockett.

Unanimously approved.

8) Further Agendas

Chairman Bullock – The meeting dates will be set by the Selectmen for the upcoming 2017-2018 Budget Season. Typically we will meet the 1st or 2nd week of January to review the draft as presented by the Selectmen. Feb and March are department head reviews. April we will complete the warrant for Town Meeting. We are expected to attend Town Meeting in June.

9) Public Comment – None

10) Adjournment

Motion to adjourn at 6:09pm by Mr Gosselin. Seconded by Mr Crockett.
Unanimously approved.

Respectfully submitted,

Susan L Look
Town Clerk

**TOWN OF RAYMOND
BUDGET AND FINANCE COMMITTEE ORDINANCE**

SECTION 1. Title

This Ordinance shall be known as the Town of Raymond Budget and Finance Committee Ordinance.

SECTION 2. Authority

This Ordinance is enacted pursuant to Title 30-A ss. 3001.

SECTION 3. Purpose

The purpose of this Ordinance is to merge the Town Finance Committee and the Town Budget Committee.

SECTION 4. Merger

The Town Budget Committee, as previously established and governed by the terms of the March, 1980 Ordinances, and the Town Finance Committee, as established by vote of the Town on March 18, 1978, and governed by the terms of the March, 1980 Ordinance, shall be combined into a Budget and Finance Committee.

SECTION 5. Powers and Duties

The Budget and Finance Committee shall have the following powers and duties:

- A. To consider each article for raising, appropriating or borrowing monies to be expended by or for the Town, with opportunity for discussion with those persons proposing the same, and to make recommendations on such articles to the Town Meeting for which they were drawn, which shall appear on the Warrant in substantially the following form, "The Town Budget **and Finance** Committee recommends approval/disapproval."
- B. To discuss with and make recommendations to the Board of Selectmen on proposals for specific expenditures.
- C. To investigate and recommend to appropriate Town departments the availability of Federal and State and other grants, loans, guarantees and other assistance for the Town and the types, terms, benefits and disadvantages thereof.
- D. To study and make recommendations on the general financial position, policies and practices of the Town and departments.
- E. To study and make recommendations on any proposal for payment for services or equipment by bond or note. Any such proposal, with the exception of general tax anticipation notes which will be reviewed under Section (D), will be accompanied by an impact statement and recommendation for rejection or approval.
- F. To develop and maintain, with the input from all other committees and Boards in Town, a five (5) year moving Capital Improvement Plan.
- G. To study and report to the Board of Selectmen potential revenue raising opportunities that may require actions by the Board or Town Manager.

Section 6. Membership, Quorum, Voting

The Budget and Finance Committee shall consist of nine (9) voting members, plus the Chair of the Board of Selectmen ~~and the Chair of the School Board~~ who shall be a NON-VOTING EXOFFICIO members. The Chair of the Budget and Finance Committee shall be elected by a majority of the Budget and Finance Committee voting members. The Vice Chair of the Budget and Finance Committee shall be elected by a majority of the Budget and Finance Committee voting members. Three (3) voting members who are residents of the Town shall be elected annually by the Town, for a term of three (3) years. Any vacancy among the voting members shall be filled by the Town at the first annual Town Meeting following the creation of that vacancy. The Budget and Finance Committee shall officially act only in the presence of a quorum of five (5) voting members. Official motions will pass only on a majority vote of all voting members of the Budget and Finance Committee, unless the Budget and Finance Committee unanimously votes to adopt other rules at the first meeting of the year after the Annual Meeting and agrees to utilize the revised voting procedure for the full year. No member of the Budget and Finance Committee shall vote on a budget item in which the member has an interest.

Section 7. Non-Attendance

In the event a member of the Budget and Finance Committee fails to attend, without being excused by the Chair of the Budget and Finance Committee, three (3) consecutive regularly scheduled business meetings or two (2) consecutive regularly scheduled Town Budget Review Meetings, the Budget and Finance Committee by unanimous vote of all attending members of that third regularly scheduled business meeting or second regularly scheduled Town Budget Review Meeting may remove the member from office and have the member replaced under the vacancy section of ~~(36)~~ above.

Section 8. Severability

If any part or parts, section or subsection, sentence, clause or phase of this Ordinance is for any reason declared to be unconstitutional or invalid, such shall not affect the validity or constitutionality of the remaining portions of this Ordinance or any rules or regulations promulgated hereunder.

Section 9. Effective Date

This Ordinance shall become effective upon passage by the legislative body of the Town of Raymond at a duly called Town Meeting.

[Amended May 19, 1995]

[Amended June ??, 2017]

TOWN OF RAYMOND, MAINE
BUDGET AND FINANCE COMMITTEE

March 1980

1. The Town Budget and Finance Committee, as previously established, shall be governed by the terms of this Ordinance after March 22, 1980, and as amended.
2. The functions of the Committee shall be as follows:
 - A. To consider each article for raising, appropriating or borrowing moneys to be expended by or for the Town, with opportunity for discussion with those persons proposing the same, and to make recommendations on such articles to the Town Meeting for which they were drawn; and
 - B. To discuss with and make recommendations to the Board of Selectmen on proposals for specific expenditures.
3. The Budget and Finance Committee shall consist of nine (9) voting members, plus the Chair of the Board of Selectmen ~~and the Chairman of the School Board~~ who shall be a non-voting ex-officio members. The Chairman of the Budget and Finance Committee shall be elected by a majority of the Budget and Finance Committee voting members. The Vice Chairman of the Budget and Finance Committee shall be elected by a majority of the Budget and Finance Committee voting members. Three (3) voting members who are voting residents of the Town shall be elected annually by the Town, for a term of three (3) years. Any vacancy among the voting members shall be filled by the Town at the first Town Meeting following the creation of that vacancy. The Committee shall act only by a vote of five (5) or more of its voting members. No member of the Budget and Finance Committee shall vote on a budget, which he/she has participated in preparing.