



Budget-Finance Committee Meeting Minutes

April 18, 2017

6:30pm

Broadcast Studio
423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

Committee Members Present: Brian Walker, Brien Richards, Marshall Bullock, Robert Gosselin, Debra Duchaine, Diana Picavet, Barry Moores, Nicholas Pitarys

Committee Members Absent: Stephen Crockett

Town Staff Present:

Don Willard, Town Manager
Cathy Ricker, Finance Director
Bruce Tupper, Fire Chief
Cathy Gosselin, Deputy Fire Chief
Sue Look, Town Clerk

1) **Called Meeting to order** at 6:32pm by Chairman Bullock

2) **Approve Minutes of Previous Meeting**

Motion to approve minutes from March 28, 2017, meeting as amended by Mr Gosselin.
Seconded by Mr Moores.
Voted 7-0-1.

Mr Walker abstained.

3) **Review of Procedural Guidelines**

Chairman Bullock – There are several guidelines I want to make clear tonight:

- The amount of the warrant as written can not be increased, it can only be decreased.
- The 5-vote rule is in effect tonight. We need 5 votes to carry a motion either up or down.
- Please be aware of conflicts of interest.
- When we start, I will read the warrant article as written.
- All motions are to recommend to approve as written, not recommend as written, or recommend a different (lower) amount.

Mr Walker – Mr Chair, on the conflicts of interest, having reviewed the various items including MRSA 30-A from which is derived the ethics sheet we all signed when sworn to office, I wanted to make clear that there are 2 places where my wife who volunteers on a board, is on 2 organizations which receive money from the Town. As I look at this she does not receive any compensation from either of those organizations, nor do I, and I was not involved in any way in

the development of their budgets, so I will be voting for those particular warrants when they come up. I wanted to make this very transparent.

Chairman Bullock – As I have said to you in writing, you are the one to make that decision. Right or wrong you are to make the decision.

Mr Walker – Very good.

4) Review of FY 2017-2018 Town Meeting Warrant Articles

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 Gosselin. Seconded by Mr Walker.
Unanimously approved.

ARTICLE 9: To see what date taxes will be due and to set an interest rate for unpaid amounts.

The Selectmen recommend 1st half to be due October 31, 2017 and 2nd half to be due April 30, 2018 with interest at seven percent (7%) on any unpaid balances.

The Selectmen recommend Article 9.

Motion to recommend as presented by Mr Gosselin. Seconded by Mrs Picavet.
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. Seconded by Mr Walker.
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. Seconded by Mrs Picavet.
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. Seconded by Mr Richards.
Unanimously approved.

ARTICLE 13: To see if the Town will authorize the Selectmen, for the fiscal year 2017 - 2018, 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. Seconded by Mr Walker.
Unanimously approved.

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 Gosselin. Seconded by Mr Walker.
Voted 7-0-1. Mr Bullock abstained – he owns a private road

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, with no interest.

The Selectmen recommend Article 15.

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

ARTICLE 16: To see if the Town will vote to appropriate **\$217,302** from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2017 - 2018 projects proposed in the Tax Increment Financing District Development Program.

The Selectmen recommend Article 16.

Motion to recommend \$217,302 for TIF by Mr Gosselin. Seconded by Mrs Picavet.

Mr Walker – I believe there are some people here from the Hawthorne House who could be affected by this.

Chairman Bullock – I am going to have Cathy read the list of what is in the TIF.

Finance Director Ricker – The items in the TIF are:

- \$23,000.00 – Street Lights
- \$6,332.00 – Hydrant Rental
- \$59,210.20 – Bond Payment
- \$40,523.33 – Route 302 Bond Payment
- \$1,000.00 – Street Flag Maintenance
- \$30,000.00 – Route 302 Corridor
- \$20,000.00 – Raymond Waterways
- \$1,800.00 – Raymond/Casco Historical Society
- \$4,436.00 – GPCOG Dues
- \$5,000.00 – Economic Development
- \$25,000.00 – GIS Contract
- \$1,000.00 – Hawthorne House

Voted 7-0-1. Motion passed.

Chairman Bullock abstained due being the one responsible for putting in the \$5,000 for Raymond Vitalization.

ARTICLE 17: To see if the Town will vote to raise and appropriate \$488,998 for the Administration account.

The Selectmen recommend Article 17.

Motion to recommend \$488,998 for Administration by Mr Gosselin. Seconded by Mr Walker.

Mr Gosselin – This where the dues for MMA is. We have discussed MMA for years. I would like to see in the next year where we would benefit. What kind of services could we get from them.

Chairman Bullock – Just a point of clarification, MMA is Maine Municipal Association.

Town Manager Willard – The main thing they offer is the insurance programs. We are going out to a formal RFP and the Selectmen will decide which proposal to accept, so we may or may not become members of MMA.

Chairman Bullock – My understanding of this is the MMA number is a place holder at this time.

Town Manager Willard – Yes. This will be revisited when the proposals are reviewed.

Unanimously approved.

ARTICLE 18: To see if the Town will vote to raise and appropriate \$57,709 for the Assessing account.

The Selectmen recommend Article 18.

Motion to recommend \$57,709 for Assessing by Mr Gosselin. Seconded by Mrs Picavet.
Unanimously approved.

ARTICLE 19: To see if the Town will vote to raise and appropriate \$108,372 for the Code Enforcement Department account.

The Selectmen recommend Article 19.

Motion to recommend \$108,372 for Code Enforcement by Mr Gosselin. Seconded by Mr Moores.
Unanimously approved.

ARTICLE 20: To see if the Town will vote to raise and appropriate **\$23,615** for the Town Hall account.

The Selectmen recommend Article 20.

Motion to recommend \$23,615 for Town Hall by Mr Gosselin. Seconded by Mrs Picavet.
Unanimously approved.

ARTICLE 21: To see if the Town will vote to raise and appropriate **\$521,760** for the Insurance and Employee Benefits accounts.

The Selectmen recommend Article 21.

Motion to recommend \$521,760 for Insurance and Employee Benefits by Mr Walker. Seconded by Mr Moores.

Chairman Bullock – My understanding is this is the article where the RFP will apply.

Finance Director Ricker – Yes.

Voted 6-0-2. Motion passed.

Mr Gosselin abstained due to being a member of the Fire Department. Mrs Picavet abstained due to being covered by Town insurance.

ARTICLE 22: To see if the Town will vote to raise and appropriate **\$6,000** for the General Assistance account.

The Selectmen recommend Article 22.

Motion to recommend \$6,000 for General Assistance by Mr Gosselin. Seconded by Mr Pitarys.

Unanimously approved.

ARTICLE 23: To see if the Town will vote to raise and appropriate **\$184,271** for the Technology Department account.

The Selectmen recommend Article 23.

Motion to recommend \$184,271 for Technology by Mr Gosselin. Seconded by Mrs Picavet.

Mr Gosselin – There were questions in prior meetings – is Kevin Woodbrey a Town employee or a contract employee and what benefits does he get.

Town Manager Willard – He has been a contract employee. That will be changing as of the May 9th Selectmen’s Meeting. He will be going to a contractor with a new contract from Bernstein & Shur which he has agreed to. The cost of the contract will remain the same. Originally, Kevin needed the insurance, now he does not.

Unanimously approved.

ARTICLE 24: To see if the Town will vote to raise and appropriate **\$48,472** for the Community Development account.

The Selectmen recommend Article 24.

Motion to recommend \$48,472 for Community Development by Mr Gosselin. Seconded by Mrs Picavet.

Chairman Bullock – Could you (Finance Director Ricker) tell us what is in the Community Development account, please?

Finance Director Ricker – Community Development:

- \$26,500.00 – Planning Services
- \$7,072.00 – Planning Secretary
- \$500.00 – Supplies
- \$5,000.00 – Planning Board Ordinance Updates
- \$2,000.00 – Advertising – Public Notices
- \$7,000.00 – RTP – Lake Region Bus
- \$400.00 – Agency Requests – Naples/Casco Post for Flags

Chairman Bullock – I have asked her to read out the list. They will be in the Town Report as addendums. Everyone who has the Town Warrant will have these available.

Voted 7-1. Motion passed

ARTICLE 25: To see if the Town will vote to raise and appropriate \$752,585 for the Fire/Rescue Department account.

The Selectmen recommend Article 25.

Motion to recommend \$752,585 for Fire/Rescue by Mr Walker. Seconded by Mr Pitarys.
Voted 7-0-1. Motion passed.

Mr Gosselin abstained due to being a member of the Fire Department.

Chairman Bullock – Point of clarification, is this Public Safety?

Finance Director Ricker – Yes. There are no other components.

ARTICLE 26: To see if the Town will vote to raise and appropriate \$19,322 for the Animal Control account.

The Selectmen recommend Article 26.

Motion to recommend \$19,322 for Animal Control by Mr Gosselin. Seconded by Mr Moores.
Unanimously approved.

ARTICLE 27: To see if the Town will vote to raise and appropriate \$684,112 for the Public Works account.

The Selectmen recommend Article 27.

Motion to recommend \$684,112 for Public Works by Mr Gosselin. Seconded by Mr Moores.
Voted 7-0-1. Motion passed.

Mrs Picavet abstained due to her husband is the Foreman of Public Works.

ARTICLE 28: To see if the Town will vote to raise and appropriate \$323,762 for the Solid Waste account.

The Selectmen recommend Article 28.

Motion to recommend \$323,762 for Solid Waste by Mr Gosselin. Seconded by Mrs Picavet.
Unanimously approved.

ARTICLE 29: To see if the Town will vote to raise and appropriate **\$65,500** for the Employee Compensation and Training account.

The Selectmen recommend Article 29.

Motion to recommend \$65,500 for Employee Compensation and Training by Mr Gosselin. Seconded by Mr Walker.

Mr Moores – Does this cover all Town Employees for all training?

Chairman Bullock – Training would be specific to the departments I believe.

Mr Moores – So what does this cover?

Town Manager Willard – This is the Lynda.com training software, online training for all departments. The Selectmen wanted the staff to be able to keep up with changes. It also includes the pool of monies to be used for any merit increases.

Mr Walker – This is in lieu of a COLA increase. We have gone to a more private sector, merit system.

Town Manager Willard – There is a detailed study you can look at that shows salary ranges, etc.

Voted 6-0-2. Motion passed.

Mr Gosselin abstained due to being a member of the Fire Department. Mrs Picavet abstained due to her husband is the Foreman of Public Works.

ARTICLE 30: To see if the Town will vote to raise and appropriate **\$39,393** for the Cemeteries account.

The Selectmen recommend Article 30.

Motion to recommend \$39,393 for Cemeteries by Mr Gosselin. Seconded by Mr Pitarys.

Mr Moores – How many cemeteries do we have in Town?

Town Clerk Look – 7

(Comment about mowing that was too low on the recording to determine who made it.)

Chairman Bullock – The cemetery on Mill Street is difficult to mow as it has raised sections.

Town Manager Willard – There are no easy cemeteries to mow. You need the right equipment and be a skilled operator to not damage the cemetery, nor the equipment.

Mr Moores – Is it a yearly contract so you get competitive bids?

Town Clerk Look – It is a 3 year contract.

Chairman Bullock – This is only a portion of the mowing for the Town. Cemeteries is only a component of it.

Mr Walker – There is a \$10,000 software package for GIS included in the budget amount too.

Mr Pitarys – Take it from someone who used to mow one of them when I was about 14, you are getting a good deal.

Voted 7-1. Motion passed.

ARTICLE 31: To see if the Town will vote to appropriate all of the money received from the State for snowmobile registrations to the Raymond Rattlers Snowmobile Club for the maintenance of their network of snowmobile trails, on condition that those trails be open in snow season to the public for outdoor recreation purposes at no charge, and to authorize the municipal officers to enter into an agreement with the Club, under such terms and conditions as the municipal officers may deem advisable, for that purpose.

The Selectmen recommend Article 31.

Motion to recommend as presented by Mr Gosselin. Seconded by Mr Moores.

Mr Pitarys – Is there an estimate of what dollar amount that will be?

Chairman Bullock – It is typically \$1,600 and is supposed to be a wash.

Mr Walker – It is at \$1,583 right now.

Chairman Bullock – I thought there was a cap on this.

Mr Gosselin – I thought it was \$800.

Chairman Bullock – The theory behind this is it is a wash. What comes in goes out.

Mr Richards – If I remember, we also have \$1,600 going to the Rattlers as a separate budget item, not this one.

Finance Director Ricker – There are legal requirements that we have this article.

Town Clerk Look – We should have had this article in all along and we did not.

Mr Richards – So we will give them \$1,600 regardless of what we collect.

Finance Director Ricker – No. We will only give them what we collect.

Unanimously approved.

ARTICLE 32: To see if the Town will vote to raise and appropriate **\$16,921** for the Parks & Recreation account.

The Selectmen recommend Article 32.

Motion to recommend \$16,921 for Parks & Recreation by Mr Gosselin. Seconded by Mr Moores.

Chairman Bullock – This has been increased \$1,000 for the baseball players.

Unanimously approved.

ARTICLE 33: To see if the Town will vote to raise and appropriate **\$60,500** for the Raymond Village Library.

The Selectmen recommend Article 33.

Motion to recommend \$60,500 for Raymond Village Library by Mr Gosselin. Seconded by Mrs Picavet.

Mr Moores – Is that an increase?

Chairman Bullock – It is an increase of \$4,000 over last year.

Mr Gosselin – I would like to say that between Parks & Rec and the Village Library (which are the only services we support for the general public), we are getting a heck of a deal for \$75,000 to run both of those programs. For me it is a no brainer.

Mr Richards – I think the \$4,000 is part of an Americans with Disabilities Act project for the bathroom.

Chairman Bullock – I disagree with that. The bathroom was funded by private donation and matching grant.

Finance Director Ricker – They originally wanted the money for that, but they found other funding. This is for school age programs.

Voted 5-3. Motion passed.

ARTICLE 34: To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) accounts and the Healthcare Reimbursement Accounts (H.R.A.).

The Selectmen recommend Article 34.

Motion to recommend as presented by Mr Gosselin. Seconded by Mrs Picavet.

Chairman Bullock – The Health Reimbursement Account is money that won't be expended and will be carried forward into next year.

Unanimously approved.

ARTICLE 35: To see if the Town will vote to raise and appropriate **\$617,000** for the Capital Improvement Program.

Included are:

Public Works Equipment Reserve	\$ 90,000
Public Works Paving/Road Reserve	\$ 300,000
Municipal Facilities Improvements	\$ 35,000
Fire Department Equipment/Facilities	\$ 110,000
Technology Reserve	\$ 20,000
Sign	\$ 62,000

The Selectmen recommend Article 35.

Motion to recommend \$617,000 for Capital Improvement by Mr Gosselin. Seconded by Mr Pitarys.

Mr Pitarys – What does Municipal Facilities Improvements cover?

Town Manager Willard – Renovations, repairs, work on Town buildings.

Finance Director Ricker – This is capital expenses, not just minor repairs. It is for significant improvements.

Chairman Bullock – My understanding of a capital improvement is an improvement that has a life expectancy of more than 1 year and can't be expensed out in the first year.

Mrs Picavet – Is this 1 sign or 2?

Chairman Bullock – This is the full boat – 2 signs, 3 sides.

Mr Walker – There is also money in a reserve as well.

Chairman Bullock – This is the total expenditure.

Finance Director Ricker – Yes.

Town Manager Willard – There is money coming from a reserve account and there is money coming from a private fund drive.

Mr Walker – So this is what we are going to be paying to the vendor - \$62,000.

Unanimously approved.

ARTICLE 36: To see if the Town will vote to raise and appropriate **\$441,881** for Debt Services.

Included are:

2013 Public Works Road Construction Bond Payment	\$	232,000
2002 PSB Bond Payment	\$	106,681
Fire Truck/Sand-Salt Shed Bond Payment	\$	103,200

The Selectmen recommend Article 36.

Motion to recommend \$441,881 for Debt Services by Mr Gosselin. Seconded by Mr Moores.
Unanimously approved.

ARTICLE 37: To see if the Town will vote to raise and appropriate **\$727,076** for the County Tax account.

The Selectmen recommend Article 37.

Motion to recommend \$727,076 for County Tax by Mr Gosselin. Seconded by Mr Moores.

Mr Gosselin – I think it was good to hear from County government to see the breakdown of where the monies go. I think we should have a similar meeting next year with the school.

Chairman Bullock – We can invite a School Board member next year.

Unanimously approved.

ARTICLE 38: To see if the Town will vote to appropriate the total sum of **\$1,697,284** 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.

The Selectmen recommend Article 38.

Motion to recommend \$1,697,284 from estimated non-property tax revenues to reduce the property tax commitment by Mr Gosselin. Seconded by Mr Moores.

Unanimously approved.

ARTICLE 39: 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.

The Selectmen recommend Article 39.

Motion to recommend as presented by Mr Gosselin. Seconded by Mr Moores.
Unanimously approved.

ARTICLE 40: 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 for matching grant monies for a federal-aid project with the State of Maine Department of Transportation (MaineDOT) to develop a new sidewalk and make roadway drainage improvements on Main Street.

Project description: beginning at US Route 302 and extending 0.60 of a mile to Meadow Road; to be included in MaineDOT's Work Plan for calendar years 2017-2019; and shall be a Locally Administered Project, subject to oversight by MaineDOT.

The anticipated total cost of the project is \$405,000 with a 20% local match, making the Town of Raymond's anticipated share \$81,000. There is \$33,000 in previously approved project reserve funds, leaving an anticipated \$48,000 for the remainder of the match.

The Selectmen recommend Article 40.

Motion to recommend as presented by Mr Gosselin. Seconded by Mrs Picavet.

Mr Moores – Is there any way for our highway department to work off some or all of the match? Could we let the State use a dump truck, for example?

Town Manager Willard – It is a cash match. This work will not be done by Public Works. It is specialized work and will be put out to RFB. It will be like the 302 Improvement project where the Town is the managing entity. Town staff with a professional engineer hired contractors to do the work with State money and local match. This will be during road building time and the Town equipment will be needed elsewhere. If we could do this we would.

Mr Walker – What is the current undesignated fund balance?

Finance Director Ricker – About \$2,000,000.

Mr Walker – So this would not put us in any kind of jeopardy. Question number 2 – This may be paid out over a couple of years, this isn't necessarily happening in 2017-2018?

Town Manager Willard – We will need to have some community meetings and it will take some time. The State has a time frame of 2017-2019.

Chairman Bullock – My sense is that the bulk of the money will be paid out in 2019.

Mr Richards – Is it fair to say that this project is not necessarily a high priority for the Town of Raymond, but if someone is going to give us 80%, then we can come up with the match.

Town Manager Willard – You can say that, and there is also the benefit of the sidewalk in fostering a "Main Street" in Town. There have been thoughts of having a Town Office – Library – Community Center in that section of Town and this project would connect it to 302.

Unanimously approved.

ARTICLE 41: 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, 2017 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
- Homestead Exemption
- Tree Growth Reimbursement
- General Assistance Reimbursement
- Veteran's Exemption Reimbursement
- Business Equipment Tax Exemption (BETE) Reimbursement
- State Grant or Other Funds

The Selectmen recommend Article 41.

Motion to recommend as presented by Mr Gosselin. Seconded by Mr Moores.
Unanimously approved.

5) Public Comments

None.

6) Committee Member Comments

Mr Gosselin – I've been on this committee for 4 terms now and this is the first time we have been able to look at an unbuffered budget. Previously, by the time we saw it there had already been adjustments made. This year it was refreshing to hear from our Department Heads what they feel we need.

Chairman Bullock – I think that you and I have been on here long enough to remember going before the workshops and when we were dealing with the schools. It helps us, me, hear from the people who need the money why they need it.

Mr Walker – I thought it was a very good budget process this year. A good budget season. I think having Cathy join the team was excellent and outstanding. I believe we have increased the services we are providing to the Town at little or no increase to the mill rate as it relates to the Town. I would like to thank everybody from the Town for their help and support and hard work.

Mr Richards – It is refreshing that whenever we have a question the right person comes and defends it to give us a clear understanding of what we are funding and why. That is very nice. There doesn't seem to be anything that is hidden so we know up front. I thank you for being that forthcoming.

Chairman Bullock – I want to thank Cathy. You came into a tough one at the very beginning. I appreciate the efforts you have given to me, you emails, and so forth. Thank you very much.

Finance Director Ricker – You are most welcome.

Town Manager Willard – We would like to thank you all for a very thoughtful and civil process. We appreciate that very much.

7) Adjournment

Motion to adjourn at 7:26pm by Mr Gosselin. Seconded by Mrs Picavet.
Unanimously approved.

Respectfully submitted,

*Susan L Look
Town Clerk*