



Budget-Finance Committee Meeting

Minutes

May 21, 2020 at 6:30pm

Via Zoom & on YouTube

423 Webbs Mills Road

Committee Members Present via Zoom: Robert Gosselin, Joe Bruno, Kevin Oliver, Sheila Bourque, Karen Lockwood, Crystal Rogers

Committee Members Absent:, Dana DesJardins

Town Staff Present:

Don Willard – Town Manager
 Cathy Ricker – Finance Director
 Nathan White – Public Works Director
 Bruce Tupper – Fire Chief
 Joe Crocker – Recreation Director
 Kaela Gonzalez - Admin
 Sue Look – Town Clerk

1. **Called to order** at 6:36pm by Chair Gosselin

2. Approval of Minutes
 - a) March 3, 2020
Motion to approve as presented by Mr Bruno. Seconded by Mr Oliver.
Unanimously approved

 - b) May 18, 2020
Motion to approve as presented by Mr Bruno. Seconded by Ms Bourque.
Unanimously approved

3. New Business
 - a) Determine Recommendations for Budget Warrant Articles

ARTICLE 3: Referendum Question A: To see if the Town will vote to:

- Set the date the 1st half of taxes due to October 31, 2020, and the 2nd half of taxes due to April 30, 2021; and
- Set the interest rate for unpaid balances and for abated taxes at nine percent (9%) for the fiscal year;
- 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; and
- Authorize the Select Board 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 Select Board, 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.

Motion to recommend as presented by Ms Bourque. Seconded by Mr Bruno.
Unanimously approved

ARTICLE 4: Referendum Question B: To see if the Town will vote to raise and appropriate \$1,729,608 for General Government Services (Administration, Employee Compensation and Training, Insurance and Employee Benefits, Assessing, Code Enforcement, Parks & Recreation, Technology, and General Assistance).

The budget figures will be assigned as follows:

<i>Administration</i>	<i>\$522,945</i>
<i>Employee Compensation and Training</i>	<i>\$48,000</i>
<i>Insurance and Employee Benefits</i>	<i>\$706,937</i>
<i>Assessing</i>	<i>\$59,733</i>
<i>Code Enforcement</i>	<i>\$117,514</i>
<i>Parks & Recreation</i>	<i>\$94,314</i>
<i>Technology</i>	<i>\$172,165</i>
<i>General Assistance</i>	<i>\$8,000</i>

Motion to recommend as presented by Mr Bruno. Seconded by Ms Bourque.
Unanimously approved

ARTICLE 5: Referendum Question C: To see if the Town will vote to raise and appropriate \$1,264,454 Public Works.

The budget figures will be assigned as follows:

<i>Public Works</i>	<u>\$847,113</u>
<i>Town Buildings</i>	<u>\$36,350</u>
<i>Solid Waste</i>	<u>\$337,346</u>
<i>Cemeteries</i>	<u>\$43,645</u>

Motion to recommend as presented by Ms Bourque. Seconded by Mr Bruno.
Unanimously approved

ARTICLE 6: Referendum Question D: To see if the Town will vote to raise and appropriate \$956,870 Public Safety.

The budget figures will be assigned as follows:

<i>Fire/Rescue Department</i>	<u>\$921,955</u>
<i>Animal Control</i>	<u>\$34,915</u>

Motion to recommend as presented by Mr Bruno. Seconded by Ms Bourque.
Unanimously approved

ARTICLE 7: Referendum Question E: To see if the Town will vote to authorize the Select Board to dispose of Town owned personal property with value not to exceed \$35,000.

Motion to recommend as presented by Ms Bourque. Seconded by Ms Rogers.
Unanimously approved

ARTICLE 8: Referendum Question F: To see if the Town will vote to authorize the Select Board to appropriate from undesignated fund balance (surplus) to meet the unanticipated needs of the community that occur during the fiscal year and/or to adjust the tax rate as the Select Board deem advisable, an amount not to exceed \$75,000.

Motion to recommend as presented by Mr Oliver. Seconded by Mr Bruno.
Unanimously approved

ARTICLE 9: Referendum Question G: To see if the Town will vote to authorize the Select Board to transfer funds between appropriation accounts as long as the grand total of all appropriation is not exceeded, any such transfers to be approved only at a properly called public meeting of the Select Board.

Motion to recommend as presented by Mr Bruno. Seconded by Ms Bourque.
Unanimously approved

ARTICLE 10: Referendum Question H: To see if the Town will vote to authorize the Select Board to:

- Allow Town Staff to make application for and execute any documents related to a grant;
- Accept or reject grants, donations and/or gifts of money to the Town of Raymond; and
- Authorize the expenditure of monies awarded, donated and/or gifted for the purposes specified in the grant, donation, and/or gift.

Motion to recommend as presented by Ms Bourque. Seconded by Mr Oliver.
Unanimously approved

ARTICLE 11: Referendum Question I: To see if the Town will vote to authorize the Select Board to appropriate from undesignated fund balance (surplus) to reduce the property tax commitment as the Select Board deem advisable an amount not to exceed **\$300,000**.

Motion to recommend as presented by Mr Bruno. Seconded by Ms Rogers.

Discussion of why the Selectmen have \$75,000 in Article 8 and another \$300,000 in this one. Article 8 is for unanticipated necessary expenses and Article 11 is to reduce the tax commitment.

Unanimously approved

ARTICLE 12: Referendum Question J: To see if the Town will vote to appropriate **\$283,164** from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2020-2021 project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

Motion to recommend as presented by Mr Bruno. Seconded by Ms Bourque.

Discussion of listing the items included in the TIF next year.

Unanimously approved

ARTICLE 13: Referendum Question K: To see if the Town will vote to appropriate from the Tassel Top Park Enterprise fund the amount of **\$50,195** for the administration of activities at the Park, and to allocate all revenues generated by Park operations to be recorded in and retained by the Tassel Top Park Enterprise fund.

Motion to recommend as presented by Ms Bourque. Seconded by Mr Oliver.
Unanimously approved

ARTICLE 14: Referendum Question L: To see if the town will vote to raise and appropriate **\$317,800** for Debt Services.

The budget figures will be assigned as follows:

<u>2013 Public Works Road Construction Bond</u>	<u>\$220,000</u>
<u>2015 Bond Payment</u>	<u>\$97,800</u>

Motion to recommend as presented by Ms Bourque. Seconded by Ms Rogers.
Discussion of how much time is left – 5 years for both.
Unanimously approved

ARTICLE 15: Referendum Question M: To see if the town will vote to raise and appropriate **\$698,000** for the Capital Improvement Program.

The budget figures will be assigned as follows:

<u>Public Works Equipment Reserve</u>	<u>\$215,000</u>
<u>Public Works Paving/Road Reserve</u>	<u>\$260,000</u>
<u>Municipal Facilities Improvements</u>	<u>\$35,000</u>
<u>Technology</u>	<u>\$68,000</u>
<u>Fire Department Equipment/Facilities</u>	<u>\$75,000</u>
<u>Playground Improvements</u>	<u>\$35,000</u>
<u>Land Improvements</u>	<u>\$10,000</u>

Motion to recommend as presented by Mr Oliver. Seconded by Ms Rogers.
Discussion about what is going on with the Playground. Due to current circumstances it may be a bit before the changes at Tassel Top are made.
Unanimously approved

ARTICLE 16: Referendum Question N: To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) accounts, the Healthcare Reimbursement Accounts (H.R.A.), RSU Withdrawal Legal, Elections, and the Employee Compensation Account.

Motion to recommend as presented by Mr Bruno. Seconded by Ms Rogers.
Discussion of what the total and breakdown of the CIP is.

Unanimously approved

ARTICLE 17: Referendum Question O: To see if the Town will vote to raise and appropriate \$784,426 for the County Tax.

Motion to recommend as presented by Ms Bourque. Seconded by Mr Bruno.

Unanimously approved

ARTICLE 18: Referendum Question P: To see if the Town will vote to raise and appropriate \$69,000 for Raymond Village Library, Provider Agencies, and Regional Transportation.

The budget figures will be assigned as follows:

<i>Raymond Village Library</i>	<i>\$66,000</i>
<i>Provider Agencies</i>	<i>\$2,000</i>
<i>Regional Transportation</i>	<i>\$1,000</i>

Motion to recommend as presented by Mr Bruno. Seconded by Mr Oliver.

Unanimously approved

ARTICLE 19: Referendum Question Q: To see if the Town will vote to appropriate the total sum of \$1,607,960 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.

Motion to recommend as presented by Ms Bourque. Seconded by Ms Rogers.

Unanimously approved

ARTICLE 20: Referendum Question R: 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, 2020, 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 (B.E.T.E.) Reimbursement
- State Grant or Other Funds

Motion to recommend as presented by Ms Bourque. Seconded by Mr Oliver.
Unanimously approved

ARTICLE 21: Referendum Question S: To see if the Town will vote to authorize the issuance of notes in anticipation of tax collections (T.A.N.s) in an amount up to **\$6,000,000**, and payments of the associated debt service, for the purpose of funding possible tax collection short-falls, with such dates, maturities, denominations, interest rate(s), redemption provisions, and other details as the Select Board shall determine.

Motion to recommend as presented by Ms Bourque. Seconded by Ms Rogers.
Discussion pertaining to the Town of Raymond never needing a TAN before and not needing one now. Finance Director Ricker pointed out that had we needed to close completely we would have reached a \$0.00 balance in our checking account and would have had no means of borrowing to get by.
Unanimously approved

ARTICLE 22: Referendum Question T: To see if the Town will vote to authorize the use of Town employees and/or Town owned equipment or independent contractor(s) hire by the Town for maintenance on private roads in special and certain circumstances where in the public's interest.

Motion to recommend as presented by Mr Bruno. Seconded by Ms Bourque.
Unanimously approved

ARTICLE 23: Referendum Question U: To see if the Town will vote to appropriate the money received from the State for snowmobile registration, not to exceed **\$2,000**, to the Raymond Rattlers Snowmobile Club for 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.

Motion to recommend as presented by Mr Bruno. Seconded by Ms Bourque.
Discussion of where the other requests like Hawthorne House, Raymond Baseball, etc. funds are – under Recreation or the TIF.

Unanimously approved

4. Budget-Finance Committee Comment

Ms Bourque – I know it is a tough year and I see that the bus was reduced from \$8,500 to \$1,000. I am very disappointed in this.

Town Manager Willard – Congratulations on your 2nd Zoom meeting. Well done.

Chair Gosselin – I want to thank the members for how they have dealt with these changes.

5. Public Comment – none

6. Adjournment

Motion to adjourn at 7:30pm by Ms Bourque. Seconded by Mr Oliver.
Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk