



## Budget-Finance Committee

### Meeting Minutes

April 27, 2021, at 6:30pm

Via Zoom

**Committee Members Present:** Bob Gosselin, Joe Bruno, Karen Lockwood, Robert Jones, Kevin Oliver

**Committee Members Absent:** None

**Town Staff Present:**

Don Willard, Town Manager  
Alex Aponte, Finance Director  
Nathan White, Public Works Director  
Joe Crocker, Parks & Recreation Director  
Alex Sirois, Code Enforcement Officer  
Bruce Tupper, Fire Chief  
Cathy Gosselin, Deputy Fire Chief  
Sue Look, Town Clerk

1. Called to order at 6:30pm by Chair Gosselin

2. Approval of Minutes

a) April 6, 2021

**Motion** to approve as presented by Mr Bruno. Seconded by Mr Jones.  
**Unanimously approved**

3. New Business

a) Vote on Committee Recommendations for Each Budget Warrant Article

**ARTICLE 2: Referendum Question A:** To see if the Town will vote to:

- Set the date the 1<sup>st</sup> half of taxes due to October 31, 2021, and the 2<sup>nd</sup> half of taxes due to April 30, 2022; and
- Set the interest rate for unpaid balances and for abated taxes at six percent (6%) 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.

Select Board recommends Article 2

**Motion** to recommend as presented by Mr Bruno. Seconded by Mr Jones.

**Unanimously approved**

**ARTICLE 3: Referendum Question B:** To see if the Town will vote to raise and appropriate \$2,036,154 for General Government Services (Administration; Employee Compensation and Training; Insurances, Worker Comp and Benefits; Liability/Vehicle Insurance; Assessing; Code Enforcement; Parks & Recreation; Technology; and General Assistance).

*The budget figures will be assigned as follows:*

<i>Administration</i>	<i>\$529,150</i>
<i>Employee Compensation and Training</i>	<i>\$67,500</i>
<i>Insurances, Worker Comp and Benefits</i>	<i>\$742,500</i>
<i>Liability/Vehicle Insurance</i>	<i>\$51,750</i>
<i>Assessing (includes \$100,000 towards reval.)</i>	<i>\$161,551</i>
<i>Code Enforcement</i>	<i>\$141,739</i>
<i>Parks &amp; Recreation</i>	<i>\$145,564</i>
<i>Technology</i>	<i>\$188,400</i>
<i>General Assistance</i>	<i>\$8,000</i>

Select Board recommends Article 3

**Motion** to recommend as presented by Mr Bruno. Seconded by Ms Lockwood.

**Unanimously approved**

**ARTICLE 4: Referendum Question C:** To see if the Town will vote to raise and appropriate **\$1,362,433** for Public Works.

*The budget figures will be assigned as follows:*

<u>Public Works</u>	<u>\$884,019</u>
<u>Town Buildings</u>	<u>\$35,100</u>
<u>Solid Waste</u>	<u>\$398,669</u>
<u>Cemeteries</u>	<u>\$44,645</u>

Select Board recommends Article 4

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

**ARTICLE 5: Referendum Question D:** To see if the Town will vote to raise and appropriate **\$1,020,988** for Public Safety.

*The budget figures will be assigned as follows:*

<u>Fire/Rescue Department</u>	<u>\$947,988</u>
<u>Animal Control</u>	<u>\$73,000</u>

Select Board recommends Article 5

**Motion** to recommend as presented by Mr Bruno. Seconded by Mr Oliver.  
**Unanimously approved** (Chair Gosselin recused himself as a member of the Fire Dept)

**ARTICLE 6: 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.**

Select Board recommends Article 6

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

**ARTICLE 7: 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.

Select Board recommends Article 7

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

**ARTICLE 8: 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.

Select Board recommends Article 8

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

**ARTICLE 9: 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.

Select Board recommends Article 9

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

**ARTICLE 10: 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.

Select Board recommends Article 10

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

**ARTICLE 11: 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*).

Select Board recommends Article 11

**Motion** to recommend as presented by Mr Bruno. Seconded by Ms Lockwood.

**Unanimously approved**

**ARTICLE 12: Referendum Question K:** To see if the Town will vote to appropriate from the Tassel Top Park Enterprise fund the amount of \$76,393 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.

Select Board recommends Article 12

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

**Unanimously approved**

**ARTICLE 13: Referendum Question L:** To see if the town will vote to raise and appropriate \$312,000 for Debt Services.

*The budget figures will be assigned as follows:*

<u>2013 Public Works Road Construction Bond</u>	<u>\$216,000</u>
<u>2015 Bond Payment</u>	<u>\$96,000</u>

Select Board recommends Article 13

**Motion** to recommend as presented by Mr Bruno. Seconded by Ms Lockwood.

**Unanimously approved**

**ARTICLE 14: Referendum Question M:** To see if the town will vote to raise and appropriate **\$780,000** 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>\$310,000</u>
<u>Municipal Facilities Improvements</u>	<u>\$35,000</u>
<u>Technology</u>	<u>\$110,000</u>
<u>Fire Department Equipment/Facilities</u>	<u>\$75,000</u>
<u>Playground Improvements</u>	<u>\$35,000</u>

Select Board recommends Article 14

**Motion** to recommend as presented by Mr Bruno. Seconded by Mr Jones.

**Unanimously approved** (Chair Gosselin recused himself as a member of the Fire Dept)

**ARTICLE 15: 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.), and the Employee Compensation Account.

Select Board recommends Article 15

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

**Unanimously approved**

**ARTICLE 16: Referendum Question O:** To see if the Town will vote to raise and appropriate **\$773,657** for the County Tax.

Select Board recommends Article 16

**Motion** to recommend as presented by Mr Bruno. Seconded by Ms Lockwood.

**Unanimously approved**

**ARTICLE 17: 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:*

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

Select Board recommends Article 17

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

**Unanimously approved**

**ARTICLE 18: Referendum Question Q:** To see if the Town will vote to appropriate the total sum of **\$1,638,160** 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.

Select Board recommends Article 18

**Motion** to recommend as presented by Mr Bruno. Seconded by Ms Lockwood.

**Unanimously approved**

**ARTICLE 19: 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, 2021, and any other funds provided by any other entity included but not limited to:

<u>Municipal Revenue Sharing</u>
<u>Local Road Assistance</u>
<u>Emergency Management Assistance</u>
<u>Snowmobile Registration Money</u>
<u>Homestead Exemption</u>
<u>Tree Growth Reimbursement</u>
<u>General Assistance Reimbursement</u>
<u>Veteran's Exemption Reimbursement</u>
<u>Business Equipment Tax Exemption (B.E.T.E.) Reimbursement</u>
<u>State Grant or Other Funds</u>

Select Board recommends Article 19

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

**ARTICLE 20: Referendum Question S:** 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.

Select Board recommends Article 20

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

**ARTICLE 21: Referendum Question T:** 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.

Select Board recommends Article 21

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



4. Public Comment

Susan Accardi discussed recycling and how to improve. There was discussion regarding asking the Select Board to form a Recycling Committee to study this issue.

5. Budget-Finance Committee Comment – none

6. Adjournment

**Motion** to adjourn at 7:09pm by Bruno. Seconded by Oliver.  
**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*