



**Budget-Finance Committee  
Joint Meeting with Select Board**

**Workshop Minutes**

April 12, 2022, at 6:30pm

Via Zoom

**Committee Members Present:** Bob Gosselin - Chair, Karen Lockwood, Abigail Geer, Bob Jones, Denis Morse

**Committee Members Absent:** none (2 vacant seats)

**Town Staff Present:**

Don Willard, Town Manager  
Charisse Keach, Finance Director  
Alex Sirois, CEO  
Joe Crocker, Parks & Recreation Director  
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) March 31, 2022

**Motion** to approve as presented by Ms Lockwood. Seconded by Ms Geer.  
**Unanimously approved**

**3. New Business**

a) Town Meeting Warrant Budget Articles Recommendations

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

1. Set the date the 1<sup>st</sup> half of taxes due to October 31, 2022, and the 2<sup>nd</sup> half of taxes due to April 30, 2023;
2. Set the interest rate for unpaid balances and for abated taxes at four percent (4%) for the fiscal year;
3. 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
4. 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 3

**Motion** to recommend by Ms Lockwood. Seconded by Mr Morse.  
**Unanimously approved**

**ARTICLE 4: Referendum Question B:** To see if the Town will vote to raise and appropriate **\$2,166,464** for General Government Services (Administration; Employee Compensation and Training; Insurances, Worker Comp and Benefits; Assessing; Code Enforcement; Parks & Recreation; Technology; and General Assistance).

*The budget figures will be assigned as follows:*

<i>Administration</i>	<i>\$516,490</i>
<i>Employee Compensation and Training</i>	<i>\$55,000</i>
<i>Insurances, Worker Comp, and Benefits</i>	<i>\$934,087</i>
<i>Assessing</i>	<i>\$79,481</i>
<i>Code Enforcement</i>	<i>\$213,412</i>
<i>Parks &amp; Recreation</i>	<i>\$153,334</i>
<i>Technology</i>	<i>\$204,660</i>
<i>General Assistance</i>	<i>\$10,000</i>

Select Board recommends Article 4

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 5: Referendum Question C:** To see if the Town will vote to raise and appropriate **\$1,353,910** for Public Works.

*The budget figures will be assigned as follows:*

<u>Public Works</u>	<u>\$891,519</u>
<u>Town Buildings</u>	<u>\$37,000</u>
<u>Solid Waste</u>	<u>\$381,000</u>
<u>Cemeteries</u>	<u>\$44,391</u>

Select Board recommends Article 5

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 6: Referendum Question D:** To see if the Town will vote to raise and appropriate **\$1,207,714** for Public Safety.

*The budget figures will be assigned as follows:*

<u>Fire/Rescue Department</u>	<u>\$1,168,669</u>
<u>Animal Control</u>	<u>\$39,045</u>

Select Board recommends Article 6

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**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.**

Select Board recommends Article 7

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**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.

Select Board recommends Article 8

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**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.

Select Board recommends Article 9

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**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.

Select Board recommends Article 10

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**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 \$200,000.

Select Board recommends Article 11

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 12: Referendum Question J:** To see if the Town will vote to appropriate \$420,000 from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2022-2023 project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

Select Board recommends Article 12

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**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 \$109,210 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 13

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 14: Referendum Question L:** To see if the town will vote to raise and appropriate \$299,550 for Debt Services.

*The budget figures will be assigned as follows:*

<i>2013 Public Works Road Construction Bond</i>	<i>\$212,000</i>
<i>2015 Bond Payment</i>	<i>\$87,550</i>

Select Board recommends Article 14

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 15: Referendum Question M:** To see if the Town will vote to:

1. Authorize the Select Board to enter into a lease purchase agreement for an amount not to exceed **\$500,000** on such terms as they deem advisable for the purpose of purchasing a new Rescue Pumper truck, and
2. Raise and appropriate an amount not to exceed **\$58,064** for the payment due in fiscal year 2022-2023.

*Treasurer's Statement*

*Total Indebtedness as of June 30, 2022:*

<i>Outstanding Principal Balance</i>	<i>\$ 855,000</i>
<i>Authorized but unissued debt</i>	<i>\$ 0</i>
<i>New Debt to be issued if Article 15 passes</i>	<i><u>\$ 500,000</u></i>
<i>Total Debt Outstanding if Article 15 passes</i>	<i>\$1,355,000</i>

*Costs*

*The projected interest rate is a maximum rate of 3.49% per annum and for a (10) ten-year term the estimated costs of this lease purchase will be as follows:*

<i>Principal</i>	<i>\$500,000</i>
<i>Interest</i>	<i><u>\$ 80,634</u></i>
<i>Total Debt Service</i>	<i>\$580,634</i>

*Validity Disclaimer*

*The validity and voters' ratification of the new debt may not be affected by any errors in the above estimates. If the actual amount of the new debt varies from the estimate, the ratification by the voters is nevertheless conclusive and the validity of the new debt is not affected by reason of the variance.*

*Respectfully,*

*Charisse A. Keach*

*Charisse A. Keach  
Finance Director*

Select Board recommends Article 15

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 16: Referendum Question N:** To see if the town will vote to raise and appropriate **\$890,000** for the Capital Improvement Program.

*The budget figures will be assigned as follows:*

<i>Public Works Equipment Reserve</i>	<i>\$225,000</i>
<i>Public Works Paving/Road Reserve</i>	<i>\$410,000</i>
<i>Municipal Facilities Improvements</i>	<i>\$50,000</i>
<i>Technology</i>	<i>\$30,000</i>
<i>Revaluation Reserve</i>	<i>\$100,000</i>
<i>Public Safety Fire Apparatus</i>	<i>\$75,000</i>

Select Board recommends Article 16

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 17: Referendum Question O:** 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 17

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 18: Referendum Question P:** To see if the Town will vote to raise and appropriate **\$817,347** for the County Tax.

Select Board recommends Article 18

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 19: Referendum Question Q:** To see if the Town will vote to raise and appropriate **\$3,000** for Provider Agencies and Regional Transportation.

*The budget figures will be assigned as follows:*

<u>Provider Agencies</u>	<u>\$2,000</u>
<u>Regional Transportation</u>	<u>\$1,000</u>

Select Board recommends Article 19

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 20: Referendum Question R:** To see if the Town will vote to appropriate the total sum of **\$1,631,800** 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 20

**Motion** to recommend by Ms Lockwood. Seconded by Ms Geer.  
**Unanimously approved**

**ARTICLE 21: Referendum Question S:** 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, 2022, and any other funds provided by any other entity including 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 21

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**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) hired by the Town for maintenance on private roads in special and certain circumstances where in the public's interest.

Select Board recommends Article 22

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**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.

Select Board recommends Article 23

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 24: Referendum Question V:** To see if the Town will:

1. Accept as a conditional gift from the Raymond Village Library ("RVL") the assets of RVL including the land, building, books and all personal property, and all monetary assets as of June 30, 2022, minus \$15,000 for start-up costs (total net estimated as of April 4, 2022, is approximately \$195,000), as outlined in the Memorandum of Understanding between RVL and the Town of Raymond signed 10/12/2021 (available for view at the Raymond Town Office upon request), such funds to be set aside in a non-lapsing Town account separate from the general fund and to be used for library purposes only;
2. Establish the Library as a Town Department;
3. Appropriate **\$60,000** from the non-lapsing Town library account to be used for fiscal year 2022-2023 for the new Library Department; and
4. Also, to raise and appropriate **\$135,876** for the new Library Department.

Select Board recommends Article 24

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 25: Referendum Question W:** To see if the Town will raise and appropriate \$66,000 for the Raymond Village Library, such funds to be raised and appropriated ONLY in the event Article 24 does not pass?

Select Board recommends Article 25

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**ARTICLE 26: Referendum Question X:** LD1: To see if the Town will vote to increase the property tax levy limit of \$3,401,749.27 established for the Town of Raymond by State law in the event that the municipal budget approved under the preceding articles will result in a tax commitment that is greater than that property tax levy limit.

Select Board recommends Article 26

**Motion** to recommend by Ms Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

**4. Public Comment** – none

**5. Budget-Finance Committee Comment**

Finance Director Keach explained that if the Rescue Pumper comes in at a higher cost there will not be an issue due to the wording of the article (not to exceed for example). Mr Morse asked about raising the not to exceed amount, however this is too late in the proceedings (the ballot must be posted by this Friday).

**6. Adjournment** – none

**Motion** to adjourn at 7:10pm by Mr Jones. Seconded by Ms Lockwood.  
**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*