



## Budget-Finance Committee

### Minutes

April 4, 2023, at 6:30pm

At Broadcast Studio & Via Zoom

**Committee Members Present:** Bob Gosselin - Chair, Karen Lockwood, Bob Jones, Denis Morse, Deanna Lee, Shawn McKillop

**Committee Members Absent:** Abigail Geer

#### Town Staff Present:

Charisse Keach, Finance Director  
Joe Crocker, Raymond Parks & Rec Director  
Nathan White, Public Works Director  
Bruce Tupper, Fire Chief  
Cathy Gosselin, HR  
Sue Look, Town Clerk

1. Called to order at 6:30pm by Chair Gosselin
  
2. Approval of Minutes
  - a) March 21, 2023  
**Motion** to approve as presented by Mrs Lockwood. Seconded by Ms Lee.  
**Unanimously approved**
  
3. Annual 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, 2023, and the 2<sup>nd</sup> half of taxes due to April 30, 2024;
2. Set the interest rate for unpaid balances and for abated taxes at eight percent (8%) 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.

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

Select Board recommends Article 3  
Budget-Finance Committee recommends/does not recommend Article 3

**ARTICLE 4: Referendum Question B:** To see if the Town will vote to raise and appropriate **\$2,396,021** for General Government Services (Administration; Compensation and Training; Insurances, Worker Comp and Benefits; Assessing; Code Enforcement; Recreation; Technology; and General Assistance).

*The budget figures will be assigned as follows:*

<i>Administration</i>	<i>\$557,487</i>
<i>Compensation and Training</i>	<i>\$75,000</i>
<i>Insurances, Worker Comp, and Benefits</i>	<i>\$1,049,861</i>
<i>Assessing</i>	<i>\$83,437</i>
<i>Code Enforcement</i>	<i>\$225,892</i>
<i>Recreation</i>	<i>\$163,084</i>
<i>Technology</i>	<i>\$226,260</i>
<i>General Assistance</i>	<i>\$15,000</i>

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

Select Board recommends Article 4  
Budget-Finance Committee recommends/does not recommend Article 4

**ARTICLE 5: Referendum Question C:** To see if the Town will vote to raise and appropriate **\$1,419,640** for Public Works.

*The budget figures will be assigned as follows:*

<u>Public Works</u>	<u>\$930,356</u>
<u>Town Buildings</u>	<u>\$46,000</u>
<u>Solid Waste</u>	<u>\$398,100</u>
<u>Cemeteries</u>	<u>\$45,184</u>

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

Select Board recommends Article 5  
Budget-Finance Committee recommends/does not recommend Article 5

**ARTICLE 6: Referendum Question D:** To see if the Town will vote to raise and appropriate **\$1,281,432** for Public Safety.

*The budget figures will be assigned as follows:*

<u>Fire/Rescue Department</u>	<u>\$1,239,271</u>
<u>Animal Control</u>	<u>\$42,161</u>

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

Select Board recommends Article 6  
Budget-Finance Committee recommends/does not recommend Article 6

**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 **\$75,000**.

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

Select Board recommends Article 7  
Budget-Finance Committee recommends/does not recommend Article 7

**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 by Mrs Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

Select Board recommends Article 8  
Budget-Finance Committee recommends/does not recommend Article 8

**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 by Mrs Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

Select Board recommends Article 9  
Budget-Finance Committee recommends/does not recommend Article 9

**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 by Mrs Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

Select Board recommends Article 10  
Budget-Finance Committee recommends/does not recommend Article 10

**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 **\$?00,000**.

**NOTE:** *This amount will not be set until after the FY 2021-2022 Audit has been presented to the Select Board at the April 11, 2023, regular meeting. Once set, the Budget-Finance Committee will vote on a recommendation.*

Select Board recommends Article 11

Budget-Finance Committee recommends/does not recommend Article 11

**ARTICLE 12: Referendum Question J:** To see if the Town will vote to appropriate **\$312,730** from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2023-2024 project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

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

**Unanimously approved**

Select Board recommends Article 12

Budget-Finance Committee recommends/does not recommend Article 12

**ARTICLE 13: Referendum Question K:** To see if the Town will vote to appropriate from the Tassel Top Park Enterprise fund the amount of **\$153,355** 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 by Mrs Lockwood. Seconded by Mr Jones.

**Unanimously approved**

Select Board recommends Article 13

Budget-Finance Committee recommends/does not recommend Article 13

**ARTICLE 14: Referendum Question L:** To see if the town will vote to raise and appropriate **\$341,501** for Debt Services.

*The budget figures will be assigned as follows:*

<u>2013 Public Works Road Construction Bond</u>	<u>\$207,500</u>
<u>2015 Bond Payment</u>	<u>\$87,550</u>
<u>2022 Lease Purchase Rescue Pumper Truck</u>	<u>\$46,451</u>

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

Select Board recommends Article 14

Budget-Finance Committee recommends/does not recommend Article 14

**ARTICLE 15: Referendum Question M:** To see if the Town will vote to raise and appropriate **\$161,403** for the Raymond Village Library.

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

Select Board recommends Article 15

Budget-Finance Committee recommends/does not recommend Article 15

**ARTICLE 16: Referendum Question N:** To see if the town will vote to raise and appropriate **\$1,010,000** for the Capital Improvement Program.

*The budget figures will be assigned as follows:*

<u>Public Works Equipment Reserve</u>	<u>\$225,000</u>
<u>Public Works Paving/Road Reserve</u>	<u>\$410,000</u>
<u>Municipal Facilities Improvements</u>	<u>\$85,000</u>
<u>Technology</u>	<u>\$100,000</u>
<u>Revaluation Reserve</u>	<u>\$80,000</u>
<u>Public Safety Fire Apparatus</u>	<u>\$75,000</u>
<u>Playground Improvements</u>	<u>\$35,000</u>

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

Select Board recommends Article 16

Budget-Finance Committee recommends/does not recommend Article 16

**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.

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

**Unanimously approved**

Select Board recommends Article 17

Budget-Finance Committee recommends/does not recommend Article 17

**ARTICLE 18: Referendum Question P:** To see if the Town will vote to raise and appropriate **\$974,325** for the County Tax (\$80,574 is the first of five (5) annual, no-interest payments for six (6) months of taxes, January to June 2023, and \$893,751 is for the fiscal year July 2023 to June 2024 taxes, enabling Cumberland County to move from a calendar year to a fiscal year assessment).

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

**Unanimously approved**

Select Board recommends Article 18

Budget-Finance Committee recommends/does not recommend Article 18

**ARTICLE 19: Referendum Question Q:** To see if the Town will vote to raise and appropriate **\$1,000** for Provider Agencies.

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

**Unanimously approved**

Select Board recommends Article 19

Budget-Finance Committee recommends/does not recommend Article 19

**ARTICLE 20: Referendum Question R:** To see if the Town will vote to appropriate the total sum of **\$1,837,020** 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 by Mrs Lockwood. Seconded by Mr Jones.

**Unanimously approved**

Select Board recommends Article 20

Budget-Finance Committee recommends/does not recommend Article 20

**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, 2023, and any other funds provided by any other entity including 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 by Mrs Lockwood. Seconded by Mr Jones.  
**Unanimously approved**

Select Board recommends Article 21  
Budget-Finance Committee recommends/does not recommend Article 21

**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.

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

Select Board recommends Article 22  
Budget-Finance Committee recommends/does not recommend Article 22

**ARTICLE 23: Referendum Question U:** LD1: To see if the Town will vote to increase the property tax levy limit of **\$3,630,036.38** 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.

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

Select Board recommends Article 23  
Budget-Finance Committee recommends/does not recommend Article 23



**ARTICLE 24: Referendum Question V:** To see if the Town of Raymond will vote to join the Maine Public Employees Retirement System (MainePERS) as a Participating Local District effective September 1, 2023, and:

- a) **To offer** Special Plan 3C to its regular, full-time firefighters and emergency medical services employees who are paid at least 2,080 hours per year between hours worked, paid vacation, paid holiday, and paid sick time; and
- b) **To exclude** all other employees, including all other elected/appointed officials, from participating in MainePERS; and
- c) **To allow** its eligible employees who are currently employed by the Town on September 1, 2023, who elect to join MainePERS, the option to purchase prior service upon the employee's full payment of all associated costs. The Town will not participate in the purchase of prior service and so employees who wish to purchase prior service are responsible for paying the full liability associated with this service; and
- d) **To authorize** the Town Manager to sign the agreement between the Town and the Maine Public Employees Retirement System; and
- e) **To adopt** the provisions of 5 M.R.S. §18252-C as enacted by PL 2021, Chapter 286 as allowed by MainePERS Rule Chapter 803 for non-participating employees with optional membership who declined to participate in MainePERS when first eligible ("eligible employees") and to comply with the following requirements:
  - a. Beginning in 2024, to annually offer eligible employees who have been employed for less than 5 years the opportunity to join MainePERS on a prospective basis during an open enrollment period from September 1<sup>st</sup> through November 1<sup>st</sup> and to provide MainePERS with documentation of each election made by eligible employees under this provision: and
  - b. To withhold employee contributions for employees who join under this provision on an after-tax basis and to remit them to MainePERS.

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

Mr Morse brought up that he would like to see an additional article added to the warrant to open Maine PERS to all employees.

**Unanimously approved**

Select Board recommends Article 24

Budget-Finance Committee recommends/does not recommend Article 24

**ARTICLE 25: Referendum Question W:** Shall the Town of Raymond (the "Town"):

1. **Approve** a capital project consisting of the construction of a public works garage (for up to \$3,500,000), tennis courts, vendor booth, bathroom facilities, and a maintenance building (for up to \$1,000,000), including engineering and design costs, transaction costs and other expenses reasonably related thereto (the "Project");
2. **Appropriate** the sum of **\$4,500,000**, plus any additional premium, to provide for the costs of the Project;
3. **Authorize** the Town Treasurer and the Chair of the Select Board to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$4,500,000, plus any additional premium, to fund the Project; and
4. **Delegate** to the Town Treasurer and the Chair of the Select Board the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

**TOTAL BOND INDEBTEDNESS**

a. Bonds outstanding and unpaid:	\$	570,000
b. Bonds authorized and unissued (other than this loan):	\$	-0-
c. Maximum amount to be issued if approved:	\$	4,500,000

**2. COSTS**

*At an estimated maximum interest rate of 3.25% for a fifteen (15) year maturity, the estimated cost of this bond will be:*

<i>Principal</i>	\$	4,500,000
<i>Interest</i>	\$	<u>1,128,750</u>
<i>Total:</i>	\$	5,628,750

**3. VALIDITY**

*The validity of the bonds and the voter's ratification of the bonds may not be affected by any error in the above estimates. If the actual amount of the total debt service varies from the estimates, the ratification by the voters is nevertheless conclusive, and the validity of the bond issue is not affected by reason of the variance.*



\_\_\_\_\_  
Charisse Keach, Town Treasurer

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

Mrs Lockwood asked if there are currently any quotes on the Public Works garage. We will have engineering plans prior to the vote. The bond may not be issued if the quotes come in too high. This is allowing the process to begin. It will go out to bid this Fall and should be

ready to begin in the Spring of 2024. The suggestion was to ask the Select Board to split this into 2 articles for the Rec Dept and Public Works.

The motion and the second were withdrawn.

**This will be voted at the next meeting on April 11, 2023.**

Select Board recommends Article 25

Budget-Finance Committee recommends/does not recommend Article 25

4. Public Comment – none

5. Budget-Finance Committee Comment – none

6. Adjournment

**Motion** to adjourn at 7:25pm by Mr Morse. Seconded by Mrs Lockwood.  
**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*