



**Budget-Finance Committee
Workshop Agenda**

March 14, 2024, at 6:30pm

At Broadcast Studio & Via Zoom

Committee Members Present: Karen Lockwood – Chair, Bob Gosselin, Frank McDermott, Denis Morse, Deanna Lee, Shawn McKillop

1. Call to order at 6:48 pm by Chair Lockwood with a quorum present.
2. Budget Workshop
 - Review of answers given by Town Manager Look to questions submitted by the committee.

Budget Finance Committee Requests

1. *Administration – Legal and Audit:*

- a. *On the budget sheet for July 1, 2023 – June 30, 2024, the Legal & Audit line has the total as 2023 Actual \$151, 856 (I can not find this number, can you tell me which tab you see it under, please?) and the FY24 (in Progress) listed at \$40,000.*
- b. *The budget sheet for July 1, 2024 – June 30, 2025, lists the 2023 Actual at \$297,209.*
- c. *The Budget Finance committee requests the sum of \$297,209 be broken out by line item with the total listed for each item beginning with FY2022. (Previously requested by Deanna and in Process with the Town Manager)*

Category	DEBITS
Assessing	\$24.92
Audit	\$9,942.50
Codes Updates	\$8,847.32
FOAA	\$232.00
General	\$9,344.50
Land Use Issues	\$13,939.75
Personnel & Policy	\$4,418.00

<i>Public Safety</i>	<i>\$2,000.00</i>
<i>Raymond Village Library</i>	<i>\$151.00</i>
<i>Sebago Land Use Violation</i>	<i>\$248,808.76</i>
<i>Total Legal & Audit</i>	<i>\$297,708.75</i>
<i>Audit</i>	<i>\$9,942.50</i>
<i>Sebago Land Use Violation</i>	<i>\$248,808.76</i>
<i>All Other Legal</i>	<i>\$38,957.49</i>
<i>FY 2022-2023 Budget</i>	<i>\$40,000.00</i>

2. *Administration – Salaries*

2023 Actual \$440, 372.

2024 Budgeted \$421,817

2024 Actual as of 12/31/2023 \$332,790

Halfway through the FY cycle at 12/31/2023 and more than half the salary budget spent. What has caused this discrepancy and is more budget needed?

The overage is largely due to the severance agreement of the previous Town Manager pursuant to his contract which was paid in January but hit the Town bank account in December. There were other minor staff salary adjustments done in September that increased the line for the first half by just under \$12,000.

3. *Debt Service*

a. *Since many of us are new, is it possible to list the items that were included in each of the bonds, so we know the history of expenditures?*

- *2013 bond – road improvements*
- *2015 bond – Sand/Salt building & fire truck*
- *Lease Purchase – Rescue/Pumper*
- *2023 bond – Design PW garage, Shari Gagnon Park courts, and Tassel Top Snack Shack & potties (after ARPA funds have been expended)*

4. *Liability Insurance*

a. *Why did the Liability Insurance increase 26.775%?*

b. *Comm. Package \$92,150 (12% increase)*

As you will see on the Proposed Budget page under the Insurance tab of your binder, the Liability/Vehicle Insurance line is expected to be

overbudget this year by \$12,790 or 16.5% and the projections we have received for the coming year is anywhere from a 6-12% increase over this year.

- \$2,185 is the cost of surety bonds for Charisse, Cathy, Sue Carr and Nathan*
- \$6,811 is the projected cost for Marine 1 for liability – a 6% increase*
- \$3,329 is the projected cost of cyber security insurance – a 10% increase*
- \$92,150 is the projected cost of the commercial package which consists of a blanket limit on building & contents, business auto, inland marine, general liability, employee benefits liability to include EMT / Paramedic liability, employment practices liability, public officials' liability, and an umbrella – a 12% increase*

5. Health Insurance –

- a. Increase of \$116,000 or 23.43%. The Budget Finance Committee requests the Town send out a Request for Quote to three suppliers to submit proposals for Health Insurance coverage. This is good business practice.*

We have an annual contract based on a calendar year, so we estimate how much the increase will be from January through June 30 for next year and we try to estimate on the high side. We have to fully fund the liability of the HRA each year and carry forward whatever is not used, so the budget is only to bring the carry forward up to the full liability. At renewal time our agent gets the quotes from all carriers (not only 3), picks the best prices for the town and works with the staff. We also had a slightly higher head count in 2024 and all the employees aged by 1 year which automatically increases the price. All the rates are approved by the State Bureau of Insurance.

6. Department Funds carried over and rolled forward to the next year.

Will the Finance Director please provide a table that lists each department that is carrying funds forward, a column with the amount, and a column with the accrued amount in the rolled forward account, and a description about the intent of accruing the reserved funds? ie renovations, new trucks, paving, etc?

The only funds that are carried forward are the CIP and the HRA.

7. Request that the Town Manager inquire to RSU 14 what have been the maintenance costs for the JSMS for the last three years?

Bill Hanson, the head of facilities for RSU 14, will get a report of the costs for JSMS to us in the next week or so (they are also in mid budget season). For now, he listed the major items that have been done to the school in the past 3 years:

- **2 new propane boilers**
- **New insulation in the roof with most of the roof being replaced**
- **All electric panels have been updated**
- **New AC in the office and IT room**
- **All new exterior and interior doors**
- **All new fire alarm system**
- **All new cameras**
- **All new LED lighting**

8. CIP

Items that need to be included in the CIP sheet that the Town needs to plan for:

- **Pickle Ball Courts – part of the 2023 bond**
- **JSMS Renovation – Town Office, Community Center, Library – the only mentions thus far (and they have been only in passing when looking forward to the return of JSMS to Raymond after the new Middle School opens) is that we may go out to bond for any needed renovations.**
- **Recreation Office Renovation – already in CIP Facilities**
- **Tassel Top – build additional cabins. – the funding for this is though the Tassel Top Enterprise fund and not a part of the Town budget**
- **New RSU 14 Middle School – The preliminary information we have from a presentation by Superintendent Christopher Howell to the Select Board on October 10, 2023, is that the State approved a subsidy of \$131,712,845 for the project and that the local portion would be \$39,838,444 in total, a portion of which will be Raymond’s share.**
- **Fiber Optics Proposal ~ \$900k, Funding split with \$150k on hand, TIF, Bond – this project has not been approved to move forward, some may be paid by the TIF and we may add this to a bond effort**
- **Public Works vehicles – already in CIP – Equipment. For 2025 the plan is to replace the 2011 excavator and order a replacement for the 2009 dump truck (as long as nothing major breaks and as funding allows)**
- **Fire Dept Vehicles – already in CIP – Fire CIP**
- **Automated Trash Truck Trash Bins – there is no definite plan to require these by the vendor, they have thus far said that Raymond does not have the**

density to do this and they do not have enough of the specialized trucks as yet in their fleet, also there is no plan for the Town to buy them and give them to the citizens

- ~~Dept. Head #1 presentation – Review and discuss.~~
- ~~Dept. Head #2 presentation – Review and discuss.~~
- Review and discussion on CIP. – Discussion was done during the question/answer review.

3. Public Comment
None

4. Budget-Finance Committee Comment

a) Next meeting is Monday the 18th at 6:30pm with the Select Board invited

5. Adjournment

Motion to adjourn at 7:35pm by Mr. Gosselin. Seconded by Mr. McKillop.
Unanimously approved

*Respectfully submitted,
Melissa McConkey, TM Admin*