



## Budget-Finance Committee

### Minutes

April 2, 2024, at 6:30pm

At Broadcast Studio & Via Zoom

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

**Committee Members Absent:** none

**Town Staff Present:**

Sue Look, Town Manager  
Charisse Keach, Finance Director  
Nathan White, Public Works Director  
Bruce Tupper, Fire Chief  
Alex Sirois, CEO  
Richard Dowe, Librarian  
Cathy Gosselin, Deputy Treasurer

1. Called to order at 6:30pm by Chair Lockwood with a quorum present
  
2. Approval of Minutes
  - a) February 28, 2024
  - b) February 29 2024
  - c) March 11, 2024
  - d) March 12, 2024
  - e) March 14, 2024
  - f) March 18, 2024

**Motion** to approve as presented by Mr. Gosselin. 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, 2024, and the 2<sup>nd</sup> half of taxes due to April 30, 2025;
2. Set the interest rate for unpaid balances and for abated taxes at eight and a half percent (8.5%) 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

Budget-Finance Committee recommends/does not recommend Article 3

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McDermott.  
**Unanimously approved**

**ARTICLE 4: Referendum Question B:** To see if the Town will vote to raise and appropriate **\$1,803,516** for General Government Services (Administration; Assessing; Code Enforcement; Recreation; Technology; and General Assistance).

*The budget figures will be assigned as follows:*

<i>Administration</i>	<i>\$836,969</i>
<i>Assessing</i>	<i>\$114,870</i>
<i>Code Enforcement</i>	<i>\$340,034</i>
<i>Recreation</i>	<i>\$268,381</i>
<i>Technology</i>	<i>\$228,262</i>
<i>General Assistance</i>	<i>\$15,000</i>

Select Board recommends Article 4

Budget-Finance Committee recommends/does not recommend Article 4

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.  
**Unanimously approved**

**ARTICLE 5: Referendum Question C:** To see if the Town will vote to raise and appropriate **\$1,757,387** for Public Works.

*The budget figures will be assigned as follows:*

<u>Public Works</u>	<u>\$1,236,096</u>
<u>Town Buildings</u>	<u>\$51,237</u>
<u>Solid Waste</u>	<u>\$443,624</u>
<u>Cemeteries</u>	<u>\$26,430</u>

Select Board recommends Article 5

Budget-Finance Committee recommends/does not recommend Article 5

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.  
**Unanimously approved**

**ARTICLE 6: Referendum Question D:** To see if the Town will vote to raise and appropriate **\$1,887,305** for Public Safety.

*The budget figures will be assigned as follows:*

<u>Fire/Rescue Department</u>	<u>\$1,840,162</u>
<u>Animal Control</u>	<u>\$47,143</u>

Select Board recommends Article 6

Budget-Finance Committee recommends/does not recommend Article 6

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McDermott.  
**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 **\$75,000**.

Select Board recommends Article 7

Budget-Finance Committee recommends/does not recommend Article 7

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McDermott.  
**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

Budget-Finance Committee recommends/does not recommend Article 8

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.

**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

Budget-Finance Committee recommends/does not recommend Article 9

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.

**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

Budget-Finance Committee recommends/does not recommend Article 10

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.

**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 \$700,000.

Select Board recommends Article 11

Budget-Finance Committee recommends/does not recommend Article 11

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.  
**Unanimously approved**

**ARTICLE 12: Referendum Question J:** To see if the Town will vote to appropriate \$341,097 from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for **FY 2024-2025** project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

Select Board recommends Article 12

Budget-Finance Committee recommends/does not recommend Article 12

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Ms Lee.

**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 \$121,515 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

Budget-Finance Committee recommends/does not recommend Article 13

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.  
**Unanimously approved**

**ARTICLE 14: Referendum Question L:** To see if the Town will vote to appropriate from the Recreation Programs special revenue fund the amount of **\$130,350** for the administration of activities at the programs, and to allocate all revenues generated by program operations to be recorded in and retained by the Recreation Programs Enterprise fund.

Select Board recommends Article 14

Budget-Finance Committee recommends/does not recommend Article 14

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.  
**Unanimously approved**

**ARTICLE 15: Referendum Question M:** To see if the town will vote to raise and appropriate **\$613,918** for Debt Services.

*The budget figures will be assigned as follows:*

<u>2013 Public Works Road Construction Bond</u>	<u>\$202,500</u>
<u>2015 Public Works Sand/Salt Construction and Public Safety Replacement Engine Bond</u>	<u>\$85,850</u>
<u>2022 Lease Purchase Rescue Pumper Truck</u>	<u>\$49,568</u>
<u>2023 Tassel Top Snack Shack &amp; PW Garage Design</u>	<u>\$276,000</u>

Select Board recommends Article 15

Budget-Finance Committee recommends/does not recommend Article 15

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.  
**Unanimously approved**

**ARTICLE 16: Referendum Question N:** To see if the Town will vote to raise and appropriate **\$215,925** for the Raymond Village Library.

Select Board recommends Article 16

Budget-Finance Committee recommends/does not recommend Article 16

**Motion** to recommend as presented by Mr. McKillop. Seconded by Mr. McDermott.  
**Unanimously approved**

**ARTICLE 17: Referendum Question O:** To see if the town will vote to raise and appropriate **\$1,015,000** 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>\$45,000</u>
<u>Public Safety Fire Apparatus</u>	<u>\$115,000</u>
<u>Playground Improvements</u>	<u>\$35,000</u>

Select Board recommends Article 17

Budget-Finance Committee recommends/does not recommend Article 17

**Motion** to recommend as presented by Mr. McDermott. Seconded by Mr. Gosselin.  
**Unanimously approved**

**ARTICLE 18: Referendum Question P:** To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) accounts, and the Healthcare Reimbursement Accounts (H.R.A.).

Select Board recommends Article 18

Budget-Finance Committee recommends/does not recommend Article 18

**Motion** to recommend as presented by Mr. McKillop. Seconded by Mr. Gosselin.  
**Unanimously approved**

**ARTICLE 19: Referendum Question Q:** To see if the Town will vote to raise and appropriate **\$1,017,761** for the County Tax (\$80,574 is the second of five (5) annual, no-interest payments for six (6) months of taxes, January to June 2023, and \$937,187 is for the fiscal year July 2024 to June 2025 taxes, enabling Cumberland County to move from a calendar year to a fiscal year assessment).

Select Board recommends Article 19

Budget-Finance Committee recommends/does not recommend Article 19

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.  
**Unanimously approved**

**ARTICLE 20: Referendum Question R:** To see if the Town will vote to raise and appropriate **\$3,000** for Provider Agencies, \$2,000 for Crescent Lake Watershed Association and \$1,000 to be used at the Town Manager’s discretion.

Select Board recommends Article 20

Budget-Finance Committee recommends/does not recommend Article 20

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.  
**Unanimously approved**

**ARTICLE 21: Referendum Question S:** To see if the Town will vote to appropriate the total sum of **\$2,155,288** 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 21

Budget-Finance Committee recommends/does not recommend Article 21

**Motion** to recommend as presented by Mr. McDermott. Seconded by Ms Lee.  
**Unanimously approved**

**ARTICLE 22: Referendum Question T:** 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, 2024, 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

Select Board recommends Article 22

Budget-Finance Committee recommends/does not recommend Article 22

**Motion** to recommend as presented by Mr. McKillop. Seconded by Mr. Gosselin.  
**Unanimously approved**



**ARTICLE 23: Referendum Question U:** 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 23

Budget-Finance Committee recommends/does not recommend Article 23

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McDermott.  
**Unanimously approved**

**ARTICLE 24: Referendum Question V:** LD1: To see if the Town will vote to increase the property tax levy limit of **\$3,935,385.36** 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 24

Budget-Finance Committee recommends/does not recommend Article 24

**Motion** to recommend as presented by Mr. McKillop. Seconded by Mr. McDermott.  
**Unanimously approved**

**ARTICLE 25: Referendum Question W:** To see if the Town of Raymond will vote to change its plan with the Maine Public Employees Retirement System (MainePERS) to add coverage for full-time, non-union employees effective September 1, 2024, and:

- a) To offer Regular Plan AC to its regular, full-time, non-union employees who are paid at least 1,664 hours per year between paid vacation, paid holiday, and paid sick time effective September 1, 2024; and
- b) To continue 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 paid vacation, paid holiday, and paid sick time; and
- c) To exclude all other employees, including all other elected/appointed officials, from participating in MainePERS; and
- d) To allow its newly eligible employees who are currently employed by the Town on September 1, 2024, who elect to join MainePERS on September 1, 2024, 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
- e) To authorize the Town Manager or the Select Board Chair to sign the amended agreement between the Town and the Maine Public Employees Retirement System.

Select Board recommends Article 25

Budget-Finance Committee recommends/does not recommend Article 25

**Motion** to recommend as presented by Mr. McDermott. Seconded by Mr. Gosselin.  
**Unanimously approved**

**ARTICLE 26: Referendum Question X:** Shall the Town of Raymond (the "Town"):

1. **Approve** a capital project including engineering and design costs, transaction costs, construction costs, and other expenses reasonably related thereto (the "Project") consisting of the building of a public works garage to be located at 170 Plains Road at an estimated cost of **\$6,200,000**;
2. **Appropriate** the sum of **\$6,200,000**, 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 **\$6,200,000**, 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

1. **TOTAL BOND INDEBTEDNESS**

a. Bonds outstanding and unpaid:	\$	* 1,435,000
b. Bonds authorized and unissued (other than this loan):	\$	0
c. Maximum amount to be issued if approved:	\$	6,200,000

\* \$285,000 will retire in FY 2024-2025

2. **COSTS**

*At an estimated maximum interest rate of 3% for a twenty (20) year maturity, the estimated cost of this government obligation bond will be:*

<i>Principal</i>	\$	6,200,000.00
<i>Interest</i>	\$	<u>1,910,375.00</u>
<i>Total:</i>	\$	8,110,375.00

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

Select Board recommends Article 26

Budget-Finance Committee recommends/does not recommend Article 26

**Motion** to recommend as presented by Mr. Gosselin. Seconded by Mr. McKillop.  
**Unanimously defeated**

**Motion** to not recommend this article by Mr. McDermott. Seconded by Mr. McKillop.  
**Unanimously approved**

**ARTICLE 27: Referendum Question Y:** Shall the Town of Raymond (the "Town"):

1. **Approve** a capital project including engineering and design costs, transaction costs, construction costs, and other expenses reasonably related thereto (the "Project") consisting of the installation of a municipal fiber ring to connect all municipal buildings at an estimated cost of **\$667,000**;
2. **Appropriate** the sum of **\$667,000**, 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 **\$667,000**, 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

5. **TOTAL BOND INDEBTEDNESS**

a. Bonds outstanding and unpaid:	\$ * 1,435,000
b. Bonds authorized and unissued (other than this loan):	\$ 0
c. Maximum amount to be issued if approved:	\$ 667,000

\* \$285,000 will retire in FY 2024-2025

6. **COSTS**

*At an estimated maximum interest rate of 3% for an eight (8) year maturity, the estimated cost of this government obligation bond will be:*

Principal	\$ 667,000.00
Interest	\$ 81,317.50
Total:	\$ 748,317.50

7. **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.*



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Charisse Keach, Town Treasurer

Select Board recommends Article 27

Budget-Finance Committee recommends/does not recommend Article 27

**Motion** to recommend as presented by Mr. McDermott. Seconded by Mr. Gosselin.

**Unanimously approved**

The committee would like to meet in to begin CIP plan on April 24<sup>th</sup> at 6:30pm.

4. Public Comment  
None

5. Budget-Finance Committee Comment – comments that there were good questions through this process, and it was good working with the Select Board.

6. Adjournment

**Motion** to adjourn at 7:41pm by Mr. Morse. Seconded by Mr. McKillop.  
**Unanimously approved**

*Respectfully submitted,*  
*Susan L Look, Town Manager*