



Budget-Finance Committee

Meeting Agenda

~~June 6, 2024~~, Rescheduled to:
June 13, 2024 at 6:30pm

At Broadcast Studio & Via Zoom

Committee Members Present: Karen Lockwood – Chair, Deanna Lee, Frank McDermott, Shawn McKillop, Chris Hanson, Don Willard

Committee Members Absent: Cliff Small

Town Staff Present:

Sue Look, Town Manager
Charisse Keach, Finance Director
Nathan White, Public Works Director
Cathy Gosselin, Deputy Treasurer
Melanie Fernald, Town Clerk

1. **Called meeting to order** at 6:30pm by Chair Lockwood with a quorum present
Chair Lockwood thanked outgoing members – Bob Gosselin & Denis Morse, and welcomed newly elected members – Chris Hanson, Cliff Small & Don Willard

2. Approval of Minutes

- May 16, 2024 – Meeting

Motion to approve by Mr. McKillop, seconded by Mr. McDermott

Motion carries (4-0-2-1)

Ayes: Lockwood, Lee, McDermott, McKillop

Nays: none

Abstain: Hanson, Willard (not present at last meeting)

Absent: Small

3. Discussion of Historical CIP Reserve Funds

Town Manager Look presented an overview of the CIP budget figures that have been compiled from past audits, votes from past warrants, and financial documents. This document will be part of the budget books each year going forward.

Finance Director Keach explained some further details about Fire Department budget lines.

4. Discussion of Expense Revenue Summary Reports

Finance Director Keach explained the figures in the Expense/Revenue Summary Reports.

Committee members spoke specifically about their thoughts on how to use the money coming in because of the settlement. Some detailed discussion about how to account for the settlement funds as they're collected. Auditors had suggested the creation of an extraordinary revenue line versus crediting the legal services line.

5. Public Comment

Bob Gosselin, Eagles View Drive - spoke to his time on the committee

Teresa Sadak noted that Bob Jones, a former budget-finance committee passed away recently. Others noted that he started the Lions Club in the area. was highly involved in the Founders Day program, and ran the candidate debates

Denis Morse, Cape Road thanked board for hard work

Deanna Lee also noted the passing of Geoff Tibbals, election worker

6. Budget-Finance Committee Comment

Chair Lockwood asked Town Manager Look to speak to a planned training on Roberts Rules by the Town's attorney, for board and committee members

Finance Director Keach pointed out that the 2023 Bond for Public Works garage, tennis courts and Tassel Top improvements has a page of historical data and statistics of the Town of Raymond compared to the county, state, region and country. Another excerpt is the CIP plan looking out five years. That information could prove helpful when going out for a bond in the future. She will share the document with the Committee

Next Meeting for an Orientation Workshop on Tuesday, June 25th

7. Adjournment

Motion to adjourn at 7:22PM by Mr. McKillop. Seconded by Ms. Lee
Unanimously approved

Respectfully submitted,

*Melanie Fernald
Town Clerk*