

Town of Raymond  
401 Webbs Mills Road  
Raymond, Maine 04071

BOARD OF SELECTMEN  
MINUTES  
TUESDAY, OCTOBER 2, 2007  
\* Amended October 16, 2007

ATTENDANCE: Mark Gendron, Chairman; Dana Desjardins; Joe Bruno; Lonnie Taylor; and Mike Reynolds.

SELECTMEN ABSENT: None.

STAFF ATTENDANCE: Don Willard, Town Manager; Nancy Yates, Finance Director.

OTHERS: None.

1. Call to order. Mark Gendron called the meeting to order at 7:00 pm at the Broadcast Studio.
2. Minutes of the previous meeting dated September 18, 2007.  
MOTION: Lonnie Taylor motioned to approve the minutes as written. Seconded by Joe Bruno.  
VOTE: 4 in favor (Reynolds, Bruno, Taylor, Desjardins); 1 abstention (Gendron)
3. New business:
  - a. Discussion of proposed financial management policies – Finance Director Nancy Yates.

DISCUSSION: Nancy Yates suggested the following areas for a stated policy: undesignated fund balance (surplus), borrowing, capital improvement program, and associated capital for those areas. Mr. Gendron read the definitions and possible policies and goals. Mr. Willard noted that the goal for undesignated fund balance was on the low side for some towns in Maine. Mr. Desjardins wanted to be sure that our policies would keep Raymond in good standing for future necessary borrowing.

MOTION: Joe Bruno motioned to accept the financial policy statement as written changing terminology for “surplus” to “undesignated fund balance”. Seconded by Dana Desjardins.

DISCUSSION: Mr. Desjardins requested for their next meeting to have information as to the amount we have for debt including schools, fire department and town. Mr. Gendron questioned how much of the school debt is state approved and what is town.

VOTE: Unanimous 5-0

b. Resignation from Budget Finance Committee – Brandon Milton  
MOTION: Lonnie Taylor motioned to accept the resignation of Brandon Milton from the Budget Finance Committee. Seconded by Joe Bruno.  
VOTE: Unanimous 5-0

DISCUSSION: There was discussion about the way to replace Mr. Milton on the committee which is a 3-year elected term. It was decided to appoint a person to sit until the next town meeting, then being the remainder of the term or 2 years. It was noted that there was an advertisement in the October ROAD RUNNER for applicants.

c. Proclamation implementing federal National Incident management Systems (NIMS) – Town Manager Don Willard.  
DISCUSSION: Mr. Willard read the proclamation for NIMS.  
MOTION: Dana Desjardins motioned to approve the proclamation for NIMS. Seconded by Joe Bruno.  
DISCUSSION: Mr. Desjardins asked about any cost to the town. Mr. Willard said that though it is a federal mandate, he understood it would not cost Raymond anything. He felt that possibly there might be an over the long term expense but approving this would put us in compliance with the Home Security directive.  
VOTE: Unanimous 5-0

d. School consolidation information update – Selectmen Joe Bruno  
DISCUSSION: Mr. Bruno explained that further work is becoming difficult because of the questions not being answered by the state. He reported that he made a motion at their last meeting which was passed unanimously by Windham, Westbrook, and Raymond not to consider merging until July 1, 2009. He wanted to wait until the legislature has time to make more plans. He felt planning needs to be slower and more deliberate. There needs to be some remediation in the current law which the legislature has to address. All three towns are anxious to continue with the study because there would be benefit to combine the three school districts.

Mr. Bruno announced that the MMA Legislative Committee will be speaking on Raymond Selectmen's letter regarding voting by a super majority tomorrow at their meeting during the MMA Convention.

One Raymond Committee: Mr. Gendron reported that the One Raymond Committee \*recommended having a review for all departments before the Selectmen and Budget Finance Committee by the department heads to talk about their department and their goals for the future. Mr. Willard added that in the past there were quarterly reports before the Selectmen by the department heads. Mr. Desjardins was in favor as long as the school department is involved. Mr. Willard would set the second Selectmen's meeting in November for the first report.

4. Old (unfinished) business. None.

5. Town Manager Report and Communications.

- a. Town Manager to attend International City Managers Association Conference (ICMA) Saturday, October 6<sup>th</sup> through Wednesday, October 16<sup>th</sup>.

DISCUSSION: Mr. Willard noted that he will be away October 6<sup>th</sup> to October 10<sup>th</sup> not the 16<sup>th</sup>.

- b. Mr. Willard asked the Selectmen to submit their budgetary goals for 2008-2009 in order to prepare for the municipal budget process.
- c. Electronic Packages. The Selectmen agreed that it would be best to have as much information sent them via email or on line as possible. They wished to have only those paper documents left in their boxes which can't be digitized.

6. Fiscal Warrants – Payroll and Appropriation Warrants – October 2, 2007.

MOTION: Lonnie Taylor motioned to approve the Payroll Warrant in the amount of \$49,643.62. Seconded by Dana Desjardins.

VOTE: Unanimous 5-0

MOTION: Lonnie Taylor motioned to approve the Treasurer's Warrant in the amount of \$64,622.77. Seconded by Joe Bruno.

VOTE: Unanimous 5-0

7. Adjournment.

MOTION: Mike Reynolds motioned to adjourn. Seconded by Dana Desjardins.

VOTE: Unanimous 5-0

ADJOURNMENT: Mark Gendron adjourned the meeting at 7:55 pm.

Louise H. Lester  
Town Clerk