



BOARD OF SELECTMEN

Draft Minutes*

April 8, 2014

7:00 p.m.

Broadcast Studio

423 Webbs Mills Road

SELECTMEN'S MEETING

Present: Chairman Sam Gifford, Vice Chair Lonnie Taylor, Parliamentarian Joe Bruno, Teresa Sadak, and Mike Reynolds.

Absent: None

Staff: Don Willard, Town Manager; Nancy Yates, Finance Director; Bruce Tupper, Fire Chief; Nathan White, Public Works Director; Chris Hanson, Code Officer; Cathy Gosselin, Deputy Chief; and Danielle Loring, Recording Secretary.

Other: Marshal Bullock, Julie Sutherland, John Russo, and Charles Leavitt.

1) Call to order: Chairman Sam Gifford called the meeting to order at 7:01pm and a quorum was declared.

2) Minutes of previous meeting dated:

- **March 11, 2014**

MOTION: Lonnie Taylor motioned to accept the minutes; seconded by Teresa Sadak.

DISCUSSION: None.

VOTE: MOTION CARRIED (4/0/1 [ab JB])

3) New Business.

a) Consideration of Approval for Municipal Budget – Board of Selectmen

Chairman Gifford asked for Mr. Bruno to administer the discussion for the budget. Mr. Bruno opened the discussion by asking if there were any follow up questions from the following night.

Technology: Mr. Bruno continued that one issue was regarding the technology budget. He explained that the town attorney had determined that the salary issue is a gray area and leaned on the side that it would need to be hourly.

Mr. Bruno felt that the position should be 32 hours a week. Mr. Taylor and Mrs. Sadak felt that the position should be 40 hours a week. M

Public works: Mr. Bruno asked if Mr. White had investigated how the temp agency worked, and Mr. White responded that he found that the town was free of all liability after they were done with the worker and the Town only needed to work them a minimum of 4 hours. Mt. Taylor asked what sort of individuals they could expect, and Mr. White responded that they would get a list of individuals and their skill sets. Mr. Taylor then asked if they could pay an individual more if they were found to be worth it, and Mr. White

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responded that he would prefer to make them a town employee.

Mr. Reynolds confirmed that they were budgeting for about 11-12 weeks of work, and Mr. White confirmed. Mr. Reynolds asked if they would save money, and Mrs. Yates said that it would be possible in some areas but the pay rate was higher.

Cemetery- Mr. Bruno stated that he liked the fees that other towns were charging. Mrs. Lester stated that she was concerned with raising the price beyond what some residents may be able to afford. She added that she felt that it was part of the fee schedule and should be addressed at that time. She explained that the money did not go into the general fund but into the Cemetery Trust Fund. Mr. Bruno agreed that they would address the item at a later date.

Mr. Bruno expressed his concerns with the budget. He was uncomfortable with there being a \$90,000 increase from last year's gross operating budget as well as a decrease in revenue. Mr. Reynolds confirmed the loss of revenue from various line items and Revenue Sharing. Mr. Bruno asked if the other members were comfortable, and Mr. Taylor did not know if there was more that could be cut. Mr. Reynolds justified the numbers in the budget and felt comfortable with where they stood, and Mr. Bruno agreed because they had lost \$80,000 from Revenue Sharing. Mr. Reynolds stated that they were looking at an LD-1 Override regardless.

Mr. Reynolds felt that one item should be cut was the Raymond Rattlers because they did not come forward. Mr. Taylor felt they did a good service. Mr. Bruno felt that the individuals paid excise tax and they were just giving that money back to them.

Technology Continued- Mr. Bruno asked what the Board felt. Mr. Reynolds, Mr. Gifford and Mr. Taylor were good with the 40 hours.

Charles Leavitt, 14 Leavitt Road, explained his opinions and disagreements with the budget. Mr. Bruno called Mr. Leavitt out of order. Mr. Leavitt continued by stating his disagreements with the process.

Bob Gosselin, Budget Finance Committee Member, stated that the position was outlined at \$32-35,000 and wanted to know why the Public Works was requesting seasonal help, when they never had it in the past. Mr. White explained that it was a request from the Beautification Committee and he was concerned with completing work this summer with the road work beginning.

Mr. Bruno suggested moving through the items article by article. Mrs. Loring confirmed that the Board had already made recommendations up through Article 9.

Mr. Bruno asked if the Board recommended:

ARTICLE 9: To see if the Town will vote to appropriate \$15,000 from the Open Space Fund to donate to the Boy Scouts Pine Tree Council for the purchase of a 30-acre parcel of land along the southeastern side of the Tenny River for conservation purposes.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 10: To see if the Town will vote to appropriate \$30,000 from the Open Space Fund and an additional \$20,000 from the Timber Harvest Funds for a total of \$50,000 toward the purchase of 347+/- acres along Conesca Road including Pismire Mountain, known as the Raymond Community Forest Project. Expenditure of these funds will be contingent on successful state, federal or private foundation grant

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awards and local fundraising. The agreement to exercise an option to buy the land for \$506,000 from Hancock Land Company expires on December 31, 2014.

The Board felt that they should make no recommendation.

VOTE: ACTION CARRIED (4/0/1 [ab JB])

ARTICLE 11: RESERVED

Mr. Bruno asked if the Board recommended:

ARTICLE 12: To see if the Town will vote to authorize the Selectmen 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 Selectmen, 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.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 13: To see what date taxes will be due and to set an interest rate for unpaid amounts.

The Selectmen recommend 1st half to be due October 31, 2014 and 2nd half to be due April 30, 2015 with interest at seven percent (7%) on any unpaid balances.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 14: To see if the Town will vote to set the interest rate to be paid by the Town on abated taxes at seven percent (7%) for the fiscal year.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 15: To see if the Town will vote to authorize the Board of Selectmen to dispose of Town owned personal property with value not to exceed \$35,000.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 16: To see if the Town will vote to authorize the Selectmen to borrow from or appropriate from undesignated fund balance (surplus) as they deem advisable to meet the unanticipated needs of the community that occur during the fiscal year.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 17: To see if the Town will authorize the Selectmen, for the fiscal year 2014 – 2015, to transfer funds between appropriation accounts as long as the grand total of all appropriations is not exceeded. Any such transfers to be approved only at a properly called public meeting of the Selectmen.

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VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 18: 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.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 19: To see if the Town will vote, pursuant to 23 M.R.S.A. §2953, that orders of the municipal officers with respect to the closing of roads to winter maintenance shall be a final determination.

Mr. Bruno asked for an explanation of Article 19, and Mrs. Lester responded that it was an article that MMA recommended adopting to give the Town the authority to close a road for winter maintenance. They asked if there had been any instance of that needing to happen and Mrs. Lester explained that it had occurred the previous winter in Spiller Hill Road.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 20: To see if the Town will vote to authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 21: To see if the Town will vote to appropriate \$201,246 from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2014 – 2015 projects proposed in the Tax Increment Financing District Development Program.

Included in this item are:	Raymond-Casco Historical Society	\$ <u>1,800</u>
	Raymond Waterways Association Milfoil Program	\$ <u>17,500</u>

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 22: To see if the Town will vote to raise and appropriate \$ 521,467 for the Administration account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 23: To see if the Town will vote to raise and appropriate \$ 51,998 for the Assessing account.

VOTE: UNANIMOUS APPROVAL (5/0)

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Mr. Bruno asked if the Board recommended:

ARTICLE 24: To see if the Town will vote to raise and appropriate \$ 20,256 for the Town Hall account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 25: To see if the Town will vote to raise and appropriate \$ 472,497 for the Insurance account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 26: To see if the Town will vote to raise and appropriate \$ 6,000 for the General Assistance account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 27: To see if the Town will vote to raise and appropriate \$ 180,365 for the Technology Department account.

Mr. Bruno asked what their position was on the increase in the Station Manager position. They were in agreement that it should not be a salaried position but should be full time. He asked for a straw vote vote for the those in favor of 40 hours a week, and Chairman Gifford, Mr. Taylor and Mr. Reynolds were in favor; Mr. Bruno was in favor of 32 hours a week; and Mrs. Sadak made no recommendation.

Mr. Reynolds explained that it had come to his attention that the CIP from the Technology Department had been left out but did not want to add it back in without a presentation from the department. Mr. Willard confirmed and thought that there may have been a miscommunication and that the list had been treated as a "wish list" versus a needs based expenditure. Mr. Reynolds explained that even though it was not going to make it into the current budget that the Selectmen had the authority to take it out of contingency later.

VOTE: MOTION CARRIED (4/1 [JB])

Mr. Bruno asked if the Board recommended:

ARTICLE 28: To see if the Town will vote to raise and appropriate \$ 92,511 for the Community Development account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 29: To see if the Town will vote to raise and appropriate \$ 649,456 for the Fire/Rescue Department account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked in the Board recommended:

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ARTICLE 30: To see if the Town will vote to raise and appropriate \$ 15,870 for the Animal Control account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 31: To see if the Town will vote to raise and appropriate \$ 21,000 for the Infrastructure account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 32: To see if the Town will vote to raise and appropriate \$ 673,294 for the Public Works account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 33: To see if the Town will vote to raise and appropriate \$ 429,177 for the Solid Waste account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 34: To see if the Town will vote to raise and appropriate \$ 19,260 for the Cemeteries account.

VOTE: MOTION CARRIED (4/1 [LT])

Mr. Bruno asked if the Board recommended:

ARTICLE 35: To see if the Town will vote to raise and appropriate \$ 13,998 for the Parks & Recreation account.

Included are:

Materials, maint., equip.	\$ <u>2,500</u>
Contract Services	\$ <u>6,898</u>
Raymond Rattlers Snowmobile	\$ <u>1,600</u>
Raymond Baseball/Softball	\$ <u>1,000</u>
Agawam mowing/soccer	\$ <u>2,000</u>

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 36: To see if the Town will vote to raise and appropriate \$ 40,500 for the Raymond Village Library.

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VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 37: To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) account.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 38: To see if the Town will vote to raise and appropriate \$ 1,201,658 for the Capital Improvement account.

Included are:

Public Works Equipment Reserve	\$ <u>35,000</u>
Public Works 2004 Construction Bond Payment	\$ <u>96,731</u>
Public Works 2013 Road Construction Bond Payment	\$ <u>63,000</u>
Public Works Paving/Road Reserve	\$ <u>275,000</u>
Municipal Facilities Maintenance/Improvements	\$ <u>25,000</u>
PSB Bond Payment	\$ <u>115,424</u>
Fire Equipment Bond Payment	\$ <u>56,003</u>
Fire Department Equipment/Facilities	\$ <u>75,000</u>
Generator for Offsite Back Up Servers	\$ <u>25,000</u>
Grant Match for Transportation Enhancement Project	\$ <u>32,000</u>
Fire Pond Rehabilitation Project (IRT)	\$ <u>15,000</u>
District 1 Site Distance Project (IRT)	\$ <u>15,500</u>
Plains Road Pole Barn (IRT)	\$ <u>80,000</u>
Valley Road Communications Tower (IRT)	\$ <u>118,000</u>
Down Payment for Engine 2 Replacement	\$ <u>175,000</u>

Mr. Bruno asked what this account also included, and Mrs. Yates responded there was also paving maintenance and bond payments. Mr. Bruno asked that all line items for the account be listed out.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 39: To see if the Town will vote to raise and appropriate \$ 617,503 for the County Tax account.

VOTE: MOTION CARRIED (4/1 [LT])

Mr. Bruno asked if the Board recommended:

ARTICLE 40: To see if the Town will vote to appropriate the total sum of \$ 1,895,490 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.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 41: To see if the Town will vote to authorize the Selectmen to accept or reject grants, donations

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and/or gifts of money to the Town of Raymond and to expend monies donated for specific purposes.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 42: 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, 2014 and any other funds provided by any other entity included but not limited to:

1. Municipal Revenue Sharing
2. Local Road Assistance
3. Emergency Management Assistance
4. Snowmobile Registration Money
5. Tree Growth Reimbursement
6. General Assistance Reimbursement
7. Veteran's Exemption Reimbursement
8. State Grant or Other Funds

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 43: LD1. To see if the Town will vote to increase the property tax levy limit of \$ 2,221,087 established for the Town of Raymond in State law by \$ 500,000 for a total Levy Limit of \$ 2,721,087.

DISCUSSION: Mr. Reynolds asked if Article 43 should come after the bond questions, and Mrs. Yates responded that it made no difference because the bonds did not effect the budget.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 44: Shall the Town (1) approve a capital project bond at an estimated cost of \$850,000 (\$600,000 for Sand/Salt Building and \$250,000 Replacement Engine 2), (2) appropriate a sum not to exceed \$885,000 to fund the costs of this program including costs of issuance and, (3) to fund said appropriation, authorize the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Raymond, Maine (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$885,000 and the discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), call(s) for redemption, place(s) of payment, form, refunding, and other details of said securities, including execution and delivery of said securities on behalf of the Town of Raymond, and to provide for the sale thereof, is hereby delegated to the Treasurer and Chairman of the Board of Selectmen.

DISCUSSION: Mr. Reynolds clarified how the articles were related, and Mr. Bruno explained the different options.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Bruno asked if the Board recommended:

ARTICLE 45: Shall the Town (1) approve a community park project bond at an estimated cost of \$782,000, (2) appropriate a sum not to exceed \$817,000 to fund the costs of this program including costs

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of issuance and, (3) to fund said appropriation, authorize the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Raymond, Maine (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$817,000 and the discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), call(s) for redemption, place(s) of payment, form, refunding, and other details of said securities, including execution and delivery of said securities on behalf of the Town of Raymond, and to provide for the sale thereof, is hereby delegated to the Treasurer and Chairman of the Board of Selectmen.

DISCUSSION: The Board discussed the project and their individual positions.

VOTE: MOTION CARRIED (3/1[JB]/1[TS])

Mr. Desjardins asked to speak, and Mr. Bruno said no.

Mrs. Sadak asked if it would be better to have a vote of “no position,” and Mr. Bruno answered that it would require a revote from the prevailing side.

b) Consideration of Dog Warrant – Louise Lester, Town Clerk

Mr. Bruno returned the meeting Chairman Gifford's control.

Ms. Lester explained that Department of Animal Welfare decided three years ago that the towns would not be required to have a Dog Warrant. She was proposing that Raymond to re-initiate the dog warrant and explained that it would make public the names of people who were delinquent. She outlined the deadlines and penalties and explained the steps that staff took to get the public's compliance.

Mr. Taylor wanted to know why licensing was important, and Ms. Lester explained that it was law and it was important to support state programs, testing and ensured that dogs were vaccinated.

Mr. Bruno wanted to know how long it would be in effect, and Ms. Lester explained that it would be in perpetuity until the Town decided to do away with it.

Mr. Taylor asked where she got her template, and Ms. Lester explained that she got it from the State warrants that were rescinded.

Julie Sutherland, 51 Ledge Hill Road, stated that she felt that it was a good idea. She wanted to make sure that they were working with residents but felt the law should be applied consistently.

Mr. Taylor asked whether they could get a donation versus the revenue in order to make sure the dog was licensed. Ms. Lester explained that it was State law and suggested that the community assistance fund may help. Mr. Willard felt that the fee was not burdensome and that it should be an expected expenditure to owning a dog. Ms. Lester suggested offering an additional clinic.

MOTION: Joe Bruno motioned to move forward to Town Meeting with dog license warrant; seconded by Lonnie Taylor.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Ms. Lester explained that it did not have to go before the Town Meeting and that they were just enacting the resolution to allow for the warrant to occur.

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MOTION: Joe Bruno motioned to withdraw motion and make motion to accept warrant; seconded by Lonnie Taylor.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c) Consideration of Ballot Clerks and Election Moderator/Warden for June 10, 2014 Referendum– Louise Lester, Town Clerk

MOTION: Mike Reynolds motioned to accept ballot clerk list as presented; seconded by Teresa Sadak.

DISCUSSION: Sam Gifford felt that it was a lot of clerks, and Ms. Lester explained that she needed 35 for an election.

VOTE: UNANIMOUS APPROVAL (5/0)

Ms. Lester clarified whether that included Laurie Forbes as the moderator, and Mr. Gifford confirmed.

4) Unfinished Business

a) Tax Acquired Property Update – Sue Carr, Deputy Tax Collector

Mr. Reynolds asked if the payments included the current years taxes, and Mrs. Carr explained that it did not include the current payments.

Mr. Reynolds explained that the payment arrangements were not meeting the five year deadline. Mrs. Carr explained the circumstances with each property. She explained that some would give extra money if it was available. Mr. Reynolds explained that his concern was whether it included the currently yearly and the monthly payments. Mr. Reynolds asked about certain accounts and explained that they were not in compliance with the policy and felt that there needed to be more aggressive collections being made.

MOTION: Mike Reynolds motioned that Cox, Lewis, Moore, Reid, Rudball, Square J, Thorne and Val all get 30 day extensions to make significant payments or any residential land would be referred to the Conservation Commission and residential properties referred back to the Board for further consideration; seconded by Joe Bruno.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5) Public Comment This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.

a) Charles Leavitt, Leavitt Road

Mr. Leavitt asked that the Board to consider accommodation to Town Manager for actions during budget workshop. He asked to send accommodations to the Planning Board for denying Frye Island application.

Mr. Leavitt requested a special town meeting for parking area moratorium in the Shoreland Zone to clean up parking ordinance.

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Mr. Leavitt wanted nomination papers scandal to be investigated and felt that Executive Sessions had been abused in the past.

b) Marshall Bullock, Stonewall Crossing:

Mr. Bullock wanted to know about laundry list for the tech position and wanted them prioritize their capital improvement requests. He also wanted to know if they were considering a bond anticipation note for interest.

6) Selectmen Comment:

a) Mike Reynolds

Mr. Reynolds announced that the Raymond Village Library was getting new carpet and tile installed, thanks to an anonymous donation. They were also going to have new hours starting May 1st which were Sunday 10 am – 4 pm, Monday 10 am – 6am, Wednesday 10 am – 6 am, and Thursday 2pm – 7 pm. He explained that they were still doing capital campaign and encouraged people to visit their website to make a donation.

7) Town Manager Report and Communications.

a) Confirm date for next regular meeting:

- **April 22, 2014 Consideration of Warrant**
- **May 13, 2014**

b) Scholarships now available.

c) Nomination papers were now available

d) Absentee voting starts May 9th

Mr. Reynolds added that the tentative date for a public hearing regarding the proposed community park was on May 22nd which he would discuss at April 22nd meeting.

8) Fiscal Warrants –April 8, 2014

• **Payroll Expense Summary Warrant**

MOTION: Lonnie Taylor motioned to accept the Payroll Expense Summary, dated April 8, 2014, in the amount of \$43807.75; seconded by Teresa Sadak.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

• **Treasurer's Warrant**

MOTION: Lonnie Taylor motioned to accept the Treasurer's Warrant, dated April 8, 2014, in the amount of \$75160.21; seconded by Teresa Sadak.

DISCUSSION: None.

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VOTE: UNANIMOUS APPROVAL (5/0)

9) Adjournment.

MOTION: Joe Bruno motioned to adjourn; seconded by Lonnie Taylor.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Sam Gifford adjourned the meeting at 8:50 pm.

Danielle Loring
Recording Secretary

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