



**BOARD OF SELECTMEN  
Minutes**

September 8, 2020

6:30pm – Regular Meeting

Via Zoom

*Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.*

**Select Board members in attendance:** Rolf Olsen, Marshall Bullock, Teresa Sadak, Samuel Gifford, Lawrence Taylor

**Select Board members absent:** none

**Town Staff in attendance:**

Don Willard – Town Manager  
Curt Lebel – Contract Assessor  
Nathan White – Public Works Director  
Alex Sirois – Code Enforcement Officer  
Cathy Ricker – Finance Director  
Sue Look – Town Clerk

1) **Called to order** by Chair Olsen at 6:30pm

2) **Minutes of previous meetings**

a) August 18, 2020

**Motion** to approve as presented by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved.**

3) **New Business**

a) Consideration of Liquor License Renewal for A La Mexicana – Jose Chavez Mendoza, owner

**Motion** to approve contingent upon an acceptable Fire Inspection by Selectman Bullock. Seconded by Selectman Gifford.

**Unanimously approved**

b) Consideration of Special Amusement Application for A La Mexicana – Jose Chavez Mendoza, owner

Some discussion of where the singer/guitarist will be and how that fits with COVID-19

and Chair Olsen pointed out that the Town grants the license and the State has the COVID-19 requirements.

**Motion** to approve contingent upon an acceptable Fire Inspection by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved**

c) Consideration of Budget Adjustments to Close FY 2019-2020 – Cathy Ricker, Finance Director

Finance Director Ricker – A number of appropriation items went over, but we did not go over in total.

Chair Olsen – By Town Warrant Article if we need to move money from one department to another, we need to approve it in a public meeting.

Selectman Bullock – By moving payroll from the individual accounts to the FEMA account, you are understating the original accounts. I also think you are creating a receivable on a cash accounted statement. Have you talked to the Audit Team about that?

Finance Director Ricker – The Auditors were here today and will be here tomorrow. It depends on how far along you are in the FEMA process. Right now we are not guaranteed a penny.

Selectman Bullock – Exactly, that is why it is a receivable.

Chair Olsen – We have spent money that was not previously allocated which has to be authorized to be moved from Surplus to be able to close the books.

Finance Director Ricker – I would suggest that we appropriate from accounts that have money leftover in them.

Chair Olsen – At the end of the day it is the same thing. We have had unanticipated costs that have been expended, which needs to come from Surplus. You have made a collection pool to make it easier to identify expenses for potential reimbursement. If we get reimbursed the money will go back into Surplus, but that could be a year or more away.

General Insurance	\$7,995.22
Employee Benefits	\$3,475.16
Recreation	\$25,788.18 – should be from Surplus, not here
Cemeteries	\$90.04
Emergency Management	\$59,087.19 – move salaries back to original accts
Code Enforcement	\$81.29

Chair Olsen – Recreation was authorized by the Select Board to be paid out of Surplus for FY19-20, so it does not need to be in this list.

Selectman Bullock – Emergency Management is where I have an issue because you are understating other categories and moving them to the FEMA account. They should be recorded correctly as budgeted items. It should be the way the Auditors want.

Chair Olsen – You can journal the items to make it easier for grant writing, but by

moving them to the FEMA account you are showing that we didn't spend that money for Administration.

Finance Director Ricker – I will move the salaries back to the original accounts.

**Motion** to approve all except Emergency Management – totaling \$11,641.71 – by Selectman Bullock. Seconded by Selectman Sadak.

**Unanimously approved**

**Motion** to move \$10,925.02 from surplus to Emergency Management to balance by Selectman Bullock. Seconded by Selectman Taylor.

**Unanimously approved**

d) Consideration of Mill Rate Options for Property Tax Commitment – Curt Lebel, Contract Assessor

TAX RATE	LAST YEAR (FY 2019-20)		PROPERTY TAX REVENUES		
	\$	13.45	THIS YEAR (FY 2020-21) TAX RATE OPTIONS		
TAXABLE VALUATION	\$	1,034,855,500.00	\$ 1,038,890,960.00	\$ 1,038,890,960.00	\$ 1,038,890,960.00
			\$ 13.85	\$ 13.95	\$ 14.15
COUNTY	\$	788,378.00	\$ 784,426.00	\$ 784,426.00	\$ 784,426.00
SCHOOL	\$	10,418,235.09	\$ 10,730,753.23	\$ 10,730,753.23	\$ 10,730,753.23
TIF AMOUNT	\$	241,232.41	\$ 244,455.89	\$ 246,220.92	\$ 249,750.97
MUNICIPAL	\$	2,462,138.48	\$ 2,589,277.64	\$ 2,687,162.94	\$ 2,882,933.56
OVERLAY	\$	8,831.24	\$ 39,727.04	\$ 43,965.80	\$ 52,443.32
TOTAL PROPERTY TAX	\$	13,918,815.22	\$ 14,388,639.80	\$ 14,492,528.89	\$ 14,700,307.08
<b>Each 1 cent increment on the tax rate will affect overlay by approx \$10,000</b>					
<b>NON PROPERTY TAX REVENUES USED TO REDUCE MUNICIPAL APPROPRIATION</b>					
	\$	13.45			
HOMESTEAD REIMB	\$	(165,603.13)	\$ (242,156.86)	\$ (243,905.29)	\$ (247,402.14)
BETE REIMB	\$	(44,974.78)	\$ (50,727.70)	\$ (51,093.97)	\$ (51,826.50)
STATE REV SHARING	\$	(197,335.61)	\$ (245,609.80)	\$ (245,609.80)	\$ (245,609.80)
OTHER REVENUES	\$	(1,569,728.00)	\$ (1,607,960.00)	\$ (1,607,960.00)	\$ (1,607,960.00)
<b>SELECT BOARD USE OF FUND BALANCE</b>	\$	(200,000.00)	\$ (300,000.00)	\$ (200,000.00)	\$ -
MUNICIPAL APPROPRIATION	\$	4,639,780.00	\$ 5,035,732.00	\$ 5,035,732.00	\$ 5,035,732.00
TOTAL NON TAX REV	\$	(2,177,641.52)	\$ (2,446,454.36)	\$ (2,348,569.06)	\$ (2,152,798.44)
TOTAL MUNICIPAL TAX REV	\$	2,462,138.48	\$ 2,589,277.64	\$ 2,687,162.94	\$ 2,882,933.56

The Board will be asked to select an amount of fund balance to apply towards the municipal budget and approve a tax rate at its September 8, 2020 meeting. Upon approval of the rate, the necessary warrants and certificates may be completed for signatures by the board members the next day. I will be available at the meeting to answer any follow up questions the board may have. --Curt Lebel

Contract Assessor Lebel – The State has approved a fully funded Homestead Exemption which is a \$5,000,000 loss, but we are up about \$9,000,000 in new growth. Our assessment ratio is a State calculation and is 88% of market value. We have up to a 10% allowance, and we were able to certify at 97%. This means that we need to adjust Homestead, Personal Property and any valuation declarations to 97% of value. It is the first year we have been less than 100% due to the increase in the market.

There was discussion to not use the full \$300,000 allowed by Town Meeting because we still could have unanticipated expenses in relation with COVID-19 and there will be some costs related to the RSU Withdrawal if that is approved.

Finance Director Ricker – The Surplus account is estimated at \$2,200,837.15. We are required to have 15%, leaving \$113,000, \$75,000 of which has been voted to the Selectmen's Contingency. It is your policy and if you intentionally go below the 15% you need to have a plan to get back to 15%, or you could change your policy to 12.5%.

The amount in Surplus is only critical if we are going to borrow money and we have no plans to do this in the next year.

Town Manager Willard – We have historically gone with a very skinny overlay and have been fine, but with the current uncertainty I think the \$13.95/\$1,000 option is good.

**Motion** to approve a mill rate of \$13.95/\$1,000 and use \$200,000 of surplus to reduce the tax commitment by Selectman Bullock. Seconded by Taylor.

**Unanimously approved**

- e) Update on Main Street Sidewalk Project – Owens McCullough, Sebago Technics & Nathan White, Public Works Director

Public Works Director White – Started out as an LPA project and we went to the State and changed it to an MPI (Municipal Partnership Initiative). It has been accepted (on August 8<sup>th</sup>), funded, and we are finalizing the design. We are looking at Spring of 2021 to begin and that will be our paving project for next Summer. We will subcontract the paving and the curbing. All other construction work will be done by my crew. We will post the plans when they are complete.

Mr McCullough – The design should be done by the beginning of December. The alignment is the same as previously presented in public meetings.

Town Manager Willard – The change allowed us to save costs by not needing to adhere to Federal standards, we will only need to adhere to State standards.

- f) Consideration of Changes to the Fee Schedule for Codes Fees – Alex Sirois, Code Enforcement Officer

<b>Code Enforcement:</b>			
Description			Fee
Building Permits	New Construction or additions	Finished Area	\$ .30 per square foot
		Unfinished Area	\$.25 per square foot
	Commercial/Industrial		\$.30 per square foot
	Minimum Permit Fee		\$25
	Alterations or Renovations	Up to \$500	\$25
		\$501 to \$1,000	<del>\$25</del> <u>\$30</u>
		\$1,001 to \$5,000	<del>\$40</del> <u>\$50</u>
		\$5,001 to \$10,000	<del>\$55</del> <u>\$75</u>
\$10,001 and up		<del>\$55</del> <u>\$75</u> plus \$8 per thousand or fraction thereof	
Separate Permit Fees	Chimneys/Antennas		\$25
	Moving (within town)		\$25
	Moving (into town)		\$.25/\$.30 per square foot
	Demolitions		\$25
	Signs – Business or Commercial	Up to 6 square feet	\$25
		Over 6 square feet	\$25 plus \$.15 per square foot over 6 square feet
	Swimming Pools	In Ground	\$30
		Above Ground	\$25
Docks – Permanent or Seasonal		\$.10 per square foot	

Penalties	Any new outside or inside construction that results in added area of volume	A minimum of \$500 plus \$5 per square and cubic foot up to a maximum of \$2,500
	Any alterations or renovations having a completed value of \$2,000 or more if started without a permit	Double permit fee
	Failure to obtain permit prior to starting work on any construction/after-the-fact-permit	Double the Standard Fee
	Re-inspections	\$25 per visit

Town Manager Willard – Sue did a survey of the towns surveyed in the salary survey.

Town Clerk Look – Looking at broad categories we did not see any glaring discrepancies.

Code Enforcement Sirois – There were minor changes to get us better aligned with the towns in our area and South.

**Motion** to approve as presented above by Selectman Gifford. Seconded by Selectman Bullock.

**Unanimously approved**

g) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

Chair Olsen – The Withdrawal Agreement has been approved by both sides and has been submitted to the DOE. There are a series of presentations by the Withdrawal Committee that have been scheduled:

Sept 10 via Zoom at 7pm

Sept 14 via Zoom at 6pm

Sept 17 at East Raymond Fire Station at 12pm – no Zoom

Sept 22 at JSMS Gym at 7pm – no Zoom

Sept 28 via Zoom at 6pm

The change in venue and time are to try to give as many people as possible options to have access to the information and the ability to ask questions. We will be putting out information for the Roadrunner, Facebook, and the Town Website [www.raymondmaine.org](http://www.raymondmaine.org). The email address to ask questions is [rsu.withdrawal@raymondmaine.org](mailto:rsu.withdrawal@raymondmaine.org).

Sue Look will be the host for the Zoom meetings.

4) **Public Comment** – none

5) **Selectman Comment** – none

6) **Town Manager's Report and Communications**

Thanks to Nathan for the great job in cosmetic changes to the Town Office and the service window for the front office.

a) **Confirm Dates for Upcoming Regular Meetings**

- October 13, 2020

- November 10, 2020

**b) Reminder of Upcoming Holiday Schedule**

- Monday, October 12, 2020 – Columbus Day

Auditors are here and I would like to say that we have come through the pandemic very well financially. Thanks to the employees, elected officials, and the citizens for this.

**7) Treasurer's Warrant – none**

**8) Adjournment**

**Motion** to adjourn at 7:24pm by Selectman Bullock. Seconded by Selectman Sadak.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*