



**BOARD OF SELECTMEN  
Minutes**

April 4, 2022

6:30pm – Special and Budget Meeting

Via Zoom & on YouTube

*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, Joe Bruno, Teresa Sadak, Samuel Gifford, Lawrence Taylor

**Select Board members absent:** none

**Town Staff in attendance:**

Don Willard – Town Manager  
Charisse Keach – Finance Director  
Nathan White – Public Works Director  
Rita Theriault – HR  
Bruce Tupper – Fire Chief  
Cathy Gosselin – Dep Fire Chief  
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) March 8, 2022

**Motion** to approve as presented by Selectman Bruno. Seconded by Selectman Taylor.

**Unanimously approved**

3) **New Business**

a) Discussion of New Program Ideas for TIF Review – Select Board

Town Manager Willard and Contract Assessor Lebel will contact our attorney to discuss options from previous meeting.

b) Consideration of Quit Claim Deeds – Sue Carr, Tax Collector

**Motion** to grant a Quit Claim Deed for Map 017 Lot 024-A at 23 Outlaw Ridge, Joseph Jensen III and for Jeffrey L & Cathleen M Proctor by Selectman Bruno. Seconded by Selectman Olsen.

**Unanimously approved**

**Motion** to grant a Quit Claim Deed for Map 050 Lot 004 at 19 Main St, Jennifer & Kevin Simpson and for Samuel H Knowlton by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved**

c) Consideration of Town Meeting Warrant Article Recommendations – Select Board

Selectman Olsen outlined the process with RVL to consider them becoming a Town entity:

- It began with the Library talking with Chair Sadak (as the Select Board representative to the Library) about whether or not it made sense to have RVL become a Town department.
- The RVL Board came to the conclusion that this would be best for the Library and the Town.
- A Memorandum of Understanding (MOU) was drafted and approved by RVL and then by the Select Board on October 12, 2021.
- The RVL Board will retain the status of 501(c)(3) to continue to fund raise for RVL.
- All assets, except \$15,000 for the group that will continue to fund raise, will be turned over to the Town at the end of the fiscal year if the Town votes to take RVL on as a Town department. All funds will be set aside for RVL use only.
- Part of the discussions was to use the same methodology of determining market wages as used for the rest of the Town employees, and to offer the same benefits package to RVL personnel. The RVL employees will retain their tenure if they move over to be Town employees.
- If RVL becomes a Town department it will be open more hours.
- Some of the monetary assets from RVL will be proposed to be used to offset the additional cost to the Town this year.

When the MOU was discussed and approved at the October meeting there were no budget figures presented, nor discussed.

The State will still allow RVL to retain the free internet access as long as the Board continues as a 501(c)(3).

Librarian Allison Griffin:

- \$252,791 – in the account as of today
- \$18,500 is expected to be raised between now and June 30<sup>th</sup>
- \$14,821 is restricted funds (grants, Community Garden, etc.) which will be expended by the end of the year
- \$15,000 will stay with the RVL Fund Raising Board
- \$194,264 is the estimated amount to be transferred to the Town

Selectman Bruno would like to “soften the blow” this year by using \$85,000 from RVL’s assets to take it down to about \$110,000. RVL’s budget has been around \$150,000 and now we are increasing it to \$201,000. I think you are asking the Town Now we are using some kind of survey to increase wages.

\$6,000 in the current budget has been removed due to some adjustments, making the total budget \$195,000.

\$195,876 – budget request for FY 2022-23

\$66,000 – the Town’s usual annual support

\$129,846 - increase to the budget

Chair Sadak – If we use \$40,000 of RVL assents there will be about a \$90,000 increase. I say \$50,000.

Selectman Olsen – I would think we would be in the \$40,000 to \$50,000 range to offset the 1<sup>st</sup> year expense. That gives a year of operating to decide how we need to make tweaks.

Selectman Bruno – I say \$65,000.

Selectman Taylor – And we settle on \$60,000 and move on.

The articles below have been adjusted for:

- \$8,081 removed for MMA dues
- \$20,000 removed from Public Safety
- \$10,000 added to Code Enforcement revenue
- \$10,000 added to TIF for Comp Plan

**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, 2022, and the 2<sup>nd</sup> half of taxes due to April 30, 2023; and
2. Set the interest rate for unpaid balances and for abated taxes at four percent (4%) 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.

**Motion** to recommend as presented by Selectman Bruno. Seconded by Selectman Taylor.

*NOTE: The State sets the maximum each year:*

- 2022 – 4%
- 2021 – 6%
- 2020 – 8%
- 2019 – 9%
- 2018 – 8%
- 2010-2017 – 7%

**Unanimously approved**

**ARTICLE 4: Referendum Question B:** To see if the Town will vote to raise and appropriate **\$2,166,464** for General Government Services (Administration; Employee Compensation and Training; Insurances, Worker Comp and Benefits; Assessing; Code Enforcement; Parks & Recreation; Technology; and General Assistance).

*The budget figures will be assigned as follows:*

<u>Administration</u>	<u>\$516,490</u>
<u>Employee Compensation and Training</u>	<u>\$55,000</u>
<u>Insurances, Worker Comp, and Benefits</u>	<u>\$934,087</u>
<u>Assessing</u>	<u>\$79,481</u>
<u>Code Enforcement</u>	<u>\$213,412</u>
<u>Parks &amp; Recreation</u>	<u>\$153,334</u>
<u>Technology</u>	<u>\$204,660</u>
<u>General Assistance</u>	<u>\$10,000</u>

**Motion** to recommend as presented by Selectman Olsen. Seconded by Selectman Gifford.  
**Unanimously approved**

**ARTICLE 5: Referendum Question C:** To see if the Town will vote to raise and appropriate **\$1,353,910** for Public Works.

*The budget figures will be assigned as follows:*

<u>Public Works</u>	<u>\$891,519</u>
<u>Town Buildings</u>	<u>\$37,000</u>
<u>Solid Waste</u>	<u>\$381,000</u>
<u>Cemeteries</u>	<u>\$44,391</u>

**Motion** to recommend as presented by Selectman Olsen. Seconded by Selectman Gifford.  
**Unanimously approved**

**ARTICLE 6: Referendum Question D:** To see if the Town will vote to raise and appropriate **\$1,207,714** for Public Safety.

*The budget figures will be assigned as follows:*

<u>Fire/Rescue Department</u>	<u>\$1,168,669</u>
<u>Animal Control</u>	<u>\$39,045</u>

**Motion** to recommend as presented by Selectman Taylor. Seconded by Selectman Olsen.  
The proposed number can not be exceeded if voted, current negotiations not withstanding.  
**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 \$35,000.

**Motion** to recommend as presented by Selectman Olsen. Seconded by Selectman Taylor.  
**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.

**Motion** to recommend as presented by Selectman Gifford. Seconded by Selectman Taylor.  
**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.

**Motion** to recommend as presented by Selectman Olsen. Seconded by Selectman Gifford.  
**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.

**Motion** to recommend as presented by Selectman Gifford. Seconded by Selectman Olsen.  
**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 \$xxx,000.

**Motion** to recommend \$300,000 by Selectman Olsen. Seconded by Selectman Bruno.

Selectman Bruno – Our policy is not to allow the undesignated fund balance to drop below 15% of the budget and this would take us below. I would like to see this number be closer to \$150,000. The undesignated fund balance level affects our bond rating. We have a \$15,000,000 budget.

Town Manager Willard – Our figures are before the audit.

Chair Sadak, Selectman Taylor and Selectman Gifford are all good with \$200,000.

**Selectman Bruno withdrew his second.**

**Motion** to recommend \$200,000 by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

**ARTICLE 12: Referendum Question J:** To see if the Town will vote to appropriate \$420,000 from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2020-2021 project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

**Motion** to recommend as presented by Selectman Bruno. Seconded by Selectman Gifford.

**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 \$109,210 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.

**Motion** to recommend as presented by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

**ARTICLE 14: Referendum Question L:** To see if the town will vote to raise and appropriate **\$299,550** for Debt Services.

*The budget figures will be assigned as follows:*

<i>2013 Public Works Road Construction Bond</i>	<i>\$212,000</i>
<i>2015 Bond Payment</i>	<i>\$87,550</i>

**Motion** to recommend as presented by Selectman Olsen. Seconded by Selectman Taylor.  
**Unanimously approved**

**ARTICLE 15: Referendum Question M:** To see if the Town will vote to:

1. Authorize the Select Board to enter into a lease purchase agreement for an amount not to exceed **\$500,000** on such terms as they deem advisable for the purpose of purchasing a new Rescue Pumper truck, and
2. Raise and appropriate an amount not to exceed **\$58,064** for the payment due in fiscal year 2022-2023.

*Treasurer's Statement*

*Total Indebtedness as of June 30, 2022:*

<i>Outstanding Principal Balance</i>	\$ 855,000
<i>Authorized but unissued debt</i>	\$ 0
<i>New Debt to be issued if Article 15 passes</i>	<u>\$ 500,000</u>
<i>Total Debt Outstanding if Article 15 passes</i>	<u>\$1,355,000</u>

*Costs:*

*The projected interest rate is a maximum rate of 3.49% per annum and for a (10) ten-year term the estimated costs of this lease purchase will be as follows:*

<i>Principal</i>	\$500,000
<i>Interest</i>	<u>\$ 80,634</u>
<i>Total Debt Service</i>	\$580,634

*Validity Disclaimer*

*The validity and voters' ratification of the new debt may not be affected by any errors in the above estimates. If the actual amount of the new debt varies from the estimate, the ratification by the voters is nevertheless conclusive and the validity of the new debt is not affected by reason of the variance.*

*Respectfully,*

*Charisse A. Keach*

*Charisse A. Keach  
Finance Director*

**Motion** to recommend as presented by Selectman Gifford. Seconded by Selectman Taylor.

The interest rate will not be set until Town Meeting. There will be monies left in the CIP and there is some equipment that will be sold this year. The total cost is about \$730,000 and there will be a little over \$300,000 in the reserve. It is normally a \$1 buy out at the end of the lease.

**Unanimously approved**



**ARTICLE 16: Referendum Question N:** To see if the town will vote to raise and appropriate **\$890,000** 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>\$50,000</u>
<u>Technology</u>	<u>\$30,000</u>
<u>Revaluation Reserve</u>	<u>\$100,000</u>
<u>Public Safety Fire Apparatus</u>	<u>\$75,000</u>

**Motion** to recommend as presented by Selectman Taylor. Seconded by Selectman Gifford.  
**Unanimously approved**

**ARTICLE 17: Referendum Question O:** To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) accounts, the Healthcare Reimbursement Accounts (H.R.A.), and the Employee Compensation Account.

**Motion** to recommend as presented by Selectman Olsen. Seconded by Selectman Taylor.  
**Unanimously approved**

**ARTICLE 18: Referendum Question P:** To see if the Town will vote to raise and appropriate **\$817,347** for the County Tax.

**Motion** to recommend as presented by Selectman Taylor. Seconded by Selectman Bruno.  
**Unanimously approved**

**ARTICLE 19: Referendum Question Q:** To see if the Town will vote to raise and appropriate **\$3,000** for Provider Agencies and Regional Transportation.

*The budget figures will be assigned as follows:*

<u>Provider Agencies</u>	<u>\$2,000</u>
<u>Regional Transportation</u>	<u>\$1,000</u>

**Motion** to recommend as presented by Selectman Olsen. Seconded by Selectman Taylor.  
**Unanimously approved**

**ARTICLE 20: Referendum Question R:** To see if the Town will vote to appropriate the total sum of **\$1,631,800** 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.

**Motion** to recommend as presented by Selectman Taylor. Seconded by Selectman Gifford.  
**Unanimously approved**

**ARTICLE 21: Referendum Question S:** 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, 2022, and any other funds provided by any other entity included but not limited to:

<u>Municipal Revenue Sharing</u>
<u>Local Road Assistance</u>
<u>Emergency Management Assistance</u>
<u>Snowmobile Registration Money</u>
<u>Homestead Exemption</u>
<u>Tree Growth Reimbursement</u>
<u>General Assistance Reimbursement</u>
<u>Veteran's Exemption Reimbursement</u>
<u>Business Equipment Tax Exemption (B.E.T.E.) Reimbursement</u>
<u>State Grant or Other Funds</u>

**Motion** to recommend as presented by Selectman Gifford. Seconded by Selectman Taylor.  
**Unanimously approved**

**ARTICLE 22: Referendum Question T:** 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.

**Motion** to recommend as presented by Selectman Taylor. Seconded by Selectman Olsen.  
**Unanimously approved**

**ARTICLE 23: Referendum Question U:** To see if the Town will vote to appropriate the money received from the State for snowmobile registration, not to exceed **\$2,000**, to the Raymond Rattlers Snowmobile Club for maintenance of their network of snowmobile trails, on condition that those trails be open in snow season to the public for outdoor recreation purposes at no charge, and to authorize the municipal officers to enter into an agreement with the Club, under such terms and conditions as the municipal officers may deem advisable, for that purpose.

**Motion** to recommend as presented by Selectman Taylor. Seconded by Selectman Gifford.

Selectman Taylor discussed that \$2,000 seems to be a very small amount. They do keep the trails very well. They haven't asked for more and they have done a good job.

We typically collect around \$2,300 per year. They got some grants last year.

**Unanimously approved**

**ARTICLE 24: Referendum Question V:** To see if the Town will:

1. Accept as a conditional gift from the Raymond Village Library (“RVL”) the assets of RVL including the land, building, books and all personal property, and all monetary assets previously raised, minus \$15,000 for start-up costs (total estimated as of April 4, 2022 is approximately \$195,000), as outlined in the Memorandum of Understanding between RVL and the Town of Raymond signed 10/12/2021 (available to view at the Raymond Town Office upon request), such funds to be set aside in a non-lapsing Town account separate from the general fund and to be used for library purposes only;
2. Establish the Library as a Town Department;
3. Appropriate **\$xxx** from the non-lapsing Town library account to be used for fiscal year 2022-2023 for the new Library Department; and
4. Also, to raise and appropriate **\$xxx** for the new Library Department?

**Motion** to recommend the article as read with \$50,000 for #3 and \$145,876 for #4 and as presented by Selectman Olsen. Seconded by Selectman Taylor.

Selectman Bruno and Selectman Gifford would prefer to use \$60,000 for #3 and \$135,876 for #4. Would also like to see the figure that is available as of April 1<sup>st</sup>.

**Selectman Taylor withdrew his second**

**Motion** to recommend warrant article as above with \$60,000 for #3 and \$135,876 for #4 by Selectman Olsen. Seconded by Selectman Taylor.

**Unanimously approved**

**ARTICLE 25: Referendum Question W:** To see if the Town will raise and appropriate **\$66,000** for the Raymond Village Library, such funds to be raised and appropriated ONLY in the event Article 24 does not pass?

**Motion** to recommend as presented by Selectman Olsen. Seconded by Selectman Gifford.

Should there be a note to skip Article 25 if Article 24 passes? At Open Town Meeting we would do that procedurally. Worst case scenario would be if both articles failed. If both pass, then Article 24 would be used. If one fails and the other passes, then the one that passes will be used.

**Unanimously approved**

Below are sample wordings to increase the tax levy limit:

**ARTICLE 26: Referendum Question X:** LD1: To see if the Town will vote to increase the property tax levy limit of \$3,401,749.27 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.

OR

LD1. To see if the Town will vote to increase the property tax levy limit of \$3,401,749.27 established for the Town of Raymond in State law by \$xxx,000 for a total Levy Limit of \$xxx.

**Motion** to recommend the first option by Selectman Taylor. Seconded by Selectman Olsen.

There was some discussion about being close to the limit and probably under this year. Next year we could make an adjustment, if necessary, though we have 2 bonds retiring next year. We will not know how close we are to LD1 until commitment of taxes in September 2022 and the audit. In 2014 the Town voted to increase LD1 by \$500,000 and it carried us for 8 years.

**Unanimously approved**

**ARTICLE 27: Referendum Question Y:** Non-binding referendum. Do you support allowing adult use and medical marijuana establishments to operate in the Town of Raymond and the development of an ordinance to regulate the location and operation of those uses?

**Motion** to make no recommendation by Selectman Olsen. Seconded by Selectman Gifford.

Some discussion about if the Select Board makes a recommendation it could sway the voters and not give a clear view of their opinions. A yes vote by the voters would begin the process to creating an ordinance.

**Voted 4 to 1, motion passed**

**4) Public Comment** – none

**5) Selectman Comment**

What is happening at Sheri Gagnon Park playground? The bleachers were rotting and have been taken out. The playground stuff will be installed when it dries up. We will get an update presented to the Select Board soon.

## 6) Executive Session

- a) Consideration of Town Report Dedication – pursuant to 1 MRSA §405(6)(A)

**Motion** to enter executive session at 7:50pm as listed above by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

**Motion** to leave executive session at 8:02pm by Selectman Olsen. Seconded by Selectman Taylor.

**Unanimously approved**

**Motion** to instruct the Town Clerk to proceed as directed by Selectman Taylor. Seconded by Selectman Gifford.

**Unanimously approved**

- b) Discussion of Labor Contracts and Proposals – pursuant to 1 MRSA §405 (6) (D)

**Motion** to enter executive session at 8:04pm as listed above by Selectman Olsen. Seconded by Selectman Taylor.

**Unanimously approved**

**Motion** to leave executive session at 8:30pm by Selectman Olsen. Seconded by Selectman Bruno.

**Unanimously approved**

## 7) Adjournment

**Motion** to adjourn at 8:31pm by Selectman Olsen. Seconded by Selectman Gifford.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*