



**SELECT BOARD  
Agenda**

March 25, 2024

5:30pm – Special Budget Meeting

At Broadcast Studio &  
Via Zoom & on YouTube

*Resolution: We, the Raymond Select Board, 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:** Joe Bruno – Chair, Rolf Olsen – Vice Chair, Teresa Sadak, Samuel Gifford, Derek Ray

**Town Staff in attendance:**

Bruce Tupper – Fire Chief  
Sue Look – Town Manager & Town Clerk  
Nathan White – Public Works Director  
Charisse Keach – Finance Director  
Lee O'Connor – Deputy Fire Chief  
Cathy Gosselin – Deputy Treasurer

1) **Called to order** at 5:30pm by Chair Bruno with a quorum present

2) **Minutes of previous meetings**

a) March 12, 2024

**Motion** to approve as presented by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

3) **New Business**

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

**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, 2024, and the 2<sup>nd</sup> half of taxes due April 30, 2025;
2. Set the interest rate for unpaid balances and for abated taxes at eight and a half percent (8.5%) 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.

Select Board recommends/does not recommend Article 3

Budget-Finance Committee recommends/does not recommend Article 3

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**Unanimously approved**

**ARTICLE 4: Referendum Question B:** To see if the Town will vote to raise and appropriate **\$1,803,516** for General Government Services (Administration; Assessing; Code Enforcement; Recreation; Technology; and General Assistance).

*The budget figures will be assigned as follows:*

<u>Administration</u>	<u>\$836,969</u>
<u>Assessing</u>	<u>\$114,870</u>
<u>Code Enforcement</u>	<u>\$340,034</u>
<u>Recreation</u>	<u>\$268,381</u>
<u>Technology</u>	<u>\$228,262</u>
<u>General Assistance</u>	<u>\$15,000</u>

Select Board recommends/does not recommend Article 4

Budget-Finance Committee recommends/does not recommend Article 4

**Motion** to approve and recommend as above by Select Olsen. Seconded by Select Sadak.  
**Unanimously approved**

**ARTICLE 5: Referendum Question C:** To see if the Town will vote to raise and appropriate **\$1,757,387** for Public Works.

*The budget figures will be assigned as follows:*

<u>Public Works</u>	<u>\$1,236,096</u>
<u>Town Buildings</u>	<u>\$51,237</u>
<u>Solid Waste</u>	<u>\$443,624</u>
<u>Cemeteries</u>	<u>\$26,430</u>

Select Board recommends/does not recommend Article 5

Budget-Finance Committee recommends/does not recommend Article 5

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**Unanimously approved**

**ARTICLE 6: Referendum Question D:** To see if the Town will vote to raise and appropriate **\$1,887,305** for Public Safety.

*The budget figures will be assigned as follows:*

<u>Fire/Rescue Department</u>	<u>\$1,840,162</u>
<u>Animal Control</u>	<u>\$47,143</u>

Select Board recommends/does not recommend Article 6

Budget-Finance Committee recommends/does not recommend Article 6

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**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 **\$75,000**.

Select Board recommends/does not recommend Article 7

Budget-Finance Committee recommends/does not recommend Article 7

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Ray.  
**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**.

Select Board recommends/does not recommend Article 8  
Budget-Finance Committee recommends/does not recommend Article 8

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**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.

Select Board recommends/does not recommend Article 9  
Budget-Finance Committee recommends/does not recommend Article 9

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Olsen.  
**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.

Select Board recommends/does not recommend Article 10  
Budget-Finance Committee recommends/does not recommend Article 10

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select 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 \$400,000.

Select Board recommends/does not recommend Article 11

Budget-Finance Committee recommends/does not recommend Article 11

**Motion** to approve and recommend with an amount of \$700,000 by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

**ARTICLE 12: Referendum Question J:** To see if the Town will vote to appropriate \$341,097 from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2023-2024 project proposed in the Tax Increment Financing District Development Program (*for details see Addendum 1*).

Select Board recommends/does not recommend Article 12

Budget-Finance Committee recommends/does not recommend Article 12

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select 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 \$121,515 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.

Select Board recommends/does not recommend Article 13

Budget-Finance Committee recommends/does not recommend Article 13

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

**ARTICLE 14: Referendum Question L:** To see if the Town will vote to appropriate from the Recreation Programs special revenue fund the amount of \$130,350 for the administration of the programs, and to allocate all revenues generated by program operations to be recorded in and retained by the Recreation Programs Enterprise fund.

Select Board recommends/does not recommend Article 14

Budget-Finance Committee recommends/does not recommend Article 14

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

**ARTICLE 15: Referendum Question M:** To see if the town will vote to raise and appropriate **\$613,918** for Debt Services.

*The budget figures will be assigned as follows:*

<u>2013 Public Works Road Construction Bond</u>	<u>\$202,500</u>
<u>2015 Public Works Sand/Salt Construction and Public Safety Replacement Engine Bond</u>	<u>\$85,850</u>
<u>2022 Lease Purchase Rescue Pumper Truck</u>	<u>\$49,568</u>
<u>2023 Tassel Top Snack Shack &amp; PW Garage Design</u>	<u>\$276,000</u>

Select Board recommends/does not recommend Article 15

Budget-Finance Committee recommends/does not recommend Article 15

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Olsen.  
**Unanimously approved**

**ARTICLE 16: Referendum Question N:** To see if the Town will vote to raise and appropriate **\$215,925** for the Raymond Village Library.

Select Board recommends/does not recommend Article 16

Budget-Finance Committee recommends/does not recommend Article 16

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Ray.  
**Unanimously approved**

**ARTICLE 17: Referendum Question O:** To see if the town will vote to raise and appropriate **\$1,015,000** 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>\$85,000</u>
<u>Technology</u>	<u>\$100,000</u>
<u>Revaluation Reserve</u>	<u>\$45,000</u>
<u>Public Safety Fire Apparatus</u>	<u>\$115,000</u>
<u>Playground Improvements</u>	<u>\$35,000</u>

Select Board recommends/does not recommend Article 17

Budget-Finance Committee recommends/does not recommend Article 17

**Motion** to approve and recommend as above by Select Olsen. Seconded by Select Sadak.  
**Unanimously approved**

**ARTICLE 18: Referendum Question P:** To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) accounts, and the Healthcare Reimbursement Accounts (H.R.A.).

Select Board recommends/does not recommend Article 18

Budget-Finance Committee recommends/does not recommend Article 18

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**Unanimously approved**

**ARTICLE 19: Referendum Question Q:** To see if the Town will vote to raise and appropriate **\$1,017,761** for the County Tax (\$80,574 is the second of five (5) annual, no-interest payments for six (6) months of taxes, January to June 2023, and \$937,187 is for the fiscal year July 2024 to June 2025 taxes, enabling Cumberland County to move from a calendar year to a fiscal year assessment).

Select Board recommends/does not recommend Article 19

Budget-Finance Committee recommends/does not recommend Article 19

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**Unanimously approved**

**ARTICLE 20: Referendum Question R:** To see if the Town will vote to raise and appropriate **\$3,000** for Provider Agencies - \$2,000 for Crescent Lake Watershed and \$1,000 to be used at the Town Manager's discretion.

Select Board recommends/does not recommend Article 20

Budget-Finance Committee recommends/does not recommend Article 20

**Motion** to approve and recommend moving the amount to \$3,000, with \$2,000 for Crescent Lake Watershed and \$1,000 up to the Town Manager's discretion Select Sadak. Seconded by Select Olsen.

**Unanimously approved**

**ARTICLE 21: Referendum Question S:** To see if the Town will vote to appropriate the total sum of **\$2,155,288** 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.

Select Board recommends/does not recommend Article 21

Budget-Finance Committee recommends/does not recommend Article 21

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**Unanimously approved**

**ARTICLE 22: Referendum Question T:** 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, 2024, and any other funds provided by any other entity including but not limited to:

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

Select Board recommends/does not recommend Article 22

Budget-Finance Committee recommends/does not recommend Article 22

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Ray.  
**Unanimously approved**

**ARTICLE 23: Referendum Question U:** 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.

Select Board recommends/does not recommend Article 23

Budget-Finance Committee recommends/does not recommend Article 23

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**Unanimously approved**

**ARTICLE 24: Referendum Question V: LD1:** To see if the Town will vote to increase the property tax levy limit of **\$3,935,385.36** 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.

Select Board recommends/does not recommend Article 24

Budget-Finance Committee recommends/does not recommend Article 24

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Olsen.  
**Unanimously approved**



**ARTICLE 25: Referendum Question W:** To see if the Town of Raymond will vote to change its plan with the Maine Public Employees Retirement System (MainePERS) to add coverage for full-time, non-union employees effective September 1, 2024, and:

- a) To offer Regular Plan AC to its regular, full-time, non-union employees who are paid at least 1,664 hours per year between paid vacation, paid holiday, and paid sick time effective September 1, 2024; and
- b) To continue to offer Special Plan 3C to its regular, full-time firefighters and emergency medical services employees who are paid at least 2,080 hours per year between paid vacation, paid holiday, and paid sick time; and
- c) To exclude all other employees, including all other elected/appointed officials, from participating in MainePERS; and
- d) To allow its newly eligible employees who are currently employed by the Town on September 1, 2024, who elect to join MainePERS on September 1, 2024, the option to purchase prior service upon the employee's full payment of all associated costs. The Town will not participate in the purchase of prior service and so employees who wish to purchase prior service are responsible for paying the full liability associated with this service; and
- e) To authorize the Town Manager or the Select Board Chair to sign the amended agreement between the Town and the Maine Public Employees Retirement System.

Select Board recommends/does not recommend Article 25

Budget-Finance Committee recommends/does not recommend Article 25

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**Unanimously approved**

**ARTICLE 26: Referendum Question X:** Shall the Town of Raymond (the "Town"):

1. **Approve** a capital project including engineering and design costs, transaction costs, construction costs, and other expenses reasonably related thereto (the "Project") consisting of the building of a public works garage to be located at 170 Plains Road at an estimated cost of **\$6,200,000**;
2. **Appropriate** the sum of **\$6,200,000**, plus any additional premium, to provide for the costs of the Project;
3. **Authorize** the Town Treasurer and the Chair of the Select Board to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed **\$6,200,000**, plus any additional premium, to fund the Project; and
4. **Delegate** to the Town Treasurer and the Chair of the Select Board the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

1. **TOTAL BOND INDEBTEDNESS**

a. Bonds outstanding and unpaid (will retire in FY2025):	\$ 285,000
b. Bonds authorized and unissued (other than this loan):	\$ 1,150,000
c. Maximum amount to be issued if approved:	\$ 6,200,000

2. **COSTS**

*At an estimated maximum interest rate of 3% for a twenty (20) year maturity, the estimated cost of this government obligation bond will be:*

Principal	\$ 6,200,000.00
Interest	<u>\$ 1,910,375.00</u>
Total:	\$ 8,110,375.00

3. **VALIDITY**

*The validity of the bonds and the voter's ratification of the bonds may not be affected by any error in the above estimates. If the actual amount of the total debt service varies from the estimates, the ratification by the voters is nevertheless conclusive, and the validity of the bond issue is not affected by reason of the variance.*



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Charisse Keach, Town Treasurer

Select Board recommends/does not recommend Article 26

Budget-Finance Committee recommends/does not recommend Article 26

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**Unanimously approved**

**ARTICLE 27: Referendum Question Y:** Shall the Town of Raymond (the "Town"):

1. **Approve** a capital project including engineering and design costs, transaction costs, construction costs, and other expenses reasonably related thereto (the "Project") consisting of the installation of a municipal fiber ring to connect all municipal buildings at an estimated cost of **\$667,000**;
2. **Appropriate** the sum of **\$667,000**, plus any additional premium, to provide for the costs of the Project;
3. **Authorize** the Town Treasurer and the Chair of the Select Board to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed **\$667,000**, plus any additional premium, to fund the Project; and
4. **Delegate** to the Town Treasurer and the Chair of the Select Board the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

1. **TOTAL BOND INDEBTEDNESS**

a. Bonds outstanding and unpaid (will retire in FY2025):	\$	285,000
b. Bonds authorized and unissued (other than this loan):	\$	1,150,000
c. Maximum amount to be issued if approved:	\$	667,000

2. **COSTS**

*At an estimated maximum interest rate of 3% for an eight (8) year maturity, the estimated cost of this government obligation bond will be:*

Principal	\$	667,000.00
Interest	\$	<u>                    </u>
Total:	\$	<u>                    </u>

3. **VALIDITY**

*The validity of the bonds and the voter's ratification of the bonds may not be affected by any error in the above estimates. If the actual amount of the total debt service varies from the estimates, the ratification by the voters is nevertheless conclusive, and the validity of the bond issue is not affected by reason of the variance.*



Charisse Keach, Town Treasurer

Select Board recommends/does not recommend Article 27

Budget-Finance Committee recommends/does not recommend Article 27

**Motion** to approve and recommend as above by Select Sadak. Seconded by Select Gifford.  
**Unanimously approved**

**4) Public Comment**

Grace Leavitt commented that we should go back to the open Town Meeting so there can be open discussion.

Peter Leavitt gave an update on the Comp Plan Committee Land Use public meeting that was well attended, and people had the opportunity to give their feedback on growth areas for the future.

**5) Selectman Comment – none**

**6) Adjournment**

**Motion** to adjourn at 7:02pm by Select Olsen. Seconded by Select Sadak.

**Unanimously approved**

*Respectfully submitted,*

*Sue Look, Town Manager*