



## SELECT BOARD Minutes

September 10, 2024

6:00pm – Regular 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:** Rolf Olsen (Chair), Teresa Sadak (Vice Chair) [arrived at 6:04pm], Samuel Gifford, Denis Morse, Derek Ray

**Select Board members absent:** none

### **Town Staff in attendance:**

Melanie Fernald (Town Clerk); Brenda Fox-Howard (Finance Director); Cathy Gosselin (HR Officer), Curt Lebel (Contract Assessor), Sue Look (Town Manager), Nathan White (Public Works Director)

1) **Called regular meeting to order** at 6:00pm by Chair Olsen with a quorum present.

### 2) **Minutes of previous meetings**

a) July 9, 2024

**Motion** to approve as presented by Mr. Gifford. Seconded by Mr. Ray  
**Motion carried**, vote (4-0-0-1 Ms. Sadak was absent for the vote)

b) July 23, 2024

**Motion** to approve as presented by Mr. Gifford. Seconded by Mr. Ray  
**Motion carried**, vote (4-0-0-1 Ms. Sadak was absent for the vote)

c) August 13, 2024

**Motion** to approve as presented by Mr. Gifford. Seconded by Mr. Ray  
**Motion carried**, vote (4-0-0-1 Ms. Sadak was absent for the vote)

d) August 28, 2024

**Motion** to approve as presented by Mr. Gifford. Seconded by Mr. Morse  
**Motion carried**, vote (4-0-0-1 Ms. Sadak was absent for the vote)

### 3) **New Business**

a) Support for the Thomas Pond Improvement Association Dam Repair Project – Robert Chapin, President and Dam Keeper

Thomas Pond Improvement Association Board Member Franke Jaffe presented a set of slides (attached to these minutes).

Select Board members asked clarifying questions about the damage discovered, the estimated costs, anticipated life of repairs, the process and timeline for repairs.

Discussion on how it could fit into the budget for next year.

The association will continue to raise funds to have money available for contractor downpayments.

Next steps, assign a point person to contact and draft up language to add it to the warrant – budget season begins in January/February, figures would be needed by then.

Peter Leavitt, Leavitt Road – a dam failure in Windham has drained a recreation area there, would hate to see the same happen here.

b) Appointment of New Treasurer – Brenda Fox-Howard – Sue Look, Town Manager

Town Manager Look introduced Brenda Fox-Howard, the Town's new Finance Director.

Finance Director Fox-Howard shared her experience in differing roles in Finance and Town leadership.

**Motion** to appoint Brenda Fox-Howard as Town Treasurer by Ms. Sadak. Seconded by Mr. Gifford

**Unanimously approved**

c) Consideration of Any Balance Transfers and/or Use of Undesignated Fund Balance to Close Out FY 2023-2024 – Brenda Fox-Howard, Finance Director

The minimum Fund Balance is maintained as needed. Discussion of some money may need to be moved from one budget line to another to square away the budget for close out of the past fiscal year.

Finance Director Fox-Howard mentioned that she has some ideas for restructuring the finances of the Enterprise fund within the Recreation Department to allow for a fuller, clearer picture of the money coming in and out. A future project.

Because some budget lines were underspent and others were overspent, there isn't a need to dip into Undesignated Fund Balance to close out the fiscal year; journal entries to shift money around internally is all that's needed.

No motion needed, since the budget is within the approved amounts overall.

d) Consideration of Setting the Mill Rate for Tax Commitment – Curt Lebel, Contract Assessor

Assessor's Agent Lebel spoke to tax increases brought about by school budget increases and County tax increases.

Select Board members expressed concern about how residents are all getting hit hard with rising costs all around (electric bills, groceries, etc.); discussed how much of the Fund Balance to use to help lower the tax rate.

Peter Leavitt, Leavitt Road believes that splitting the difference (between 200,000 and 400,000 as laid out as options in the Assessor's memo) and going middle of the road is the way to go. This will help keep the taxes down, but also keeps money available for the Town, if needed.

**Motion** to apply \$300,000 from Fund Balance for tax relief and set the tax rate at \$17.20 by Mr. Morse. Seconded by Ms. Sadak

**Unanimously approved.**

- e) Consideration of Signing the Original Assessed Value (OAV) Certificate for the Change to the Tax Increment Finance (TIF) Proposed Change – Curt Lebel, Contract Assessor

Explanation

DECD has asked for an update to the OAV. That State office has asked for an itemized version of the properties. This document will show the Original Assessed Value from 1997, and those dollar amounts won't change, but the information is more specific to fit the request of DECD.

**Motion** to accept the Assessor's Certificate by Ms. Sadak. Seconded by Mr. Morse

**Unanimously approved**

- f) Consideration of Financing New Dump Truck & Excavator – Nathan White, Public Works Director

Public Works Director White explained that this request is to help keep his CIP budget down. PW Director noted that, although this isn't an emergency, he wants to get this order made. These vehicles are needed, cannot be purchased without the approval for financing. If ordered right now, the chassis may be available in April or May.

Clarification made that the money is already in the approved budget, but this issue is whether to finance the purchase amount.

**Motion** to investigate the possibility of financing dump truck and excavator by Ms. Sadak. Seconded by Mr. Gifford

Some discussion on the timing of the decision of whether to finance, and whether there should be some deadline included in the motion, to help force a timeline for that investigation into the costs and options for financing.

Finance director Fox-Howard noted that she has an already scheduled meeting with a rep from Androscoggin Bank, is happy to add this possibility to her agenda for this meeting.

Peter Leavitt, Leavitt Road asked PW Director about having spare trucks.

**Motion carried.** Vote (4-0-1 Morse abstained)

- g) Consideration of Issuing Quit Claim Deed(s) for Lien Payments – Sue Carr, Tax Collector

**Motion** to issue Quit Claim Deed for Carl Bartolomeo by Ms. Sadak, seconded by Mr. Gifford

**Unanimously approved**

**Motion** to issue Quit Claim Deed for Veronica Danie by Ms. Sadak. Seconded by Mr. Gifford.

**Unanimously approved.**

**4) Public Comment**

Chair Olsen opened the floor for Public Comment; no one spoke.

**5) Selectman Comment**

Chair Olsen opened the floor for Selectman Comment; the following Select Board Members spoke:

Ms. Sadak noted for the record that Bob Jones's memorial service is 9/12 at 1pm at the Refuge Church in Windham. Bob served on many different committees in the town.

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

a) Tour of Panther Pond with Victor Otley, President of Panther Pond Lake Association

Town Manager Look thanked Victor Otley for taking Code Enforcement staff on a tour of Panther Pond. While out, he showed the water testing equipment. They discussed potential issues with the Pond and the property surrounding it.

b) Update of Parks & Rec

Director Joe Crocker couldn't make it to the meeting tonight, but Town Manager Look noted the growth in the Town's Rec programs this year.

Attendance at events and programming is up.

Sadak noted that the after-school program is moving forward. Very popular already, many parents signed up

c) Confirm Dates for Upcoming Regular Meetings

- October 8, 2024 – discussed changing the date to October 15<sup>th</sup>.
- November 12, 2024

Laurie Wallace, Pulpit Rock Road, wanted to add to the Recreation Department's update - noted that Raymond Lions Club donated 4 benches to Sherri Gagnon Park.

**7) Adjournment**

**Motion** to adjourn at 7:16pm by Ms. Sadak. Seconded by Mr. Morse.

**Unanimously approved**

*Respectfully submitted,*

*Melanie Fernald, Town Clerk*