



## SELECT BOARD Minutes

March 18, 2025

6:00pm – 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:** Rolf Olsen (Chair), Teresa Sadak (Vice Chair), Samuel Gifford, Denis Morse, Derek Ray

**Select Board members absent:** none

**Town Staff in attendance:** Joseph Crocker (Parks & Recreation Director); Melanie Fernald (Town Clerk); Sue Look (Town Manager); Lee O'Connor (Deputy Fire Chief); Bruce Tupper (Fire Chief); Nathan White (Public Works Director); Jason Williamson (Assistant Code Enforcement Officer)

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

### 2) **Executive Session**

- a) Consultation between the Select Board and its attorney concerning the legal rights and duties of the Select Board – pursuant to MRSA 1 §405 (6) (E)

**Motion** to enter Executive Session at 6:00pm as noted above by Ms. Sadak.  
Seconded by Mr. Ray.

**Unanimously approved.**

**Motion** to exit Executive Session at 6:27pm by Ms. Sadak. Seconded by Mr. Ray.

**Unanimously approved**

### 3) **New Business**

- a) Discussion of FY 2023-2024 Audit Issues – Ron Smith, RHR Smith & Company, Auditor for the Town of Raymond

Heather Hunter from RHR Smith & Company explained the current status of the audit.

The following people asked questions/made comments:

Mr. Morse

Shawn McKillop, Budget-Finance Committee Vice Chair

Sue Look, Town Manager

Brenda Fox-Howard, Finance Director

b) Discussion of RTP Bus and Van Options – Don Libby, RTP Executive Director

Don Libby

On demand “micro-transit” van service for residents – reservations can be made via app or phone call. Funded by the town at \$67,500 for Monday through Friday, 9am - 5pm. This price provides one wheelchair accessible van with one fully-screened driver. Riders would pay \$3 each way for door-to-door rides within Raymond to medical appointments and/or shopping. Windham, Gorham, Standish are using this program. RTP would promote the service, create postcards to be mailed to residents. RTP carries their own insurance and has their own mechanics. This service would differ from the RTP Lakes Region Bus service which has a fixed route and runs four times a day to one set stop in Raymond. The micro-transit van can go door-to-door, and is an on-demand service. The van service could take riders to the set bus stops in neighboring towns to access the Lakes Region bus service.

The following people asked questions:

Mr. Ray

Ms. Sadak

Mr. Morse

Chair Olsen

Debbie Tarr, Age-Friendly Raymond

Bill Blood

Kaela Gonzalez, Comprehensive Plan Committee Co-Chair

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

**Town of Raymond**  
June 10, 2025  
**ANNUAL TOWN MEETING WARRANT**

TO: Nathan White, a constable of the Town of Raymond, in the County of Cumberland and State of Maine.

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to assemble in the Jordan-Small Middle School Gymnasium of said town on Tuesday, the 10<sup>th</sup> day of June, A.D. 2025, at seven (7:00) o'clock in the forenoon, then and there to act on the articles listed below.

The polls will open as soon as Article 1 has been acted upon and will remain open to vote on Articles 2 through 33 until eight (8:00) o'clock in the evening.

The Registrar hereby gives notice that the Town Clerk's Office will be open for the purpose of registering voters and correcting the list of voters on Friday, May 30, 2025, from 8:00 a.m. to 4:00 p.m.; Tuesday, June 3, 2025, from 8:00 a.m. to 6:00 p.m.; Wednesday, June 4, 2025, from 8:00 a.m. to 4:00 p.m.; Thursday, June 5, 2025, from 8:00 a.m. to 4:00 p.m.; and Friday, June 6, 2025, from 8:00 a.m. to 4:00 p.m. The Registrar will be in the Jordan-Small Middle School Gymnasium on Election Day, June 10, 2025, until the closing of the polls to register voters and to correct names and addresses.

**ARTICLE 1:** To elect a moderator by written ballot.

**ARTICLE 2:** To elect by secret ballot the following Town Officials, namely two (2) Select Board members, for three-year terms; three (3) members for the Budget-Finance Committee, for three-year terms; and one (1) member for the RSU #14 School Board of Directors, for a three-year term.

**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, 2025, and the 2<sup>nd</sup> half of taxes due to April 30, 2026;
2. Set the interest rate for unpaid balances and for abated taxes at seven and a half percent (7.5%) 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 Ms. Sadak. Seconded by Mr. Ray.  
**Unanimously approved**

**ARTICLE 4: Referendum Question B:** To see if the Town will vote to raise and appropriate **\$3,125,416** for General Government Services (Administration; Assessing; Code Enforcement; Employee Benefits; General Assistance; Insurances; Recreation; and Technology;).

*The budget figures will be assigned as follows:*

<i>Administration</i>	<i>\$724,316</i>
<i>Assessing</i>	<i>\$98,257</i>
<i>Code Enforcement</i>	<i>\$250,650</i>
<i>Employee Benefits</i>	<i>\$1,332,504</i>
<i>General Assistance</i>	<i>\$15,000</i>
<i>Insurances, Workers Comp</i>	<i>\$187,639</i>
<i>Recreation</i>	<i>\$294,850</i>
<i>Technology</i>	<i>\$222,200</i>

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 Ms. Sadak. Seconded by Mr. Morse.  
**Unanimously approved**

**ARTICLE 5: Referendum Question C:** To see if the Town will vote to raise and appropriate **\$1,627,495** for Public Works.

*The budget figures will be assigned as follows:*

<u>Public Works</u>	<u>\$1,095,156</u>
<u>Town Buildings</u>	<u>\$47,250</u>
<u>Solid Waste</u>	<u>\$457,089</u>
<u>Cemeteries</u>	<u>\$28,000</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 Ms. Sadak. Seconded by Mr. Morse.  
**Unanimously approved**

**ARTICLE 6: Referendum Question D:** To see if the Town will vote to raise and appropriate **\$1,445,806** for Public Safety.

*The budget figures will be assigned as follows:*

<u>Fire/Rescue Department</u>	<u>\$1,396,990</u>
<u>Animal Control</u>	<u>\$48,816</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 Ms. Sadak. Seconded by Mr. Morse.  
**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 Ms. Sadak. Seconded by Mr. 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 Ms. Sadak. Seconded by Mr. Morse.  
**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 Ms. Sadak. Seconded by Mr. Ray.  
**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 Ms. Sadak. Seconded by Mr. Gifford.  
**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 **\$700,000**.

Select Board recommends - does not recommend Article 11

Budget-Finance Committee recommends - does not recommend Article 11

**Motion** to approve and recommend as above by Ms. Sadak. Seconded by Mr. Morse.  
**Unanimously approved**

**ARTICLE 12: Referendum Question J:** To see if the Town will vote to appropriate **\$511,177** from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2025-2026 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 Ms. Sadak. Seconded by Mr. 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 **\$144,500** 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 Ms. Sadak. Seconded by Mr. Gifford.  
**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 **\$198,500** for the administration of activities at 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 Ms. Sadak. Seconded by Mr. Ray.  
**Unanimously approved**

**ARTICLE 15: Referendum Question M:** To see if the Town will vote to raise and appropriate **\$578,840** for Debt Services.

*The budget figures will be assigned as follows:*

<u>2022 Lease Purchase Rescue Pumper Truck</u>	<u>\$58,063</u>
<u>2023 Tassel Top Snack Shack &amp; PW Garage Design</u>	<u>\$266,800</u>
<u>2024 Broadband Fiber Ring Loan</u>	<u>\$253,977</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 Ms. Sadak. Seconded by Mr. Morse.  
**Unanimously approved**

**ARTICLE 16: Referendum Question N:** To see if the Town will vote to raise and appropriate **\$203,701** 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 Ms. Sadak. Seconded by Mr. Ray.  
**Unanimously approved**

**ARTICLE 17: Referendum Question O:** To see if the Town will vote to raise and appropriate **\$1,256,744** for the Capital Improvement Program.

*The budget figures will be assigned as follows:*

<u>Public Works Equipment Reserve</u>	<u>\$325,000</u>
<u>Public Works Paving/Road Reserve</u>	<u>\$410,000</u>
<u>Municipal Facilities Improvements</u>	<u>\$85,000</u>
<u>Revaluation Reserve</u>	<u>\$40,000</u>
<u>Public Safety Fire Apparatus</u>	<u>\$361,744</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 will be amended by Ms. Sadak. Seconded by Mr. Morse.

Discussion centered around carry-forward money from completed/abandoned projects and re-allocating the funding from what's noted above. The figures in this article will be changed to reflect this recommendation.

**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, the Healthcare Reimbursement Accounts (H.R.A.), and the Employee Compensation Account.

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 Ms. Sadak. Seconded by Mr. Morse.  
**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 third 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 2025 to June 2026 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~~

This article will be removed; County taxes are not debatable and cannot be voted down.

This article will be replaced by a to-be-drafted article about the \$67,500 for the RTP micro-transit van service.

**ARTICLE 20: Referendum Question R:** To see if the Town will vote to raise and appropriate **\$80,250** for Provider Agencies: \$1,500 for Crescent Lake Watershed Association, \$750 for the Lakes Region Chamber of Commerce, ~~\$67,000~~ \$67,500 for the RTP Van Service, \$10,000 for the Thomas Pond Dam Restoration, 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 as above by Ms. Sadak. Seconded by Mr. Morse.

Motion failed

**Motion** to amend this article to have the RTP Van service removed by Ms. Sadak. Seconded by Mr. Morse

**Unanimously approved**

**Motion** to amend the wording of this article to \$13,250 for provider agencies by Mr. Morse, seconded by Mr. Ray

**Unanimously approved**

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**Motion** to re-write Article 19 as \$67,500 for the RTP Micro-transit van service by Ms. Sadak. Seconded by Mr. Morse

Parks & Recreation Director Crocker noted that his research for an in-house van transportation option would be \$107,000 and requires one person to be dedicated to that program.

Debby Tarr noted the staffing required for managing such a program is significant.

**Unanimously approved**

**ARTICLE 21: Referendum Question S:** To see if the Town will vote to appropriate the total sum of **\$2,221,180** 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 Ms. Sadak. Seconded by Mr. Morse.

**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, 2025, and any other funds provided by any other entity including 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>

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 Ms. Sadak. Seconded by Mr. Gifford.  
**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 Ms. Sadak. Seconded by Mr. Ray.  
**Unanimously approved**

**ARTICLE 24: Referendum Question V:** To see if the Town will vote to appropriate from undesignated fund balance \$642,568 for employee benefits liability.

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 Ms. Sadak. Seconded by Mr. Gifford.  
**Unanimously approved**

NOTE – If the Ladder Truck is approved to be in the warrant we will make an article to get a loan for it.

Discussion around the need for a ladder truck, the use of mutual aid, and the surrounding towns who have ladder trucks.

If the truck costs \$1.2million the costs to initiate the bond are not likely worth it.

**Motion** to include an article in the warrant to lease with option to buy new ladder truck with full warranty by Mr. Morse. Seconded by Mr. Gifford

**Unanimously approved**

\*Public Comment added on the floor:

Ray Richards, Tenny Hill Road – shared an email from his attorney regarding cannabis grow operations and a possible ordinance.

Ms. Sadak thanked Sue Look for stepping up into the Town Manager position, keeping the town business moving forward and dealing with many issues. Presented her with flowers.

#### **4) Adjournment**

**Motion** to adjourn at 9:06pm by Ms. Sadak. Seconded by Mr. Morse

**Unanimously approved**