

Town of Raymond

FY 2022

Budget

Presentation



Original date: 02/23/2021

Revision Date: 04/06/2021

Revision Date (BOS Recommendations0: 04/28/2021

Budget Goals FY 2021-2022

1. Maintaining or lowering the tax rate.
2. Continuing commitment to improvement and maintenance of the Town roads.
3. Undesignated fund balance can be utilized within existing policy to accomplish priority number one.
4. All budget areas are on the table for discussion and review.
5. Core services driven budget.

THE TOWN OF RAYMOND



Don Willard, Town Manager
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February 23, 2021

To the Board of Selectmen and the Members of the Budget-Finance Committee:

I am pleased to transmit the Town Manager's proposed Municipal Budget for the fiscal year July 1, 2021 to June 30, 2022.

This draft shows a 2.46% increase and does not include any contribution from undesignated fund balance (surplus) at this juncture.

New property valuation growth continues to be strong. The budget does factor an estimated \$7.5 million increase in new taxable property valuation that will reduce the impact of any increased spending.

I would like to thank you all in advance for your review and consideration of this budget and to express my appreciation to our team of dedicated Department Heads and other staff members in the preparation of this document.

During the first budget review session, scheduled on Tuesday March 2, 2021 at 6:30 PM, I will discuss the elements contained within this budget in more detail.

Respectfully submitted,

Don Willard
Town Manager

Town of Raymond
Mil Rate Estimate
FY 2022 Budget

	2021/2022 estimate		2020/2021 actual	2019/2020 actual	2018/2019 actual	2017/2018 actual	2016/2017 actual
Valuation	1,046,366,710	***	1,038,866,710	1,034,855,500	1,025,691,800	1,019,162,300	1,013,793,200
Assessments:							
County Tax	773,657	***	784,426	788,378	741,881	727,076	676,263
Municipal Appropriation	5,656,968		5,035,732	4,639,780	4,323,424	4,427,586	4,219,817
TIF District	246,221	***	246,221	241,232	217,694	195,939	206,512
School/ Education Overlay	10,730,753 -	*** ***	10,730,753 43,884	10,418,235 8,831	9,495,469 6,000	9,172,708 1,613	8,746,622 33,879
Total Assessment	17,407,599		16,841,016	16,096,457	14,784,468	14,524,922	13,883,093
Deductions:							
State Revenue Sharing	245,610	***	245,610	197,336	137,626	132,494	134,579
Homestead/BETE Exemptions Revenue	295,256 1,717,660	*** ***	295,256 1,807,960	210,578 1,769,728	196,529 1,526,596	159,447 1,697,284	109,342 1,380,000
Total Deductions	2,258,526		2,348,825	2,177,642	1,860,751	1,989,225	1,623,921
Net Assessment	15,149,073		14,492,191	13,918,815	12,923,717	12,535,696	12,259,172
Mill Rate	14.48		13.95	13.45	12.60	12.30	12.09
Tax \$150,000 Home	2,172		2,092	2,018	1,890	1,845	1,814
Tax \$250,000 Home	3,619		3,487	3,363	3,150	3,075	3,023
Tax \$350,000 Home	5,067		4,882	4,708	4,410	4,305	4,232
Est. Mill Rate:							
County	0.74		0.76	0.76	0.72	0.71	0.67
Town	3.48		2.87	2.62	2.62	2.59	2.80
School	10.26		10.33	10.07	9.26	9.00	8.63
	14.48		13.95	13.45	12.60	12.30	12.09
Percentage increase from prior year	3.78%		3.72%	6.75%	2.44%	1.72%	1.19%
Value of one mill			1,034,856				

*** ESTIMATE ONLY

Expense Summary

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Initial
Dept: 10 General Government	916,016.00	901,245.00	879,999.00	950,561.00	1,123,440.00
Dept: 20 Public Safety	767,796.00	795,481.00	842,086.00	962,732.00	1,020,988.00
Dept: 30 Public Works	733,439.00	803,640.00	853,291.00	1,195,065.00	1,282,688.00
Dept: 40 Public Services	106,314.00	114,345.00	118,343.00	209,959.00	259,209.00
Dept: 41 Tassel Top	0.00	0.00	0.00	50,195.00	76,393.00
Dept: 43 Special Revenue Funds	0.00	0.00	233,297.00	283,164.00	283,164.00
Dept: 50 General Assistance	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00
Dept: 60 Education	9,172,708.00	9,495,469.00	10,418,235.00	10,730,753.00	10,730,753.00
Dept: 70 Employee Benefits	421,180.00	456,866.00	497,000.00	623,437.00	697,000.00
Dept: 71 Insurance	61,977.00	68,191.00	75,661.00	83,500.00	97,250.00
Dept: 72 County Tax	727,076.00	741,881.00	788,378.00	784,426.00	773,657.00
Dept: 80 Debt Service	335,200.00	329,400.00	323,600.00	317,800.00	312,000.00
Dept: 90 Capital Improvements	1,090,527.26	1,126,220.68	785,000.00	698,000.00	0.00
Dept: 91 Capital Improvements	-535,527.26	-900,515.31	0.00	1,250,444.42	780,000.00
Expense Totals:	13,802,706.00	13,940,223.37	15,822,890.00	18,148,036.42	\$ 17,444,542.00

Municipal Appropriation 5,656,968.00
 Other 11,787,574.00

Town of Raymond Initial Budget Requests

Dept/Div:	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
10-1000 General Government / Administration							
1000 Salaries	366,823.00	351,113.22	373,445.00	385,569.48	396,595.00	248,919.26	394,400.00
3005 Contract Fees & Services	18,220.00	18,641.29	19,000.00	28,363.59	31,600.00	19,668.93	31,600.00
3120 Legal/Audit	36,200.00	29,081.01	36,200.00	26,235.16	36,200.00	16,301.39	36,200.00
3135 Rescue Billing	14,000.00	10,888.22	12,000.00	13,145.38	12,000.00	8,847.98	12,800.00
3205 Registry of Deeds	5,000.00	3,807.00	5,000.00	4,141.00	4,000.00	3,806.00	5,000.00
3230 Travel & Training	11,500.00	10,470.19	11,500.00	10,700.39	11,500.00	3,873.26	7,500.00
3235 Dues & Publications	1,500.00	1,040.63	9,200.00	8,893.13	9,600.00	8,560.00	10,000.00
3240 Advertising	5,000.00	3,481.48	5,000.00	3,570.00	5,100.00	1,477.00	5,000.00
6005 Supplies General	4,600.00	3,808.33	4,600.00	2,998.18	4,600.00	3,290.74	5,000.00
6030 Elections	4,698.00	3,827.41	5,377.00	5,433.66	5,774.00	5,141.92	5,150.00
6031 Postage	6,000.00	6,877.66	6,000.00	5,932.15	7,000.00	2,759.19	6,000.00
6032 Printing	2,000.00	2,732.67	2,300.00	955.08	3,000.00	1,944.87	3,000.00
6033 Records Restoration	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
7015 Phone	2,000.00	2,087.28	2,200.00	3,651.51	3,000.00	1,899.73	4,500.00
1000 - Administration	477,541.00	447,856.39	491,822.00	499,588.71	529,969.00	326,490.27	\$ 529,150.00

Town of Raymond Initial Budget Requests

Dept/Div:	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
10-1100 General Government / Compensation & Training							
1000 Salaries	33,325.00	0.00	16,675.00	11,846.25	23,473.00	6,311.25	61,500.00
3230 Travel & Training	10,000.00	265.79	10,000.00	2,255.15	10,000.00	205.00	6,000.00
1100 - Compensation & Training	43,325.00	265.79	26,675.00	14,101.40	33,473.00	6,516.25	\$ 67,500.00

Town of Raymond Initial Budget Requests

Dept/Div:	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
10-1250 General Government / Assessors							
1000 Salaries	15,051.00	13,851.56	15,001.00	16,483.25	16,378.00	9,462.70	16,378.00
3101 Assessing	31,150.00	27,475.00	31,500.00	31,500.00	31,500.00	16,935.00	31,500.00
3205 Registry of Deeds	1,200.00	662.00	1,000.00	714.00	1,000.00	519.00	1,000.00
3210 Software General	24,930.00	23,770.00	9,700.00	8,889.00	9,932.00	9,632.00	10,823.00
3230 Travel & Training	600.00	600.00	750.00	650.97	750.00	50.00	750.00
6005 Supplies General	1,100.00	712.87	1,100.00	758.47	1,100.00	779.34	1,100.00
3180 Revaluation	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
1250 - Assessors	74,031.00	67,071.43	59,051.00	58,995.69	60,660.00	37,378.04	\$ 161,551.00

Town of Raymond Initial Budget Requests

Dept/Div:	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
10-1500 General Government / Code Enforcement							
1000 Salaries	81,237.00	77,995.39	81,086.00	91,339.23	104,144.00	55,510.98	116,144.00
3005 Contract Fees & Services	0.00	0.00	0.00	0.00	0.00	0.00	3,800.00
3210 Software General	5,000.00	4,620.00	5,000.00	4,800.00	5,000.00	12,540.00	14,495.00
3230 Travel & Training	1,500.00	431.26	1,500.00	40.00	1,500.00	110.00	1,000.00
6005 Supplies General	1,800.00	1,515.59	1,800.00	1,181.77	1,800.00	2,573.90	1,800.00
6020 Gas/Diesel	4,000.00	1,651.55	4,000.00	1,385.37	4,000.00	979.05	3,000.00
7015 Phone	1,400.00	1,056.32	1,500.00	1,109.74	1,500.00	606.75	1,500.00
1500 - Code	94,937.00	87,270.11	94,886.00	99,856.11	117,944.00	72,320.68	\$ 141,739.00

Enforcement

Town of Raymond Initial Budget Requests

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
Dept/Div: 10-2000 General Government / Town Buildings							
1000 Salaries	7,000.00	7,200.00	7,800.00	7,387.50	8,100.00	4,187.50	8,100.00
3005 Contract Fees & Services	1,200.00	1,550.12	3,000.00	3,632.67	5,300.00	2,074.40	5,000.00
4005 Building Maintenance	2,000.00	1,795.24	4,000.00	225.00	4,000.00	0.00	4,000.00
6005 Supplies General	1,200.00	966.19	1,500.00	1,268.13	1,500.00	690.76	1,500.00
7005 Heating	1,920.00	3,545.65	3,500.00	2,579.37	4,450.00	596.15	3,500.00
7025 Utilities	8,500.00	7,087.20	13,000.00	12,554.23	13,000.00	6,228.51	13,000.00
2000 - Town Buildings	21,820.00	22,144.40	32,800.00	27,646.90	36,350.00	13,777.32	\$ 35,100.00

Town of Raymond Initial Budget Requests

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
Dept/Div: 10-5500 General Government / Technology							
1000 Salaries	20,826.00	4,668.75	10,000.00	1,700.00	7,500.00	952.00	7,500.00
3005 Contract Fees & Services	13,400.00	12,441.97	13,400.00	12,100.00	13,400.00	8,800.00	13,400.00
3115 IT Management	80,000.00	79,996.80	80,000.00	79,996.80	80,000.00	53,331.20	85,000.00
3211 Software Departments	10,600.00	10,511.32	10,600.00	10,652.00	10,500.00	4,454.00	17,000.00
3215 Software Network	5,200.00	5,392.57	5,200.00	5,074.99	5,200.00	3,230.00	5,000.00
3220 Software Servers	16,365.00	16,305.05	18,365.00	18,344.40	18,365.00	8,155.00	20,000.00
3225 Department Network	600.00	349.00	600.00	990.00	600.00	0.00	1,000.00
6050 Broadcasting expenses	19,000.00	20,812.89	13,000.00	13,705.71	13,000.00	12,133.18	13,000.00
9050 Hardware Department	9,600.00	8,375.19	9,600.00	15,098.39	9,600.00	7,222.00	10,000.00
9051 Hardware Network	2,000.00	1,925.86	2,000.00	2,125.00	2,000.00	1,875.00	2,500.00
9052 Hardware Server	12,000.00	11,967.51	12,000.00	12,343.61	12,000.00	9,632.00	14,000.00
5500 - Technology	189,591.00	172,746.91	174,765.00	172,130.90	172,165.00	109,784.38	\$ 188,400.00

\$ 16,235.00

Town of Raymond Initial Budget Requests

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
Dept/Div: 20-6000 Public Safety / Fire Department							
1000 Salaries	533,657.00	529,052.26	551,129.00	566,933.32	665,016.00	392,782.24	687,500.00
3005 Contract Fees & Services	9,000.00	6,752.00	9,000.00	6,267.97	11,000.00	3,881.40	11,000.00
3105 Dispatch Services	34,753.00	31,894.30	35,795.00	32,605.00	33,581.00	33,836.00	34,588.00
3175 Health & Safety	11,500.00	8,550.73	9,000.00	5,258.48	9,000.00	3,266.80	9,000.00
3230 Travel & Training	14,000.00	14,149.49	17,500.00	7,471.15	17,500.00	1,236.99	14,500.00
3235 Dues & Publications	1,500.00	1,863.10	3,000.00	6,354.50	3,000.00	2,870.00	3,000.00
4005 Building Maintenance	21,400.00	10,507.42	18,400.00	14,139.23	15,000.00	9,430.09	14,000.00
4020 Vehicle Maintenance	37,000.00	38,649.25	37,000.00	36,116.02	37,000.00	15,739.31	38,000.00
4060 FF Equip R&M	5,550.00	4,363.62	5,550.00	9,229.15	5,500.00	5,144.18	5,500.00
4065 Radio Repair & Replacement	10,700.00	9,829.18	11,700.00	8,842.06	11,800.00	1,344.93	11,800.00
6015 Uniforms/Clothing	5,500.00	4,763.94	5,500.00	7,837.62	6,500.00	1,544.45	6,500.00
6020 Gas/Diesel	13,000.00	13,873.14	13,000.00	12,119.23	14,000.00	8,075.04	14,500.00
6061 SCBA/Air Packs	4,800.00	5,959.49	5,800.00	8,937.59	6,000.00	1,865.85	7,000.00
6062 Fire Prevention	1,600.00	1,622.95	1,600.00	1,734.67	1,600.00	1,734.07	1,800.00
6063 Supplies-Operations	17,000.00	10,312.35	13,000.00	8,926.88	13,000.00	2,974.72	12,000.00
6064 Supplies-RX	15,000.00	14,646.92	15,000.00	14,514.29	16,000.00	9,243.05	18,000.00
6065 Turnout Gear/Equipment	12,000.00	10,607.35	13,500.00	29,111.77	15,520.00	1,957.08	13,500.00

7005 Heating		10,500.00	11,327.19	9,500.00	7,107.84	12,000.00	3,416.30	12,000.00
7025 Utilities		27,000.00	28,715.02	28,000.00	26,408.10	28,000.00	15,868.51	27,000.00
9005 Equipment		8,000.00	2,374.76	6,800.00	9,388.87	6,800.00	833.38	6,800.00
	6000 - Fire Department	793,460.00	759,814.46	809,774.00	819,303.74	927,817.00	517,044.39	\$ 947,988.00

Town of Raymond Initial Budget Requests

Dept/Div:		Expense		2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
		2019 Budget	2019 Actual					
Dept/Div: 20-6100 Public Safety / Animal Control								
	1000 Salaries							\$33,444.00
	3050 Animal Welfare	0.00	0.00	6,544.00	6,343.48	6,544.00	4,757.61	6,545.00
	3200 Assessment	0.00	0.00	22,855.00	23,003.97	25,995.00	14,865.16	26,635.00
	3230 Travel & Training	2,021.00	2,353.81	637.00	254.52	433.00	162.72	433.00
	4020 Vehicle Maintenance	0.00	0.00	933.00	22.52	500.00	0.00	4,500.00
	6005 Supplies General	0.00	0.00	667.00	257.28	667.00	583.08	667.00
	6020 Gas/Diesel	0.00	0.00	400.00	319.82	500.00	86.77	500.00
	7015 Phone	0.00	0.00	276.00	255.96	276.00	163.31	276.00
	6100 - Animal Control	2,021.00	2,353.81	32,312.00	30,457.55	34,915.00	20,618.65	\$ 73,000.00

Town of Raymond Initial Budget Requests

Dept/Div:		Expense		2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
		2019 Budget	2019 Actual					
Dept/Div: 30-8100 Public Works / PW								
	1000 Salaries	319,453.00	304,583.24	350,733.00	373,160.29	503,139.00	268,178.52	525,939.00
	3005 Contract Fees & Services	6,000.00	12,523.25	6,000.00	5,139.84	6,000.00	818.91	6,000.00
	3145 Road Striping	19,554.00	20,101.31	21,000.00	22,364.06	25,000.00	26,620.34	27,000.00
	3150 Roadside Mowing	4,900.00	2,434.50	5,000.00	2,184.56	2,500.00	551.61	2,500.00
	3210 Software General	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
	3230 Travel & Training	1,000.00	724.59	1,000.00	0.00	1,000.00	71.88	1,000.00
	4005 Building Maintenance	7,100.00	1,175.86	7,100.00	1,470.15	2,500.00	3,102.92	2,500.00
	4015 Equipment Maintenance	39,625.00	61,720.69	40,000.00	41,855.74	65,000.00	49,244.16	65,000.00
	4080 District 1 Building Maintenan	5,000.00	5,078.03	5,000.00	1,362.60	5,000.00	1,056.32	5,000.00
	5005 Equipment Rental	2,500.00	3,050.00	3,000.00	1,355.90	3,000.00	0.00	3,000.00
	6005 Supplies General	3,500.00	3,545.80	4,000.00	5,875.57	5,000.00	1,749.75	5,000.00
	6010 Supplies Materials	15,000.00	18,380.43	15,000.00	17,341.27	15,000.00	8,790.49	15,000.00
	6015 Uniforms/Clothing	0.00	0.00	0.00	0.00	7,380.00	5,193.13	7,380.00
	6020 Gas/Diesel	30,000.00	33,808.40	30,000.00	25,771.06	72,500.00	19,292.56	72,500.00
	6081 Shop/Safety Equip	4,500.00	5,627.16	4,500.00	11,278.41	8,000.00	2,617.17	8,000.00
	6082 Street Signs	5,500.00	2,092.81	5,500.00	1,392.07	2,500.00	2,935.31	3,000.00
	6083 Road Salt	0.00	0.00	0.00	0.00	71,000.00	0.00	71,000.00
	6084 Winter Sand	0.00	0.00	0.00	0.00	41,200.00	0.00	41,200.00
	7025 Utilities	8,000.00	10,867.92	17,000.00	16,670.90	17,000.00	10,827.98	18,000.00
	8100 - PW	471,632.00	485,713.99	514,833.00	527,222.42	857,719.00	401,051.05	\$ 884,019.00

Town of Raymond Initial Budget Requests

Dept/Div:		Expense		2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
		2019 Budget	2019 Actual					
Dept/Div: 30-8200 Public Works / Solid Waste								
	3140 Recycling Pick up & Hauling	133,754.00	119,100.08	136,429.00	132,742.38	135,173.00	67,036.00	140,522.00
	3160 Trash Pickup	133,754.00	119,100.08	136,429.00	132,742.38	135,173.00	67,036.00	140,522.00
	3165 Recycling Disposal Fee	0.00	0.00	0.00	0.00	0.00	0.00	50,625.00
	3170 Trash Tipping	64,500.00	66,576.56	65,600.00	68,454.01	67,000.00	46,689.16	67,000.00
	8200 - Solid Waste	332,008.00	304,776.72	338,458.00	333,938.77	337,346.00	180,761.16	\$ 398,669.00

Town of Raymond Initial Budget Requests

	2019	Expense	2020	2020	2021	2021	2022
	Budget	2019 Actual	Budget	Actual	Budget	YTD	Initial
Dept/Div: 40-1200 Public Services / Cemeteries							
3005 Contract Fees & Services	29,800.00	29,966.54	30,098.00	31,342.11	38,500.00	9,433.14	39,500.00
3210 Software General	845.00	405.00	845.00	440.00	845.00	0.00	845.00
4010 Repairs & Maintenance	4,700.00	4,379.18	4,700.00	3,950.93	4,300.00	0.00	4,300.00
1200 - Cemeteries	35,345.00	34,750.72	35,643.00	35,733.04	43,645.00	9,433.14	\$ 44,645.00

Town of Raymond Initial Budget Requests

	2019	Expense	2020	2020	2021	2021	2022
	Budget	2019 Actual	Budget	Actual	Budget	YTD	Initial
Dept/Div: 40-1210 Public Services / Recreation							
1000 Salaries	0.00	0.00	0.00	21,096.90	63,000.00	34,209.10	83,000.00
3005 Contract Fees & Services	10,500.00	9,074.69	9,200.00	11,813.05	13,500.00	6,326.33	17,000.00
3210 Software General	0.00	0.00	0.00	0.00	3,000.00	3,000.00	3,500.00
3230 Travel & Training	0.00	0.00	0.00	250.00	1,500.00	35.56	1,500.00
3235 Dues & Publications	0.00	0.00	0.00	45.00	800.00	220.00	800.00
3240 Advertising	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
3315 Raymond Baseball	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00
3320 Raymond Rattlers	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00
3345 Raymond Recreation	2,000.00	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
4020 Vehicle Maintenance	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
4025 Projects and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00
6005 Supplies General	2,500.00	2,688.72	2,500.00	3,882.79	2,500.00	745.43	2,500.00
6020 Gas/Diesel	0.00	0.00	0.00	0.00	1,080.00	0.00	1,080.00
6031 Postage	0.00	0.00	0.00	0.00	2,000.00	0.00	250.00
7015 Phone	0.00	0.00	0.00	400.44	934.00	291.92	934.00
1210 - Recreation	19,000.00	17,763.41	19,700.00	45,488.18	97,314.00	48,828.34	\$ 145,564.00

Town of Raymond Initial Budget Requests

	2019	Expense	2020	2020	2021	2021	2022
	Budget	2019 Actual	Budget	Actual	Budget	YTD	Initial
Dept/Div: 40-1215 Public Services / Provider Agencies							
3355 Provider Agencies	0.00	0.00	2,000.00	869.87	2,000.00	0.00	2,000.00
1215 - Provider Agencies	0.00	0.00	2,000.00	869.87	2,000.00	0.00	\$ 2,000.00

Town of Raymond Initial Budget Requests

	2019	Expense	2020	2020	2021	2021	2022
	Budget	2019 Actual	Budget	Actual	Budget	YTD	Initial
Dept/Div: 40-1220 Public Services / Regional Transportation Prog							
3325 Lake Region Bus	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
1220 - Regional Transportation Prog	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	\$ 1,000.00

Town of Raymond Initial Budget Requests

	2019	Expense	2020	2020	2021	2021	2022
	Budget	2019 Actual	Budget	Actual	Budget	YTD	Initial
Dept/Div: 40-1275 Public Services / Raymond Village Library							
3310 Raymond Village Library	60,000.00	60,000.00	60,000.00	60,000.00	66,000.00	33,000.00	66,000.00
1275 - Raymond	60,000.00	60,000.00	60,000.00	60,000.00	66,000.00	33,000.00	\$ 66,000.00

Village Library

Town of Raymond Initial Budget Requests

Dept/Div:	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
41-7000 Tassel Top / Tassel Top							
1000 Salaries	0.00	41,408.69	0.00	43,416.25	30,000.00	40,976.02	45,000.00
2050 Social Security & Medicare	0.00	3,135.25	0.00	3,541.30	2,295.00	3,134.67	3,443.00
3005 Contract Fees & Services	0.00	7,074.95	0.00	8,299.88	7,500.00	14,147.86	8,000.00
4070 Cabin Repairs	0.00	116.02	0.00	134.49	500.00	375.49	5,000.00
4075 Structure Repairs	0.00	342.78	0.00	1,124.30	500.00	1,669.47	3,000.00
4095 Groundskeeping	0.00	2,273.26	0.00	3,365.00	2,500.00	1,489.03	2,000.00
6005 Supplies General	0.00	2,734.52	0.00	6,317.97	3,000.00	2,983.16	3,000.00
6020 Gas/Diesel	0.00	523.91	0.00	583.35	150.00	912.65	500.00
6031 Postage	0.00	25.16	0.00	0.00	50.00	0.00	50.00
6070 Snack Bar & Retail items	0.00	3,255.50	0.00	3,062.89	1,500.00	1,536.76	3,000.00
7025 Utilities	0.00	1,087.81	0.00	1,606.79	1,400.00	2,433.79	1,400.00
9005 Equipment	0.00	6,958.00	0.00	0.00	800.00	6,102.16	2,000.00
7000 - Tassel Top	0.00	68,935.85	0.00	71,452.22	50,195.00	75,761.06	\$ 76,393.00

Town of Raymond Initial Budget Requests

Dept/Div:	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
43-1320 Special Revenue Funds / Tax Increment Financing							
1000 Salaries	0.00	0.00	6,825.00	7,586.88	7,700.00	4,775.04	7,700.00
3110 Mapping & GIS	0.00	0.00	15,000.00	0.00	15,000.00	585.76	15,000.00
3130 Planning Services	0.00	0.00	26,500.00	25,616.51	26,500.00	9,147.88	26,500.00
3180 Revaluation	0.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00
3240 Advertising	0.00	0.00	2,000.00	2,690.84	4,100.00	2,079.00	4,100.00
3305 Historical Society	0.00	0.00	1,800.00	1,800.00	1,800.00	0.00	1,800.00
3330 RWPA Milfoil	0.00	0.00	16,000.00	16,000.00	16,000.00	16,000.00	15,000.00
3335 Street Flag Replacement	0.00	0.00	1,000.00	1,003.45	1,100.00	0.00	1,100.00
3346 Hawthorne House	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00	2,000.00
3348 Undesignated TIF Projects	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
4090 Rte 302 Maintenance	0.00	0.00	35,000.00	32,467.88	37,000.00	6,488.75	37,000.00
5010 Hydrant Rental	0.00	0.00	6,672.00	6,672.00	6,864.00	3,503.68	6,864.00
6005 Supplies General	0.00	0.00	500.00	7,820.55	1,000.00	98.75	1,000.00
7020 Street Lights	0.00	0.00	21,000.00	12,540.55	5,100.00	1,322.08	5,100.00
9035 Paving/Roads	0.00	0.00	0.00	0.00	60,000.00	60,000.00	60,000.00
1320 - Tax Increment Financing Special Revenue Funds	0.00	0.00	233,297.00	115,198.66	283,164.00	104,000.94	\$ 283,164.00

Town of Raymond Initial Budget Requests

Dept/Div:	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
50-5500 General Assistance / GA							
3500 Client Benefits/Services	8,000.00	5,155.84	8,000.00	3,581.69	8,000.00	6,190.94	8,000.00
5500 - GA General Assistance	8,000.00	5,155.84	8,000.00	3,581.69	8,000.00	6,190.94	\$ 8,000.00

Town of Raymond Initial Budget Requests

		2019	Expense	2020	2020	2021	2021	2022
		Budget	2019	Budget	Actual	Budget	YTD	Initial
			Actual					
Dept/Div: 60-6000 Education / RSU								
3200 Assessment		9,495,469.00	9,479,578.98	10,418,235.00	10,391,771.85	10,730,753.00	6,259,606.03	10,730,753.00
	6000 - RSU Education	9,495,469.00	9,479,578.98	10,418,235.00	10,391,771.85	10,730,753.00	6,259,606.03	\$ 10,730,753.00

Town of Raymond Initial Budget Requests

		2019	Expense	2020	2020	2021	2021	2022
		Budget	2019	Budget	Actual	Budget	YTD	Initial
			Actual					
Dept/Div: 70-4000 Employee Benefits / Employee Benefits								
2020 Health Insurance		301,677.00	240,178.43	330,000.00	329,412.76	409,000.00	265,481.95	475,500.00
2030 Life insurance		4,987.00	4,858.27	5,000.00	5,766.57	7,400.00	4,006.54	7,500.00
2040 Retirement		45,216.00	49,275.77	45,000.00	55,862.49	67,037.00	44,962.49	68,000.00
2050 Social Security & Medicare		104,986.00	104,137.35	117,000.00	119,226.34	140,000.00	82,194.79	146,000.00
	4000 - Employee Benefits	456,866.00	398,449.82	497,000.00	510,268.16	623,437.00	396,645.77	\$ 697,000.00

Town of Raymond Initial Budget Requests

		2019	Expense	2020	2020	2021	2021	2022
		Budget	2019	Budget	Actual	Budget	YTD	Initial
			Actual					
Dept/Div: 71-4100 Insurance / Insurance								
3410 Liability/Vehicle Insurance		39,161.00	40,090.00	39,161.00	46,958.00	45,000.00	44,913.00	51,750.00
3420 Unemployment Insurance		1,000.00	238.49	500.00	114.12	500.00	704.92	500.00
3425 Workers Comp		28,030.00	35,932.04	36,000.00	36,584.10	38,000.00	37,199.61	45,000.00
	4100 - Insurance Insurance	68,191.00	76,260.53	75,661.00	83,656.22	83,500.00	82,817.53	\$ 97,250.00

Town of Raymond Initial Budget Requests

		2019	Expense	2020	2020	2021	2021	2022
		Budget	2019	Budget	Actual	Budget	YTD	Initial
			Actual					
Dept/Div: 72-9100 County Tax / County Tax								
3200 Assessment		741,881.00	741,881.00	788,378.00	788,378.00	784,426.00	784,426.00	773,657.00
	9100 - County Tax County Tax	741,881.00	741,881.00	788,378.00	788,378.00	784,426.00	784,426.00	\$ 773,657.00

Town of Raymond Initial Budget Requests

		2019	Expense	2020	2020	2021	2021	2022
		Budget	2019	Budget	Actual	Budget	YTD	Initial
			Actual					
Dept/Div: 80-1300 Debt Service / Debt Service								
8030 2013 Bond Principal		200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
8035 2013 Bond Interest		28,000.00	28,000.00	24,000.00	24,000.00	20,000.00	11,000.00	16,000.00
8040 2015 Bond Principal		90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
8045 2015 Bond Interest		11,400.00	11,400.00	9,600.00	9,600.00	7,800.00	4,350.00	6,000.00
	1300 - Debt Service	329,400.00	329,400.00	323,600.00	323,600.00	317,800.00	305,350.00	\$ 312,000.00

Town of Raymond Initial Budget Requests

		2019	Expense	2020	2020	2021	2021	2022
			2019					
			Actual					

	Budget	Actual	Budget	Actual	Budget	YTD	Initial
Dept/Div: 90-1500 Capital Improvements / Capital Improvements							
9005 Equipment	218,507.03	201,890.49	215,000.00	215,000.00	215,000.00	215,000.00	0.00
9030 Municipal Facilities	146,490.21	124,114.16	35,000.00	35,000.00	35,000.00	35,000.00	0.00
9035 Paving/Roads	315,289.62	128,493.43	320,000.00	320,000.00	260,000.00	260,000.00	0.00
9045 Technology	0.00	0.00	105,000.00	105,000.00	68,000.00	68,000.00	0.00
9060 Fire CIP	445,933.82	300,126.74	75,000.00	75,000.00	75,000.00	75,000.00	0.00
9065 Playground Improvements	0.00	0.00	35,000.00	35,000.00	35,000.00	35,000.00	0.00
9070 Land Improvements	0.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00
1500 - Capital Improvements	1,126,220.68	754,624.82	785,000.00	785,000.00	698,000.00	698,000.00	0.00
	1,126,220.68	754,624.82	785,000.00	785,000.00	698,000.00	698,000.00	0.00

Town of Raymond Initial Budget Requests

	Expense						
	2019	2019	2020	2020	2021	2021	2022
	Budget	Actual	Budget	Actual	Budget	YTD	Initial
Dept/Div: 91-1501 Capital Improvements / Capital Improvements							
9005 Equipment	-3,507.03	25,000.00	0.00	206,700.00	223,300.00	134,698.57	215,000.00
9010 Snow Equipment	-270,275.00	0.00	0.00	27,431.50	9,066.75	7,094.46	0.00
9030 Municipal Facilities	-111,490.21	0.00	0.00	28,814.63	58,243.12	47,683.31	35,000.00
9035 Paving/Roads	-70,289.62	6,016.00	0.00	320,212.65	419,923.79	406,201.45	310,000.00
9040 Signs	-8,792.79	0.00	0.00	0.00	0.00	0.00	0.00
9045 Technology	0.00	0.00	0.00	0.00	173,000.00	18,000.00	110,000.00
9055 Sidewalks	-65,226.84	2,907.91	0.00	1,150.40	58,259.35	250.00	0.00
9060 Fire CIP	-370,933.82	0.00	0.00	107,656.93	238,271.95	58,847.10	75,000.00
9065 Playground Improvements	0.00	0.00	0.00	11,129.50	60,379.46	337.50	35,000.00
9070 Land Improvements	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00
9075 LED Streetlights	0.00	0.00	0.00	65,513.22	0.00	0.00	0.00
1501 - Capital Improvements	-900,515.31	33,923.91	0.00	768,608.83	1,250,444.42	673,112.39	\$ 780,000.00

Expense Totals: 13,940,223.37 14,350,738.89 15,822,890.00 16,567,848.91 18,148,036.42 11,163,914.33 \$ 17,444,542.00

Current Budget Request Increase vs. Prior Fiscal Year Budget

		Expense			Elec Req vs	Elec Req vs
		2021	2021	2022	Curr Bud	Curr Bud
		Budget	YTD	Elected	Change \$	Change %
Dept: 10	General Government					
	1000 - Administration	522,945.00	440,882.87	529,150.00	6,205.00	1.19%
	1100 - Compensation & Training	48,000.00	8,338.75	67,500.00	19,500.00	40.63%
	1250 - Assessors	59,733.00	47,668.99	161,551.00	101,818.00	170.46%
	1500 - Code Enforcement	117,514.00	90,970.18	141,739.00	24,225.00	20.61%
	2000 - Town Buildings	36,350.00	18,498.31	35,100.00	-1,250.00	-3.44%
	5500 - Technology	172,165.00	147,376.08	188,400.00	16,235.00	9.43%
Dept: 20	Public Safety					
	6000 - Fire Department	921,955.00	697,816.91	947,988.00	26,033.00	2.82%
	6100 - Animal Control	34,915.00	26,626.82	73,000.00	38,085.00	109.08%
Dept: 30	Public Works					
	8100 - PW	847,113.00	574,149.34	884,019.00	36,906.00	4.36%
	8200 - Solid Waste	337,346.00	263,822.68	398,669.00	61,323.00	18.18%
Dept: 40	Public Services					
	1200 - Cemeteries	43,645.00	9,873.14	44,645.00	1,000.00	2.29%
	1210 - Recreation	94,314.00	64,835.16	145,564.00	51,250.00	54.34%
	1215 - Provider Agencies	2,000.00	1,450.00	2,000.00	0.00	.00%
	1220 - Regional Transportation Prog	1,000.00	1,000.00	1,000.00	0.00	.00%
	1275 - Raymond Village Library	66,000.00	49,500.00	66,000.00	0.00	.00%
Dept: 41	Tassel Top					
	7000 - Tassel Top	50,195.00	85,570.35	76,393.00	26,198.00	52.19%
Dept: 43	Special Revenue Funds					
	1320 - Tax Increment Financing	283,164.00	122,072.22	283,164.00	0.00	.00%
Dept: 50	General Assistance					
	5500 - GA	8,000.00	8,179.33	8,000.00	0.00	.00%

Dept: 60 Education	6000 - RSU	10,730,753.00	8,048,064.91	10,730,753.00	0.00	.00%
Dept: 70 Employee Benefits	4000 - Employee Benefits	623,437.00	522,190.12	697,000.00	73,563.00	11.80%
Dept: 71 Insurance	4100 - Insurance	83,500.00	92,637.53	97,250.00	13,750.00	16.47%
Dept: 72 County Tax	9100 - County Tax	784,426.00	784,426.00	773,657.00	-10,769.00	-1.37%
Dept: 80 Debt Service	1300 - Debt Service	317,800.00	317,800.00	312,000.00	-5,800.00	-1.83%
Dept: 90 Capital Improvements	1500 - Capital Improvements	698,000.00	698,000.00	0.00	-698,000.00	-100.00%
Dept: 91 Capital Improvements	1501 - Capital Improvements	0.00	691,526.28	780,000.00	780,000.00	100.00%
Expense Totals:		16,884,270.00	13,813,275.97	17,444,542.00	560,272.00	3.32%

Town of Raymond Initial Budget Requests

		Revenue							
		2018	2018	2019	2019	2020	2021	2021	2022
		Budget	Actual	Budget	Actual	Actual	Budget	YTD	Initial
Dept: 10 General Government	3110 Property Taxes	\$ -	\$ 12,528,059.22	\$ -	\$ 14,893.12	\$ 13,637,683.41	\$ -	\$ (1,566.57)	\$ -
	3121 Auto Excise Taxes	\$ 910,000.00	\$ 1,034,245.73	\$ 980,000.00	\$ 1,078,984.73	\$ 1,031,995.91	\$ 1,080,000.00	\$ 763,967.79	\$ 1,100,000.00
	3122 Boat Excise Taxes	\$ -	\$ 26,305.30	\$ -	\$ 29,901.00	\$ 29,772.60	\$ 30,000.00	\$ 5,512.30	\$ 29,000.00
	3123 Airplane Excise	\$ -	\$ 10.00	\$ -	\$ -	\$ 10.00	\$ 100.00	\$ -	\$ 100.00
	3131 Interest on Taxes	\$ 35,000.00	\$ 60,467.95	\$ 40,000.00	\$ 27,860.26	\$ 33,506.93	\$ 30,000.00	\$ 18,542.94	\$ 35,000.00
	3132 Lien Charges	\$ 11,000.00	\$ 9,016.23	\$ 9,000.00	\$ 8,794.04	\$ 7,179.12	\$ 9,000.00	\$ 6,861.35	\$ 7,000.00
	3133 Payment in lieu of taxes	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	3202 Local Road Assistance	\$ 51,368.00	\$ 52,188.00	\$ 51,000.00	\$ 51,860.00	\$ 53,180.00	\$ 51,860.00	\$ 49,388.00	\$ 51,860.00
	3203 Tree Growth Reim	\$ 8,745.00	\$ 8,254.87	\$ 8,200.00	\$ 7,185.67	\$ 6,724.09	\$ 6,700.00	\$ 7,033.10	\$ 6,700.00
	3204 Veterans Exemption	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,306.00	\$ 3,200.00	\$ -	\$ 3,200.00
	3205 Snowmobile reimbursement	\$ 2,200.00	\$ 2,105.16	\$ 2,100.00	\$ 2,065.44	\$ 2,277.28	\$ 2,100.00	\$ 2,350.10	\$ 2,200.00
	3206 General Assistance Reimburse	\$ -	\$ 4,612.89	\$ 5,600.00	\$ 2,454.69	\$ 2,717.14	\$ 5,600.00	\$ 2,170.62	\$ 5,600.00
	3209 FEMA Grants	\$ -	\$ -	\$ -	\$ 54,425.70	\$ -	\$ -	\$ -	\$ -
	3310 CEO/Planning Fees	\$ 85,000.00	\$ 88,639.05	\$ 72,000.00	\$ 87,467.75	\$ 82,374.05	\$ 85,000.00	\$ 56,617.89	\$ 87,000.00
	3311 Municipal Fees	\$ 20,000.00	\$ 20,148.65	\$ 20,000.00	\$ 21,505.93	\$ 22,172.06	\$ 21,500.00	\$ 16,278.35	\$ 22,000.00
	3312 Vital Statistic Fees	\$ 3,500.00	\$ 3,149.20	\$ 3,500.00	\$ 3,303.80	\$ 2,732.80	\$ 3,300.00	\$ 2,500.20	\$ 3,000.00
	3313 Cable Franchise Fees	\$ 37,000.00	\$ 20,999.18	\$ 38,000.00	\$ 22,050.32	\$ 40,735.04	\$ 41,200.00	\$ 22,385.10	\$ 42,000.00
	3316 Parking Tickets	\$ -	\$ 320.00	\$ 500.00	\$ -	\$ 60.00	\$ 500.00	\$ 120.00	\$ 300.00
	3461 Public Safety Income	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 305.00	\$ 15,000.00
	3462 Rescue/Fire Collections	\$ 150,000.00	\$ 155,788.07	\$ 170,000.00	\$ 145,946.81	\$ 165,963.23	\$ 150,000.00	\$ 113,099.46	\$ 160,000.00
	3463 Animal Control Revenue	\$ 4,000.00	\$ 1,610.00	\$ 2,000.00	\$ 1,088.00	\$ 1,237.00	\$ 1,100.00	\$ 756.00	\$ 1,000.00
	3470 Public Works Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000.00	\$ 17,580.55	\$ 34,000.00
	3491 Solid Waste/Baq Taqs	\$ 100.00	\$ 214.00	\$ 200.00	\$ 157.00	\$ 88.00	\$ 200.00	\$ 151.00	\$ 200.00
	3501 Investment Income	\$ 5,000.00	\$ 15,355.82	\$ 10,000.00	\$ 24,969.44	\$ 22,177.54	\$ 20,000.00	\$ 8,133.68	\$ 16,000.00
	3601 Miscellaneous Income	\$ 33,000.00	\$ 106,980.78	\$ 33,000.00	\$ 8,569.26	\$ 42,768.15	\$ 8,600.00	\$ (835.29)	\$ 8,000.00
	4101 Perpetual Care Income	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
	4103 Use of Fund Balance	\$ 270,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -
Dept: 41 Tassel Top	5101 Snack Shack	\$ -	\$ 4,941.62	\$ -	\$ 5,405.15	\$ 5,457.72	\$ 3,000.00	\$ 5,041.03	\$ 6,500.00
	5102 Gate Admissions	\$ -	\$ 58,017.50	\$ -	\$ 71,268.09	\$ 67,950.29	\$ 37,195.00	\$ 49,180.82	\$ 55,000.00
	5103 Cabin Rentals	\$ -	\$ 10,895.98	\$ -	\$ 11,050.00	\$ 12,208.26	\$ 10,000.00	\$ 11,720.18	\$ 18,000.00
		\$ 1,647,913.00	\$ 14,232,325.20	\$ 1,472,100.00	\$ 1,705,206.20	\$ 15,298,276.62	\$ 1,858,155.00	\$ 1,162,293.60	\$ 1,717,660.00
	3201 State Revenue Sharing	\$ 132,655.00	\$ 135,713.70	\$ 137,626.00	\$ 143,518.96	\$ 212,419.51	\$ 245,610.00	\$ 170,165.78	\$ 245,610.00
	3207 Homestead Exemption	\$ 148,200.00	\$ 89,843.00	\$ 150,000.00	\$ 113,699.00	\$ 165,603.00	\$ 244,142.00	\$ 177,057.00	\$ 244,142.00
	3208 BETE/BETR Reimbursement	\$ 11,000.00	\$ 38,929.00	\$ 35,000.00	\$ 41,741.00	\$ 45,009.00	\$ 51,114.00	\$ 51,113.00	\$ 51,114.00

Town of Raymond 2018/2019 Budget

Revenue

	2021 Budget	2021 YTD	2022 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 10 General Government					
3110 Property Taxes	\$0.00	-\$1,713.28	\$0.00	\$0.00	.00%
3121 Auto Excise Taxes	\$1,080,000.00	\$904,909.91	\$1,100,000.00	\$20,000.00	1.85%
3122 Boat Excise Taxes	\$30,000.00	\$8,693.30	\$29,000.00	-\$1,000.00	-3.33%
3123 Airplane Excise	\$100.00	\$0.00	\$100.00	\$0.00	.00%
3131 Interest on Taxes	\$30,000.00	\$23,043.40	\$35,000.00	\$5,000.00	16.67%
3132 Lien Charges	\$9,000.00	\$7,287.15	\$7,000.00	-\$2,000.00	-22.22%
3133 Payment in lieu of taxes	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	.00%
3201 State Revenue Sharing	\$245,610.00	\$222,443.51	\$245,610.00	\$0.00	.00%
3202 Local Road Assistance	\$51,860.00	\$49,388.00	\$51,860.00	\$0.00	.00%
3203 Tree Growth Reim	\$6,700.00	\$7,033.10	\$6,700.00	\$0.00	.00%
3204 Veterans Exemption	\$3,200.00	\$0.00	\$3,200.00	\$0.00	.00%
3205 Snowmobile reimbursement	\$2,100.00	\$2,350.10	\$2,200.00	\$100.00	4.76%
3206 General Assistance Reimburse	\$5,600.00	\$744.99	\$5,600.00	\$0.00	.00%
3207 Homestead Exemption	\$244,142.00	\$177,057.00	\$244,142.00	\$0.00	.00%
3208 BETE/BETR Reimbursement	\$51,114.00	\$51,113.00	\$51,114.00	\$0.00	.00%
3310 CEO/Planning Fees	\$85,000.00	\$75,613.27	\$87,000.00	\$2,000.00	2.35%
3311 Municipal Fees	\$21,500.00	\$19,028.56	\$22,000.00	\$500.00	2.33%
3312 Vital Statistic Fees	\$3,300.00	\$2,868.00	\$3,000.00	-\$300.00	-9.09%
3313 Cable Franchise Fees	\$41,200.00	\$22,385.10	\$42,000.00	\$800.00	1.94%
3316 Parking Tickets	\$500.00	\$120.00	\$300.00	-\$200.00	-40.00%
3461 Public Safety Income	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	.00%
3462 Rescue/Fire Collections	\$150,000.00	\$136,327.53	\$160,000.00	\$10,000.00	6.67%
3463 Animal Control Revenue	\$1,100.00	\$1,163.00	\$1,000.00	-\$100.00	-9.09%
3470 Public Works Revenue	\$34,000.00	\$18,540.55	\$34,000.00	\$0.00	.00%
3491 Solid Waste/Bag Tags	\$200.00	\$151.00	\$200.00	\$0.00	.00%
3501 Investment Income	\$20,000.00	\$8,864.00	\$16,000.00	-\$4,000.00	-20.00%
3601 Miscellaneous Income	\$8,600.00	\$1,669.99	\$8,000.00	-\$600.00	-6.98%
4101 Perpetual Care Income	\$4,000.00	\$0.00	\$4,000.00	\$0.00	.00%
4103 Use of Fund Balance	\$200,000.00	\$0.00	\$0.00	\$0.00	- 0.00%
Revenue Totals:	\$2,348,826.00	\$1,759,081.18	\$2,179,026.00	-\$169,000.00	-7.23%
	\$2,148,826.00		Less Use of Fund	\$30,200.00	1.41%

Tassel Top

Expense

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
Dept/Div: 41-7000 Tassel Top / Tassel Top							
1000 Salaries	0.00	41,408.69	0.00	43,416.25	30,000.00	40,976.02	45,000.00
2050 Social Security & Medicare	0.00	3,135.25	0.00	3,541.30	2,295.00	3,134.67	3,443.00
3005 Contract Fees & Services	0.00	7,074.95	0.00	8,299.88	7,500.00	14,147.86	8,000.00
4070 Cabin Repairs	0.00	116.02	0.00	134.49	500.00	375.49	5,000.00
4075 Structure Repairs	0.00	342.78	0.00	1,124.30	500.00	1,669.47	3,000.00
4095 Groundskeeping	0.00	2,273.26	0.00	3,365.00	2,500.00	1,489.03	2,000.00
6005 Supplies General	0.00	2,734.52	0.00	6,317.97	3,000.00	2,983.16	3,000.00
6020 Gas/Diesel	0.00	523.91	0.00	583.35	150.00	912.65	500.00
6031 Postage	0.00	25.16	0.00	0.00	50.00	0.00	50.00
6070 Snack Bar & Retail items	0.00	3,255.50	0.00	3,062.89	1,500.00	1,536.76	3,000.00
7025 Utilities	0.00	1,087.81	0.00	1,606.79	1,400.00	2,433.79	1,400.00
9005 Equipment	0.00	6,958.00	0.00	0.00	800.00	6,102.16	2,000.00
7000 - Tassel Top	0.00	68,935.85	0.00	71,452.22	50,195.00	75,761.06	76,393.00
Tassel Top	0.00	68,935.85	0.00	71,452.22	50,195.00	75,761.06	76,393.00
Expense Totals:	0.00	68,935.85	0.00	71,452.22	50,195.00	75,761.06	\$ 76,393.00

Revenue

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial
Dept: 41 Tassel Top							
5101 Snack Shack	0.00	5,405.15	0.00	5,457.72	3,000.00	5,041.03	6,500.00
5102 Gate Admissions	0.00	71,268.09	0.00	67,950.29	37,195.00	49,180.82	55,000.00
5103 Cabin Rentals	0.00	11,050.00	0.00	12,208.26	10,000.00	11,720.18	18,000.00
Tassel Top	0.00	87,723.24	0.00	85,616.27	50,195.00	65,942.03	79,500.00
Revenue Totals:	0.00	87,723.24	0.00	85,616.27	50,195.00	65,942.03	\$ 79,500.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 10-1000 GG / Admin					
1000 Salaries	396,595.00	394,400.00	394,400.00	394,400.00	394,400.00
3005 Contracts	31,600.00	31,600.00	31,600.00	31,600.00	31,600.00
3120 Legal/Audit	36,200.00	36,200.00	36,200.00	36,200.00	36,200.00
3135 Billing	12,000.00	12,800.00	12,800.00	12,800.00	12,800.00
3205 Deeds	4,000.00	5,000.00	5,000.00	5,000.00	5,000.00
3230 Travel & Tr	11,500.00	7,500.00	7,500.00	7,500.00	7,500.00
3235 Dues & Publi	9,600.00	10,000.00	10,000.00	10,000.00	10,000.00
3240 Advert	5,100.00	5,000.00	5,000.00	5,000.00	5,000.00
6005 Supplies	4,600.00	5,000.00	5,000.00	5,000.00	5,000.00
6030 Elections	5,774.00	5,150.00	5,150.00	5,150.00	5,150.00
6031 Postage	7,000.00	6,000.00	6,000.00	6,000.00	6,000.00
6032 Printing	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
6033 Records Res	0.00	3,000.00	3,000.00	3,000.00	3,000.00
7015 Phone	3,000.00	4,500.00	4,500.00	4,500.00	4,500.00
Admin GG					
Dept/Div: 10-1100 GG / Comp & Train					
1000 Salaries	23,473.00	61,500.00	61,500.00	61,500.00	61,500.00
3230 Travel & Tr	10,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Comp & Train GG					
Dept/Div: 10-1250 GG / Assessors					
1000 Salaries	16,378.00	16,378.00	16,378.00	16,378.00	16,378.00
3101 Assess	31,500.00	31,500.00	31,500.00	31,500.00	31,500.00
3180 Revaluation	0.00	100,000.00	100,000.00	100,000.00	100,000.00
3205 Deeds	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
3210 Software	9,932.00	10,823.00	10,823.00	10,823.00	10,823.00
3230 Travel & Tr	750.00	750.00	750.00	750.00	750.00
6005 Supplies	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
Assessors GG					
Dept/Div: 10-1500 GG / Codes					
1000 Salaries	104,144.00	116,144.00	116,144.00	116,144.00	116,144.00
3005 Contracts	0.00	3,800.00	3,800.00	3,800.00	3,800.00
3210 Software	5,000.00	14,495.00	14,495.00	14,495.00	14,495.00
3230 Travel & Tr	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00
6005 Supplies	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
6020 Gas/Diesel	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 10-1500 GG / Codes CONT'D					
7015 Phone	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Codes GG					
Dept/Div: 10-2000 GG / Town Buildin					
1000 Salaries	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00
3005 Contracts	5,300.00	5,000.00	5,000.00	5,000.00	5,000.00
4005 Building	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
6005 Supplies	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
7005 Heating	4,450.00	3,500.00	3,500.00	3,500.00	3,500.00
7025 Utilities	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
Town Buildin GG					
Dept/Div: 10-5500 GG / Tech					
1000 Salaries	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
3005 Contracts	13,400.00	13,400.00	13,400.00	13,400.00	13,400.00
3115 IT	80,000.00	85,000.00	85,000.00	85,000.00	85,000.00
3211 Soft Dept	10,500.00	17,000.00	17,000.00	17,000.00	17,000.00
3215 Soft Netw	5,200.00	5,000.00	5,000.00	5,000.00	5,000.00
3220 Soft Servers	18,365.00	20,000.00	20,000.00	20,000.00	20,000.00
3225 Dept Net	600.00	1,000.00	1,000.00	1,000.00	1,000.00
6050 Broadcasting	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
9050 Hard Dept	9,600.00	10,000.00	10,000.00	10,000.00	10,000.00
9051 Hard Network	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00
9052 Hard Server	12,000.00	14,000.00	14,000.00	14,000.00	14,000.00
Tech GG	950,561.00	1,123,440.00	1,123,440.00	1,123,440.00	1,123,440.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 20-6000 PS / Fire Depart					
1000 Salaries	665,016.00	687,500.00	687,500.00	687,500.00	687,500.00
3005 Contracts	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00
3105 Dispatch	33,581.00	34,588.00	34,588.00	34,588.00	34,588.00
3175 H & S	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
3230 Travel & Tr	17,500.00	14,500.00	14,500.00	14,500.00	14,500.00
3235 Dues & Publi	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
4005 Building	15,000.00	14,000.00	14,000.00	14,000.00	14,000.00
4020 Vehicle	37,000.00	38,000.00	38,000.00	38,000.00	38,000.00
4060 FF Equipment	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
4065 Radios	11,800.00	11,800.00	11,800.00	11,800.00	11,800.00
6015 Uniforms	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
6020 Gas/Diesel	14,000.00	14,500.00	14,500.00	14,500.00	14,500.00
6061 SCBA	6,000.00	7,000.00	7,000.00	7,000.00	7,000.00
6062 Fire Prev	1,600.00	1,800.00	1,800.00	1,800.00	1,800.00
6063 Supplies Ops	13,000.00	12,000.00	12,000.00	12,000.00	12,000.00
6064 Supplies RX	16,000.00	18,000.00	18,000.00	18,000.00	18,000.00
6065 Turnout	15,520.00	13,500.00	13,500.00	13,500.00	13,500.00
7005 Heating	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
7025 Utilities	28,000.00	27,000.00	27,000.00	27,000.00	27,000.00
9005 Equipment	6,800.00	6,800.00	6,800.00	6,800.00	6,800.00
Fire Depart					
PS					
Dept/Div: 20-6100 PS / Animal					
1000 Salaries	0.00	0.00	0.00	0.00	33,444.00
3050 Animal Wel	6,544.00	6,545.00	6,545.00	6,545.00	6,545.00
3200 Assessment	25,995.00	26,635.00	26,635.00	26,635.00	26,635.00
3230 Travel & Tr	433.00	433.00	433.00	433.00	433.00
4020 Vehicle	500.00	4,500.00	4,500.00	4,500.00	4,500.00
6005 Supplies	667.00	667.00	667.00	667.00	667.00
6020 Gas/Diesel	500.00	500.00	500.00	500.00	500.00
7015 Phone	276.00	276.00	276.00	276.00	276.00
Animal					
PS	962,732.00	987,544.00	987,544.00	987,544.00	1,020,988.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 30-8100 PW / PW					
1000 Salaries	503,139.00	525,939.00	525,939.00	525,939.00	525,939.00
3005 Contracts	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
3145 Striping	25,000.00	27,000.00	27,000.00	27,000.00	27,000.00
3150 Mowing	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
3210 Software	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
3230 Travel & Tr	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
4005 Building	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
4015 Equip main	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00
4080 D1	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
5005 Equip Rent	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
6005 Supplies	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
6010 Materials	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
6015 Uniforms	7,380.00	7,380.00	7,380.00	7,380.00	7,380.00
6020 Gas/Diesel	72,500.00	72,500.00	72,500.00	72,500.00	72,500.00
6081 Safety	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
6082 Street Signs	2,500.00	3,000.00	3,000.00	3,000.00	3,000.00
6083 Salt	71,000.00	71,000.00	71,000.00	71,000.00	71,000.00
6084 Sand	41,200.00	41,200.00	41,200.00	41,200.00	41,200.00
7025 Utilities	17,000.00	18,000.00	18,000.00	18,000.00	18,000.00
PW					
PW					
Dept/Div: 30-8200 PW / Waste					
3140 Recycling	135,173.00	140,522.00	140,522.00	140,522.00	140,522.00
3160 Trash	135,173.00	140,522.00	140,522.00	140,522.00	140,522.00
3165 Disposal Fee	0.00	50,625.00	50,625.00	50,625.00	50,625.00
3170 Tipping	67,000.00	67,000.00	67,000.00	67,000.00	67,000.00
Waste					
PW	1,195,065.00	1,282,688.00	1,282,688.00	1,282,688.00	1,282,688.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 40-1200 Pub Services / Cems					
3005 Contracts	38,500.00	39,500.00	39,500.00	39,500.00	39,500.00
3210 Software	845.00	845.00	845.00	845.00	845.00
4010 R&M	4,300.00	4,300.00	4,300.00	4,300.00	4,300.00
Cems Pub Services					
Dept/Div: 40-1210 Pub Services / Rec					
1000 Salaries	63,000.00	83,000.00	83,000.00	83,000.00	83,000.00
3005 Contracts	13,500.00	17,000.00	17,000.00	17,000.00	17,000.00
3210 Software	3,000.00	3,500.00	3,500.00	3,500.00	3,500.00
3230 Travel & Tr	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
3235 Dues & Publi	800.00	800.00	800.00	800.00	800.00
3240 Advert	0.00	1,000.00	1,000.00	1,000.00	1,000.00
3315 Baseball	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
3320 Snowmobiles	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
3345 Ray Rec	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
4020 Vehicle	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
4025 Proj & Maint	0.00	5,000.00	5,000.00	5,000.00	25,000.00
6005 Supplies	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
6020 Gas/Diesel	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00
6031 Postage	2,000.00	250.00	250.00	250.00	250.00
7015 Phone	934.00	934.00	934.00	934.00	934.00
Rec Pub Services					
Dept/Div: 40-1215 Pub Services / Provider Age					
3355 Agencies	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Provider Age Pub Services					
Dept/Div: 40-1220 Pub Services / RTP					
3325 RTP	1,000.00	8,500.00	8,500.00	1,000.00	1,000.00
RTP Pub Services					
Dept/Div: 40-1275 Pub Services / Library					
3310 Library	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00
Library Pub Services	209,959.00	246,709.00	246,709.00	239,209.00	259,209.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 41-7000 Tassel Top / Tassel Top					
1000 Salaries	30,000.00	45,000.00	45,000.00	45,000.00	45,000.00
2050 FICA	2,295.00	3,443.00	3,443.00	3,443.00	3,443.00
3005 Contracts	7,500.00	8,000.00	8,000.00	8,000.00	8,000.00
4070 Cabins	500.00	5,000.00	5,000.00	5,000.00	5,000.00
4075 Structures	500.00	3,000.00	3,000.00	3,000.00	3,000.00
4095 Grounds	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00
6005 Supplies	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
6020 Gas/Diesel	150.00	500.00	500.00	500.00	500.00
6031 Postage	50.00	50.00	50.00	50.00	50.00
6070 Snack Bar	1,500.00	3,000.00	3,000.00	3,000.00	3,000.00
7025 Utilities	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00
9005 Equipment	800.00	2,000.00	2,000.00	2,000.00	2,000.00
Tassel Top					
Tassel Top	50,195.00	76,393.00	76,393.00	76,393.00	76,393.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 43-1320 Special Reve / TIF					
1000 Salaries	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00
3110 Mapping	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
3130 Planning	26,500.00	26,500.00	26,500.00	26,500.00	26,500.00
3180 Revaluation	100,000.00	0.00	0.00	0.00	0.00
3240 Advert	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00
3305 Hist Soc	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
3330 RWPA	16,000.00	15,000.00	15,000.00	15,000.00	15,000.00
3335 Flags	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
3346 Hawthorne	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00
3348 Undesig TIF	0.00	100,000.00	100,000.00	100,000.00	100,000.00
4090 302 Maint	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00
5010 Hydrants	6,864.00	6,864.00	6,864.00	6,864.00	6,864.00
6005 Supplies	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
7020 St Lights	5,100.00	5,100.00	5,100.00	5,100.00	5,100.00
9035 Paving	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
TIF					
Special Reve	283,164.00	283,164.00	283,164.00	283,164.00	283,164.00

Elected Request Worksheet Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 50-5500 GA / GA					
3500 GA	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
GA					
GA	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 60-6000 Education / RSU					
3200 Assessment	10,730,753.00	10,730,753.00	10,730,753.00	10,730,753.00	10,730,753.00
RSU					
Education	10,730,753.00	10,730,753.00	10,730,753.00	10,730,753.00	10,730,753.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 70-4000 Empl Bene / Empl Bene					
2020 Health	409,000.00	475,500.00	475,500.00	475,500.00	475,500.00
2030 Life	7,400.00	7,500.00	7,500.00	7,500.00	7,500.00
2040 Retirement	67,037.00	68,000.00	68,000.00	68,000.00	68,000.00
2050 FICA	140,000.00	146,000.00	146,000.00	146,000.00	146,000.00
Empl Bene					
Empl Bene	623,437.00	697,000.00	697,000.00	697,000.00	697,000.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 71-4100 Insurance / Insurance					
3410 Insurance	45,000.00	51,750.00	51,750.00	51,750.00	51,750.00
3420 Unemploye	500.00	500.00	500.00	500.00	500.00
3425 WC	38,000.00	45,000.00	45,000.00	45,000.00	45,000.00
Insurance					
Insurance	83,500.00	97,250.00	97,250.00	97,250.00	97,250.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 72-9100 Cty Tax / County Tax					
3200 Assessment	784,426.00	773,657.00	773,657.00	773,657.00	773,657.00
County Tax					
Cty Tax	784,426.00	773,657.00	773,657.00	773,657.00	773,657.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 80-1300 Debt / Debt					
8030 2013 Princ	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
8035 2013 Int	20,000.00	20,000.00	20,000.00	16,000.00	16,000.00
8040 2015 Princ	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
8045 2015 Int	7,800.00	7,800.00	7,800.00	6,000.00	6,000.00
Debt					
Debt	317,800.00	317,800.00	317,800.00	312,000.00	312,000.00

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 90-1500 Capital / Capital					
9005 Equipment	215,000.00	0.00	0.00	0.00	0.00
9030 Munic Fac	35,000.00	0.00	0.00	0.00	0.00
9035 Paving	260,000.00	0.00	0.00	0.00	0.00
9045 Technology	68,000.00	0.00	0.00	0.00	0.00
9060 Fire CIP	75,000.00	0.00	0.00	0.00	0.00
9065 Playground	35,000.00	0.00	0.00	0.00	0.00
9070 Land Imp	10,000.00	0.00	0.00	0.00	0.00
Capital	698,000.00	0.00	0.00	0.00	0.00
Capital					

Elected Request Worksheet
Expense

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept/Div: 91-1501 Capital / Capital					
9005 Equipment	223,300.00	215,000.00	215,000.00	215,000.00	215,000.00
9010 Snow Equip	9,066.75	0.00	0.00	0.00	0.00
9030 Munic Fac	58,243.12	35,000.00	35,000.00	35,000.00	35,000.00
9035 Paving	419,923.79	310,000.00	310,000.00	310,000.00	310,000.00
9040 Signs	0.00	0.00	0.00	0.00	0.00
9045 Technology	173,000.00	110,000.00	110,000.00	110,000.00	110,000.00
9050 Hard Dept	0.00	0.00	0.00	0.00	0.00
9055 Sidewalks	58,259.35	0.00	0.00	0.00	0.00
9060 Fire CIP	238,271.95	75,000.00	75,000.00	75,000.00	75,000.00
9065 Playground	60,379.46	35,000.00	35,000.00	35,000.00	35,000.00
9070 Land Imp	10,000.00	0.00	0.00	0.00	0.00
9075 Streetlights	0.00	0.00	0.00	0.00	0.00
Capital					
Capital	1,250,444.42	780,000.00	780,000.00	780,000.00	780,000.00
Expense Totals:	18,148,036.42	17,404,398.00	17,404,398.00	17,391,098.00	17,444,542.00

Elected Request Worksheet
Revenue

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept: 10 GG					
3110 Prop Tax	0.00	0.00	0.00	0.00	0.00
3121 Auto Excise	1,080,000.00	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00
3122 Boat Excise	30,000.00	29,000.00	29,000.00	29,000.00	29,000.00
3123 Air Excise	100.00	100.00	100.00	100.00	100.00
3131 Int on taxes	30,000.00	35,000.00	35,000.00	35,000.00	35,000.00
3132 Lien Chg	9,000.00	7,000.00	7,000.00	7,000.00	7,000.00
3133 PILOT	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
3201 Rev Shar	245,610.00	245,610.00	245,610.00	245,610.00	245,610.00
3202 MDOT	51,860.00	51,860.00	51,860.00	51,860.00	51,860.00
3203 Tree Growth	6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
3204 Veterans	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00
3205 Snowmobile	2,100.00	2,200.00	2,200.00	2,200.00	2,200.00
3206 GA	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00
3207 Homestead	244,142.00	244,142.00	244,142.00	244,142.00	244,142.00
3208 BETE/BETR	51,114.00	51,114.00	51,114.00	51,114.00	51,114.00
3209 FEMA	0.00	0.00	0.00	0.00	0.00
3210 Grants	0.00	0.00	0.00	0.00	0.00
3310 CEO Fee	85,000.00	87,000.00	87,000.00	87,000.00	87,000.00
3311 Fees	21,500.00	22,000.00	22,000.00	22,000.00	22,000.00
3312 Vitals	3,300.00	3,000.00	3,000.00	3,000.00	3,000.00
3313 Cable	41,200.00	42,000.00	42,000.00	42,000.00	42,000.00
3316 Tickets	500.00	300.00	300.00	300.00	300.00
3461 PS Income	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
3462 Rescue/Fire	150,000.00	160,000.00	160,000.00	160,000.00	160,000.00
3463 Animal Con	1,100.00	1,000.00	1,000.00	1,000.00	1,000.00
3470 Public Works	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00
3491 Bag Tags	200.00	200.00	200.00	200.00	200.00
3501 Invest inc	20,000.00	16,000.00	16,000.00	16,000.00	16,000.00
3601 Misc	8,600.00	8,000.00	8,000.00	8,000.00	8,000.00
4101 Cemetary	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
4103 Fund Balance	200,000.00	0.00	0.00	0.00	0.00
	2,348,826.00	2,179,026.00	2,179,026.00	2,179,026.00	2,179,026.00

Elected Request Worksheet
Revenue

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept: 41 Tassel Top					
5101 Snack	3,000.00	6,500.00	6,500.00	6,500.00	6,500.00
5102 Gate	37,195.00	55,000.00	55,000.00	55,000.00	55,000.00
5103 Cabin	10,000.00	18,000.00	18,000.00	18,000.00	18,000.00
	50,195.00	79,500.00	79,500.00	79,500.00	79,500.00

Elected Request Worksheet Revenue

Account	2021 Budget	2022 Initial	2022 Manager	2022 Committee	2022 Elected
Dept: 43 Special Reve					
3520 TIF Rev	283,164.00	183,164.00	183,164.00	183,164.00	183,164.00
	283,164.00	183,164.00	183,164.00	183,164.00	183,164.00
Revenue Totals:	2,682,185.00	2,441,690.00	2,441,690.00	2,441,690.00	2,441,690.00

ACO Budget 21-22 Draft

	2019-2020 Budget	2020-2021 Budget	2021-2022 Proposed	Difference
FT Coverage				
M-F 40 hours @ \$17.51 / hr	\$ 29,432	\$ 35,360	\$ 36,420	\$ 1,060
OT hours (+/- 30 hours/yr)	\$ 637	\$ 765	\$ 788	\$ 23
	\$ 30,069	\$ 36,125	\$ 37,208	\$ 1,083
Health Insurance	\$ 26,574	\$ 27,846	\$ 28,060	\$ 214
Fica/Med	\$ 2,300	\$ 2,705	\$ 2,786	\$ 81
Retirement 3%	\$ -	\$ 1,061	\$ 1,093	\$ 32
	\$ 28,875	\$ 31,612	\$ 31,939	\$ 327
PT Coverage				
\$100 per week on call (nights & weekends)	\$ 5,200	\$ 5,200	\$ 5,200	\$ -
\$13/ hour for call out (Ave 5 hours/wk)	\$ 3,380	\$ 3,900	\$ 3,900	\$ -
Fica/Med	\$ 656	\$ 696	\$ 696	\$ -
	\$ 9,236	\$ 9,796	\$ 9,796	\$ -
Est. Workers Comp @ 1%	\$ 386	\$ 452	\$ 460	\$ 8
				\$ -
Equipment/conting./uniforms/consumables	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
				\$ -
Vehicle Costs est. \$500 month	\$ 4,000	\$ 3,000	\$ 3,000	\$ -
				\$ -
Phone allowance @69/mo	\$ 828	\$ 828	\$ 828	\$ -
				\$ -
Training	\$ 750	\$ 500	\$ 500	\$ -
				\$ -
Dues	\$ -	\$ -	\$ -	\$ -
				\$ -
Mileage	\$ 1,160	\$ 800	\$ 800	\$ -
				\$ -
Vehicle Reserve	\$ -	\$ -	\$ 10,500	\$ 10,500
TOTAL	\$ 77,304	\$ 85,113	\$ 97,031	\$ 11,918
Total / Town	\$ 25,768	\$ 28,371	\$ 32,344	\$ 2,603

Total per town does not include shelter fees.

**Operating Procedure for
DOGS RUNNING AT LARGE**

The Regional Animal Control Officer may handle all cases of dogs running at large during regular business hours. If a dog has been contained by any person who is not the rightful owner, after running at large, the citizen assuming custody “*shall take that dog to its owner if known or, if the owner is not known, to the animal shelter designated by the municipality in which the dog was found*” (**Maine Title 7 §3913. Procedure for stray dogs***), or will assume custody of the animal until the Regional Animal Control Officer can intervene, during normal business hours.

If a complaint occurs while the Regional Animal Control Officer is off duty or the Regional Animal Control Officer is otherwise unavailable, the covering Animal Control Officer will guide the citizen responsible for taking control of that dog in making every attempt to locate the owner, return that dog to its owner if known or, if the owner is not known, instruct them to deliver the dog to the animal shelter designated by the municipality in which the dog was found in accordance with **Maine Title 7 §3913 Procedure for stray dogs***.

The covering Animal Control Officer shall document and forward all information pursuant to the dog at large to the Regional Animal Control Officer before the conclusion of their shift.

***Maine Title 7 §3913. Procedure for stray dogs**

1. Persons finding stray dogs. A person finding a stray dog and taking control of that dog shall take that dog to its owner if known or, if the owner is not known, to the animal shelter designated by the municipality in which the dog was found.

JOB DESCRIPTION
REGIONAL ANIMAL CONTROL OFFICER

GENERAL FUNCTION: This position is expected to perform day to day duties specific to an Animal Control Officer as assigned. Incumbents Perform responsible fieldwork in the enforcement of Title 7, sections 3911, 3912, 3916, 3921, 3924, 3948, 3950, 3950-A, 3952 and 4041 and Title 17, section 1023, responding to reports of animals suspected of having rabies in accordance with Title 22, sections 1313 and 1313-A and any other duties or Animal Control ordinances the municipality may require to protect the safety and rights of the public and the welfare of animals. Incumbents must be sensitive to potential community reaction to operational activities.

ESSENTIAL FUNCTIONS:

1. Interpret and enforce federal and state laws and local ordinances pertaining to animals and the safety, health and welfare of the public and assure human treatment of animals.
2. Respond to citizen calls for services, complaints and help to resolve conflicts between parties involving animal care and control issues including, but not limited to, property damage, barking, cruelty, degree of animal confinement, potential or actual danger and injury to or by animals.
3. When the owner cannot be located, control of stray horses, cattle, etc., causing a nuisance or risk of accident.
4. Complete bite reports for the Maine Center for Disease Control.
5. Issue warnings and serve criminal citations, civil infractions and/or civil notices as indicated. Assist Prosecuting Attorneys as required in cases or issues involving animal care and control. Provide testimony in court cases.
6. Create, monitor and maintain case files. Keep statistical data and prepare written and verbal reports as required.
7. Provide technical information to animal owners, the general public, persons involved in enforcement action and attorneys.
8. Represent the Animal Control Department at public meetings concerning issues as directed.
9. On call and shift work may be required.
10. Maintain regular, predictable and punctual attendance during regularly scheduled work hours at, assigned worksite. Work a flexible schedule, which may include evenings, weekends and holidays.

11. Perform the physical requirements of the position; work within the established working conditions of the position.
12. Operate Animal Control vehicles; perform routine minor vehicle maintenance.
13. Perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: This position exercises considerable independent judgment within the established scope of responsibilities and authorities to meet objectives, priorities and deadlines as defined by policy, procedure and state law. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. Employee will report directly to the Town Manager.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Incumbents perform the majority of assigned work outdoors in all types of weather and hazardous driving conditions at locations throughout the county. In addition, the position involves considerable exposure to disagreement or controversy and situations involving conflict, anger, verbal abuse and potential for violence. In addition, work may involve dealing with hostile individuals as well as suspected criminals. Employees are potentially exposed to various communicable zoonotic diseases, noxious odors, animal blood, feces and urine, fleas, ticks, mites, as well as severely injured or dangerous animals, dead, sick and diseased animals.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements based on differing work circumstances. Required physical activities include but are not limited to digital dexterity, running, maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lift and carry up to 100 pounds, dragging, pushing/pulling. Must be capable of applying physical strength in the apprehension, control and containment of animals.

KNOWLEDGE, SKILLS AND ABILITIES:

- Federal, state and local laws, codes and regulations pertaining to animal control.
- Use and care of equipment related to humane animal control procedures.
- Basic principles of public relations and community education strategies.
- Investigative methods and techniques.

- Principles, practices and associated terminology of the criminal justice system
- Animal identification, behavior and control methods and techniques.
- Skilled in keyboard and computer use for operating required automated systems and processing associated paperwork.
- Ability to deal effectively with and gain cooperation of the public under stressful conditions; communicate effectively, both verbally and in writing to audiences of various social, educational and economic backgrounds.
- Ability to read, interpret and implement ordinances, codes, laws and established policies and procedures. Understand and follow written and verbal instructions.
- Ability to exercise sound judgment under hostile and stressful situations and to solve problems in a professional and objective manner.
- Ability to establish and maintain effective working relationships with Sheriff's Office personnel, other county officials, personnel of other agencies, and the general public; interact with others with tact and diplomacy.
- Ability to prepare documents, give clear and comprehensive reports, and provide required documentation of activities.
- Ability to use independent judgment in making appropriate decisions.
- Ability to operate and utilize various department maintained electronic databases and electronic equipment or other specialty equipment used in investigations.
- Ability to make presentations to the public and to community groups.
- Ability to maintain composure and act quickly and effectively in an emergency.

Minimum Education and Experience:

- High school diploma or GED.
- Two (2) years of experience in animal control or related field.
- Any equivalent combination of training, experience or coursework that provides the required knowledge, skills and abilities. Additional training or course work in law enforcement and/or experience with animals may be considered toward meeting the above experience requirement.

Licenses and/or Certificates:

- Must possess and maintain a valid Maine driver's license.
- Successful completion of the phase 1 and 2 Maine Animal Control Officer training and Advanced Animal Control Officer 2 Animal Control Officer Academy is desirable.

GENERAL CODE



Proposal for Codification Services

PREPARED FOR:

Town of Raymond, Maine

PREPARED BY:

CAROLYN YETTO

CODIFICATION ACCOUNT MANAGER

cyetto@generalcode.com

800.836.8834

DATE:

February 12, 2021

(Valid for six months)

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Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the Town of Raymond's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the Town achieve its goals.

Situation Analysis

The Town of Raymond's Land Use Ordinance and Shoreland Zoning Provisions were originally codified in 1994, and they were last updated in 2019. However, your Land Use Ordinance and Shoreland Zoning Provisions may contain outdated information that could potentially affect the Land Use Ordinance and Shoreland Zoning Provisions' enforceability and alignment with relevant state statutes.

It is our understanding that the Town would like to update and revitalize its Land Use Ordinance and Shoreland Zoning Provisions with all legislation of a general and permanent nature to June 4, 2019. This process would ensure that legislation is up-to-date and is in line with the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

The Town would also like to provide access to the Land Use Ordinance and Shoreland Zoning Provisions and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Land Use Ordinance and Shoreland Zoning Provisions, housed on our unparalleled *eCode360* platform.

Our Solution

Our comprehensive codification solution for Raymond includes:

- > **Create an Updated Code**
General Code will provide the Town with an updated Land Use Ordinance and Shoreland Zoning Provisions that is clear and easy for your community to access and use.
- > **An online Code housed on our innovative *eCode360* platform**
Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.
- > **2 custom printed Code books, with an option for additional printed volumes**
We will provide you with 2 fully customized print copies of your new Code, with additional copies as requested.
- > **A Post-Project Editorial and Legal Analysis (Optional)**
This process will identify conflicts, redundancies and inconsistencies in the Code and enable you to incorporate the necessary revisions to ensure that your Code is enforceable and fully complies with state statutes.

Solution Benefits

A comprehensive codification solution from General Code will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Raymond's Code enforceable
3. Improve transparency with constituents
4. Save Raymond's staff time and resources by empowering constituents to find Code information independently

Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed

Raymond's Investment

The price of General Code's recommended solution will be \$8,495.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 9.

General Code, America's Next-Generation Codifier

When local governments and constituents work well together, shared ideas and diverse talents can be focused where they need to be – on the community's common interests and vision for the future. At General Code, we focus on simplifying the ways that local governments and their constituents find, access, and share information by innovating forward-thinking technologies and processes. By intelligently connecting vital code information in a digital environment, communities can work better together to more effectively overcome challenges and create opportunities for growth. From online municipal codes to interactive zoning maps, it is our goal to empower everyone in our client communities to rise, transform, and thrive.

We would be proud to partner with your community, too.

Our Experience

For over 55 years, General Code has worked with more than 3,200 communities to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and an average of 15 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community.

A Member of the ICC Family of Solutions

With a worldwide membership of 64,000, International Code Council (ICC) is the global leader in developing model codes and standards used in the design, build, and compliance process to construct safe, sustainable, affordable, and resilient structures and communities. Most U.S. communities and many global markets choose the International Codes.

General Code's partnership with ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives General Code even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.

Our Technical Focus

Technology has changed your community's expectations about accessing and interacting with complex Code information. Therefore, we handle Code information differently. With General Code, your Code is more than just static text; using our proprietary publishing system, we store your Code as dynamic data, making it easy to update and present in multiple ways that meet your staff's and community's needs. Using the data from your Code as a basis, General Code provides an ever-expanding suite of seamless solutions that save time and simplify how you serve your community.

Our Process

General Code's process workflow is highly collaborative, allowing you to engage with a Code consultant at every key stage of the codification process. We guide you through each phase of the process to keep you informed and help the project stay on track. Our Code consultants are invested in working with local governments and strive to ensure that your Code improves transparency within your community while accurately reflecting your laws.

The General Code Recommended Solution and Process

Below is an outline of the process for completing your reformat project.

Project Launch

General Code will consult with Raymond's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Town. To begin the project, the Town shall provide the source materials for the new Land Use Ordinance and Shoreland Zoning Provisions. For more detail, see the source materials listed on page 9.

Administrative Review

The Land Use Ordinance and Shoreland Zoning Provisions will be reorganized, utilizing the General Code style. The Table of Contents will be expanded and renumbered to fit accordingly. We will prepare a proposed Table of Contents of the Code and a listing of legislation reviewed, along with any missing material and adoption dates, and any other questions pertaining to the completeness of the materials being reviewed.

Editing of the Manuscript and Submission of the Preliminary and Final Drafts

During this time, we will:

- > Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- > Update the Table of Contents listing all chapters and articles included in the Code, as applicable
- > Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- > Proofread all copy to correct typographical and spelling errors

General Code will submit a Preliminary Draft and a Final Draft of the Code for final review by the Town. With the submission of the Drafts, the editorial work on your project will be completed; therefore, if the Town requires any additional changes, further charges will apply.

Prepare Final Deliverables

Upon approval to proceed with the publication of your Code, we will prepare the following final deliverables:

- > **A Comprehensive Index**
We will provide you with an index that is designed to let you quickly and easily locate information in the Code.
- > **A Disposition List**
Your Code will include a Disposition List that sets forth—in chronological order—the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project. It will also indicate whether those items are included in or omitted from the Code.

> **A Derivation Table**

Because we will renumber and reorganize Raymond's Code using our standard format, to ease the transition to the new numbering system, we will prepare a Derivation Table. This table will be included at the end of the published Code and will clearly show the chapter numbers from the Town's 1994 Code and where they have been included in the new Code.

> **Code Adoption Legislation**

We will prepare adoption legislation for the proposed Code and give it to the Town Attorney for review and enactment by the governing body. The Code should be adopted as soon as possible to formally enact the many revisions authorized by the Town and establish the Code as the permanent enforceable system of law in the Town. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, General Code will make your *eCode360* site available to the public. *eCode360* is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, *eCode360* will provide Raymond's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

eCode360 Benefits:

A centralized solution—laws, regulations and related documents are integrated into a dynamic, centralized resource

Simple to use—*eCode360* is easy and intuitive and offers powerful time-saving features

Always up-to-date—We will update your *eCode360* site with each supplement to your Code

A trusted, “go-to” resource—Empower staff to answer questions with clarity and confidence

Always evolving—We consistently release innovative functionality based on communities' needs

eCode360 Service Level included in this Project: **Premium**

	eCode360 Lite	Standard eCode360	Premium eCode360
Annual Maintenance Fee	\$695	\$995	\$1,195
New Laws	X	X	X
Easy and Flexible Searching	X	X	X
Dynamic Table of Contents	X	X	X
Email or Share Links	X	X	X
Printing	X	X	X
Bookmarking Searches	X	X	X
Archive View	X	X	X
"Sticky" Table Headers	X	X	X
Administrative Tools	X	X	X
Translate	X	X	X
eCode360 Search App	X	X	X
Linked New Laws		X	X
Public and Private Notes		X	X
Sample Legislation (Multicode Search)		X	X
Download to Word		X	X
Download to PDF			X
New Laws Indicator			X
Advanced Search			X
Customizable Titles			X
eAlert			X
Public Documents Module			X

For more information about eCode360 and the service levels we offer, see page 15.

Publish a Custom Printed Code

General Code will publish 2 printed copies of your Code in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

General Code lets you customize the look of your final printed Code binder, including the color of your binder (blue, dark red, green, brown, black or gray) and the color of the silk-screen lettering on the binder cover (white, silver or gold). We can also emboss the Town's Seal on the front and spine for added impact at no additional charge. Each copy of the Code will include a set of 15 tab dividers for individual customization and will also be serial-numbered for easy identification.

Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the Town keeps the Code up-to-date after initial publication. General Code's supplementation services are designed to make the process easy, fast and accurate.

For more information about General Code's Supplementation Services, see page 21.

Post-Project Editorial and Legal Analysis (Optional)

Following the delivery of your updated Code, we will prepare an Editorial and Legal Analysis for your review. Our staff of editors and attorneys is in contact with hundreds of communities and will provide you with the benefit of their experience, including information you can use to determine how your legislation can be revised and improved. Your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be compiled into a workbook with an easy-to-use checklist format. Town officials, including the Raymond Attorney, will have the final decision-making authority for the resolution of any and all issues. The Editorial and Legal Analysis will include the following:

- > Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- > Identification of duplications, conflicts and inconsistencies with Maine statutes
- > Any practical recommendations to make your legislation more enforceable
- > Suggestions regarding fines, fees and penalties
- > Suggestions on ways to modernize your legislation

Your Responsibilities

The Town will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Town officials and the Town Attorney.

Implementing Code Updates

After the Town officials and the Town Attorney have reviewed the Editorial and Legal Analysis, General Code will work with the Town to implement changes to your Code. Some municipalities prioritize the issues to be reviewed and work on a few at a time, adopting changes as decisions are made and then incorporating them into the Code through routine supplementation. Other municipalities prefer to review the entire Analysis and incorporate all of the changes in one comprehensive Code supplement and then readopt the Code. The eventual cost of incorporating any changes to your Code will vary according to the volume of legislation that is adopted. Before proceeding with supplementation, we can provide an estimate upon request.

Project Materials

Source Materials

General Code will use the following source materials for the codification project:

- > A copy of the Town's 1994 Land Use Ordinance, as updated to June 4, 2019
- > A copy of the Town's 1994 Shoreland Zoning Provisions, as updated to June 4, 2019

Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Raymond set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

Investment Details and Options

Codification Project Price

\$8,495

Services included with the codification project:

- > Creation of a New Code, with Project Scope Including Legislation to June 4, 2019
- > Editorial Work
- > Proofreading
- > Shipping

Initial deliverables included with the codification project:

- > Organization
- > Administrative Review
- > Manuscript
- > Preliminary and Final Drafts

Final deliverables included with the codification project:

- > Premium eCode360
- > eCode360 Search App
- > Publication of 2 Code Volumes in Standard Imprinted Post Binders
- > Comprehensive Index
- > Disposition List
- > Derivation Table
- > Customizable Tabs
- > Code Adoption Legislation

Administrative Fees

\$0

General Code does not charge administrative fees; you will only pay for products and services you actually use

Optional Components

The following is available to you at an additional charge:

- | | |
|---------|--|
| \$3,800 | Post-Project Editorial and Legal Analysis |
| \$(500) | Substitute eCode360 Lite instead of Premium eCode360
<i>Annual Maintenance: \$695</i> |
| \$(200) | Substitute Standard eCode360 instead of Premium eCode360
<i>Annual Maintenance: \$995</i> |

Please note: Code books in addition to the 2 Code books included in the Codification Project Price may be ordered through the publication date of your Code. Pricing is available upon request.

Ongoing Services

Premium eCode360 Annual Maintenance

\$1,195

The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of eCode360. Therefore, we recommend that the Town budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

Performance and Payment Schedule

Payment Schedule A: (with Editorial and Legal Analysis)

Deliverable	Delivery Date	Payment Milestone
Project Launch	Within 30 days of contract signing	20% of total project price due
Submission of the Administrative Review	Within 70 days of contract signing and receipt of the materials; the Town has 30 days for review	20% of total project price due
Submission of Preliminary Draft	Within 180 days of receipt of responses to the Administrative Review; the Town has 30 days to review	20% of total project price due
Submission of Final Draft	Within 60 days of receipt of responses to the Preliminary Draft; Town to adopt draft	20% of total project price due
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code	10% of total project price due
Delivery of Post-Project Editorial and Legal Analysis	Within 145 days of delivery of the Code	Balance of total project price due

Performance schedule reflects only business days excluding legal holidays.

Payment Schedule B: (without Editorial and Legal Analysis)

Deliverable	Delivery Date	Payment Milestone
Project Launch	Within 30 days of contract signing	20% of total project price due
Submission of the Administrative Review	Within 70 days of contract signing and receipt of the materials; the Town has 30 days for review	20% of total project price due
Submission of Preliminary Draft	Within 180 days of receipt of responses to the Administrative Review; the Town has 30 days to review	20% of total project price due
Submission of Final Draft	Within 60 days of receipt of responses to the Preliminary Draft; Town to adopt draft	20% of total project price due
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code	Balance of total project price due

Authorization and Agreement

The Town of Raymond, Type IIB, February 12, 2021

Codification Project Price

\$8,495

Optional Components

- Post-Project Editorial and Legal Analysis \$3,800
- Substitute eCode360 Lite instead of Premium eCode360 \$(500)
Annual Maintenance: \$695
- Substitute Standard eCode360 instead of Premium eCode360 \$(200)
Annual Maintenance: \$995

Total Investment

Including all of the options selected above, the total project price will be: \$

The Town of Raymond, Maine, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

Town of Raymond, Cumberland County, Maine

By: _____ Witnessed by: _____
Title: _____ Title: _____
Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ Witnessed by: _____
Title: _____ Title: _____
Date: _____ Date: _____

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to General Code to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Raymond for its records.

Scan and email the completed form to contracts@generalcode.com. You may also fax the completed form to General Code at (585) 328-8189 or return it by mail to General Code, 781 Elm Grove Road, Rochester, NY 14624.

Appendix

Maine Communities We Serve

For more than a half century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the municipalities in Maine that have trusted General Code to codify their laws:

City of Augusta	Town of Islesboro
City of Bangor	Town of Kittery
City of Belfast	Town of Madison
City of Biddeford	Town of Millinocket
City of Saco	Town of Ogunquit
City of Westbrook	Town of Sanford
Town of Alfred	Town of Shapleigh
Town of Bar Harbor	Town of South Berwick
Town of Bethel	Town of Standish
Town of Boothbay Harbor	Town of Topsham
Town of Casco	Town of Wells
Town of Cumberland	Town of Winslow

Municipal Contacts

The following municipalities have completed similar projects with General Code. Please feel free to contact anyone on the list.

Town of Cumberland ME

Tammy O'Donnell, Town Clerk

(207) 829-5559

todonnell@cumberlandmaine.com

<https://ecode360.com/CU3016>

Town of Standish ME

Mary Chapman, Town Clerk

(207) 642-4678

mchapman@standish.org

<https://ecode360.com/ST1289>

City of Westbrook ME

Angela Holmes, City Clerk

(207) 591-8115

aholmes@westbrook.me.us

<https://ecode360.com/WE3873>

eCode360 Platform

Our *eCode360* platform is designed specifically to house codified laws and municipal information. *eCode360*'s intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our *eCode360* platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. *eCode360* is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building *eCode360* from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform, and does not require any Folio installation or licenses.

Maintenance and Updates

eCode360 is maintenance- free for our users. General Code employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at <https://www.generalcode.com/happyecode/>.

Free Introductory eCode Webinar for Municipal Staff

Our introductory eCode webinar lets you work online with an experienced Training Specialist who can demonstrate *eCode360*'s powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

“Multi-purpose” your Code Content—and better serve your community.

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With *eCode360* Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at sales@generalcode.com.

eCode360 Service Levels

eCode360 Lite includes the following features:	
New Laws	Between regular Code supplements, General Code will temporarily post PDF copies of new legislation to your online Code
Custom Settings for Admin Users	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Dynamic Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Bookmarking Searches	Save “favorites” to quickly return to sections of the Code
Archive View	View a permanent archive of your Code, updated with each supplement
“Sticky” Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code
Standard eCode360 includes all of the above Lite features plus:	
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Premium eCode360 includes all of the above Lite and Standard features plus:	
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicator	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Post non-Code documents along with your online Code

Sample eCode360 Screens

1 Custom Banner

3 View Archived Codes

4 Public Documents Portal

2 Public and Private Notes

5 Find Codes

6 New Laws

6 Multicode

5 Find Codes

Add Codes

of

Search Codes

Add	Type	Name	County	State	Population
<input type="checkbox"/>	County	Adams County, WI	Adams	WI	20843
<input type="checkbox"/>	County	Albany County, NY	Albany	NY	297556
<input type="checkbox"/>	County	Allegany County, MD	Allegany	MD	72831
<input type="checkbox"/>	County	Allegheny County, PA	Allegheny	PA	1223411
<input type="checkbox"/>	City	Appleton City, MO	St. Clair	MO	1127
<input type="checkbox"/>	County	Appomattox County, VA	Appomattox	VA	14128
<input type="checkbox"/>	City	Atlantic City, NJ	Atlantic	NJ	39958
<input type="checkbox"/>	County	Atlantic County, NJ	Atlantic	NJ	271620

- 1** Custom Banner
- 2** Public and Private Notes
- 3** View Archived Codes
- 4** Public Documents Portal
- 5** Multicode
- 6** New Laws

Title	Adopted	Subject	Affects
L.L. No. 19-2018 - Sewer Amendment <i>This goes into effect 1/1/2019.</i>	2018-08-02	Clerk Amendment; Departments and Bureaus Amendment	Ch 18A, Ch 20
L.L. No. 20-2018 <i>goes into effect 1/1/2019</i>	2018-08-23	Zoning Amendment	Ch 05
L.L. No. 21-2018	2018-08-23	Zoning Amendment	Ch 05
L.L. No. 22-2018	2018-09-13	Neighborhood Preservation Amendment	Ch 02
L.L. No. 23-2018	2018-09-13	Building Construction Administration Amendment	Ch 16
L.L. No. 24-2018	2018-09-13	Zoning Amendment	Ch 05
L.L. No. 25-2018	2018-09-13	Zoning Amendment	Ch 05

Additional Online Services

MapLink™ powered by ZoningHub™

MapLink is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the Town, which can help grow your community.

MapLink uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

eCode360® Enhanced Graphics™

eCode360 Enhanced Graphics can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. *Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

Custom Local Building Code

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments, and make your Building Code regulations available from anywhere at any time, even if the Town only has one set of printed books.

For more information on our additional online services please contact us at sales@generalcode.com

Formatting & Style

General Code takes pride in offering high-quality printed Code services. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to municipal partnerships.

Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of legislation of an administrative nature, namely, that dealing with the Town's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Town will have the opportunity to review and approve the organization of the Code.

Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number that indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections are to be added between §§ 53-4 and 53-5, they will be numbered as §§ 53-4.1 and 53-4.2.

Legislative Histories

The legislative history for each chapter is located immediately following the scheme for that chapter. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. In the case of chapters containing parts or articles derived from more than one item of legislation, the source of each part or article is indicated in the text, under its title. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

Editor's Notes

Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

Printed Code Sample Page

Page heads indicate which sections appear on a particular page, making sections quick to locate.

§ 204-1

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

Chapter 204

INSURANCE

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

§ 204-3

ARTICLE I

Fire Damage Claims

§ 204-2. Claim payment restrictions.

§ 204-3. Payment procedure.

§ 204-4. Regulatory authority.

§ 204-1. Enforcement authority.

[HISTORY: Adopted by the Board of Commissioners of the Township of Municipality as indicated in article histories. Amendments noted where applicable.]

The History indicates the specific legislative source from which the chapter is derived.

ARTICLE I

Fire Damage Claims

[Adopted 1-16-1995 by Ord. No. 294 (Ch. 83, Art. I, of the 1982 Code)]

§ 204-1. Enforcement authority.

For precision of reference, section titles are repeated as headings in the text.

The Secretary/Administrator of the Township of Municipality, Berks County, Pennsylvania, or such official's designee is hereby appointed as the designated officer who is authorized to carry out all responsibilities and duties stated herein.

§ 204-2. Claim payment restrictions. [Amended 3-20-1995 by Ord. No. 299]

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.

No insurance company, association or exchange (hereinafter the "insuring agent") doing business in the Commonwealth of Pennsylvania shall pay a claim of a named insured for fire damage to a structure located within the Township of Municipality, Berks County, Pennsylvania (hereinafter the "municipality") where the amount recoverable for the fire loss to the structure under all policies exceeds \$7,500 unless the insuring agent is furnished by the Municipal Treasurer with a municipal certificate pursuant to Section 508(b) of Act 98 of 1992 and unless there is compliance with Section 508(c) and (d) of Act 98 of 1992 and the provisions of this article.¹

§ 204-3. Payment procedure. [Amended 3-20-1995 by Ord. No. 299]

Where, pursuant to Section 508(b)(1)(i) of Act 98 of 1992,² the Municipal Treasurer issues a certificate indicating that there are no delinquent taxes, assessments, penalties or user charges against real property, the insuring agent shall pay the claim of the named insured; provided, however, that if the loss agreed upon by the named insured and the insuring agent equals or

Editor's Notes provide supplementary information for the Code user.

1. Editor's Note: See 40 P.S. § 638.

2. Editor's Note: See 40 P.S. § 638.

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

204:1

The dateline indicates when the page was printed.

Publication, Nov 2019

Ongoing Code Maintenance

Your Code is always evolving and is an investment you need to protect.

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. In order to maintain your community's trust and reliance on your Code, General Code offers supplementation services that will help to keep your Code reliable, accurate and up-to-date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, General Code provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

Rapid Delivery

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

Materials

After the enactment of new legislation, the Town can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to ezsupp@generalcode.com. Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Town. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

Posting of New Laws

Between regular Code supplements, General Code will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

Schedule

Code supplements will be provided on a schedule designed to meet the needs of Raymond. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Town. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the Town prefers.

Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- > Acknowledge receipt of all materials
- > Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- > Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- > Impose or utilize the adopted flexible section numbering system that allows for later changes
- > Create/modify chapter, article and/or section titles
- > Add historical annotations
- > Add any necessary cross references
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised
- > Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- > Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- > Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- > Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- > Update Code Index
- > Create an Instruction Page so that Code holders can properly update the Code
- > Notify client of any issues and concerns noted and work together to determine appropriate resolution

Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

Delivery

Printed supplements to the Code will be delivered in bulk to Raymond, unless it chooses to utilize General Code's Distribution Services. The website will be updated in one to two business days.

A Member of the ICC Family of Solutions



Tri-Town Regional Animal Control Policy

Casco – Naples - Raymond

Mission:

The Regional Animal Control Department will promote and protect public safety and animal welfare through education and humane law enforcement.

Purpose:

With a commitment to professionalism, compassion and community partnerships we will provide responsive, efficient, and high-quality animal care and control services that preserve and protect public and animal safety. The Regional Animal Control Department will promote responsible pet ownership, compassion toward animals, and safe human-animal interactions.

Agreement:

See Regional Contract

Positions:

Full time Regional Animal Control Officer, One Per-diem Animal Control Officer

Hours:

The Regional Animal Control Officer is a full time, 40 hour per week position with general operating hours between 6 am and 6 pm.

After hours calls will be handled on a per call basis according to priority and severity.

General Operating Procedures:

The Regional Animal Control Department general hours of operation are Monday-Friday 6:00 am to 6:00 pm. Between 6:00 pm and 6:00 am weeknights, weekends and statutory holidays, one Animal Control Officer is available on an emergency, on-call basis. These hours are designed to ensure that all animals are properly and humanely cared for and that the public has adequate and ample opportunity to conduct business with the department.

High Priority/Emergency Calls: Include mutual aid assistance for other law enforcement agencies and emergency services, medical treatment of severely injured or sick stray animals, time sensitive cruelty complaints. Any situation in which an animal or human is in immediate danger is considered an emergency.

After hours calls will be handled on a per call basis according to priority and severity.

Non-Emergency Calls: All other department business, including but not limited to, enforcement of sections 3911, 3912, 3916, 3921, 3924, 3948, 3950, 3950-A, 3952-A, 4041 and 4042 and Title 17, section 1023, Title 22, sections 1313 and 1313-A and any other duties to control animals as the municipalities may require.

Raymond Rattlers Snowmobile Club
PO Box 994
Raymond, Me 04071
207-776-5489

Below is a list of information you require for the 2020/2021 fiscal year budget. We are requesting \$2,000.00.

Expenses:

Liability/ collision insurance	\$450	Starting balance: \$6,672
Groomer Service and Repair	\$3,000	
Postage	\$400	
New drag Purchase	\$2,500	
Trail Maintenance	\$4,800	
Charity Donation	\$300	
Taxes on Land	\$350	
		Ending balance: \$4,272

Income:

Town Registrations	\$2,000
Bureau of Parks and Lands	\$5,400
- Maintenance Grant	
Memberships and Donations	\$2,000+
Fundraisers - cookout	\$0

If you have any questions, please contact me at 776-5489.

Sincerely,

Larry Wood
Treasurer



Funding Request from the Sebago Lakes Region Chamber of Commerce

2021-2022

Contact – Robin Mullins – Executive Director (director@sebagolakeschamber.com) – 892-8265

Amount Requested - **\$350** (\$250 for Chamber investment and \$100 for Maine Invites You ad)

Payments received for last three years – 2019-2021:

- **2019** - \$255
- **2020** - \$250
- **2021** - (Waiting to see about 2021 payment)

Raymond Businesses Served – We serve 20 Raymond businesses as SLR Chamber members (and two more have been approached and may come onboard soon).

This year we also served another 16 businesses as part of the Keep Sebago Lakes Region Healthy Initiative (free education with an online COVID19 training module, masks, face shields, posters, signs, hand sanitizer, gloves, and cleaning supplies).

Annual Budget - \$135,700 (fiscal year 2020-2021) – Attachment

Covered by Investment – We cannot give you an exact amount we spend specifically on Raymond, but have listed what the Town gets for its annual investment to the SLRCC:

1. Town Listing on our website – [Relocating – Sebago Lakes Chamber of Commerce](#) (will be adding town specific videos this year)
2. Town information in our annual Regional Guide (see Guide)
3. Information regarding Raymond specific restaurants, hiking, accommodations, beaches, etc. in our annual Regional Guide (see Guide)
4. Partnered with town on Keep Sebago Lakes Region Healthy initiative. Provided signage, face masks, face shields, and hand sanitizer stations for voting day.
5. Give annually to the Raymond food pantry as part of our Feed The Need campaign. Last year we gave \$360 and will be giving more in the beginning of 2001.

Financial statement (fiscal year 2019-2020) – Attachment

In 2020, we received \$250 from the Town of Raymond. As you can see, we have increased that number to \$350 for 2022. \$250 of that amount is to cover the Town of Naples investment in our Chamber. It includes the cost to administer items 1-5 listed above. The additional \$100 is for *Maine Invites You* magazine. Our hope is to have a full-page ad each year in the *Maine Invites You* magazine (most circulated magazine for Maine tourism) that highlights the Sebago Lakes Region as a whole. This year's page was funded by the Windham Economic Development Corp., the Town of Gray and the SLRCC. We would like to get full funding from all towns combined moving forward.

In looking at our financials for 2019-2020, you can see we finished the year off at just under \$900 to the good. Membership investment income was way down (around \$10,000) and event revenue was also below budget due to COVID19. We were able to manage the loss by having our annual golf outing and Sebago Spirits Festival as in-person events (following strict COVID19 protocols), partnering with the Windham Economic Development Corporation on the Keep Sebago Lakes Region Healthy Grant, and participating in the Maine Unemployment Workshare program, which saved us about \$6,500 in payroll costs.

Even though 2020 has been a difficult year, the Sebago Lakes Region Chamber has done its best to be there for its members. Our office remains open to visitors and businesses (again following strict COVID19 protocols) to answer questions and supply Personal Protective Equipment, we traveled to businesses to educate them on COVID19 and supplied hundreds of masks, face shields, posters, signs, gloves, hand sanitizer and cleaning supplies to businesses in the Sebago Lakes Region (whether they are SLRCC members or not). We have provided free COVID19 training online, in person and via Zoom. We send out weekly updates to members with links to useful webinars, information regarding loans and grants that have been available and steps to take to open safely for both employees and customers.

As we look ahead to 2021, we will be having FREE monthly Morning Momentum sessions for our members. Topics to include:

- January - Are You Stressed? How to Reduce it!
- February – Managing Finances in Times of Crisis
- March – Happiness: What it is and how to achieve it
- April – Understanding Personality Styles for Healthy Relationships
- May – The Impact of Social Media on Mattering
- June – You Have the Power: Overcoming adversity, resiliency and coping skills

We will continue to keep our members up to date on the latest COVID19 information and keep our membership growing. Businesses need the Sebago Lakes Region Chamber of Commerce now more than ever during these very difficult times. We have only lost membership to those businesses who have had to unfortunately and sadly close. We are working with all other businesses (up to and including giving free memberships) so we can provide them with the support they need to manage these extremely unprecedented times. We sincerely thank the Town of Raymond for your constant support as we continue this work.

Thank you,

Robin J. Mullins

2020/2021 Chamber Budget Final

Updated

Projected Income	2020/2021
Membership Investments	\$ 65,000.00
Annual Meeting	\$ -
Area Guide	\$ 13,500.00
Bid of Christmas	\$ 6,000.00
Business Breaks	\$ 1,500.00
Golf Tournament	\$ 12,000.00
Job Fair	\$ 2,000.00
Morning Momentum	\$ 500.00
Website & Marketing	\$ 1,200.00
New Event (To replace Women's Forum)	\$ 2,000.00
Sebago Spirits	\$ 10,000.00
COVID-19 KSLRH Grant	\$ 22,000.00
Total Income	\$ 135,700.00
Admin Expenses	
Bank/Credit Card fees	\$ (3,000.00)
Bookkeeping	\$ (1,239.00)
Computer/Internet/IT	\$ (3,500.00)
Dues & Subscriptions	\$ (250.00)
Equipment Rental (Copier)	\$ (1,784.16)
Insurance	\$ (3,000.00)
Legal/Tax Prep	\$ (3,350.00)
Marketing/Advertising	\$ (1,020.00)
Mileage	\$ (350.00)
Website Expenses	\$ (250.00)
Janitorial	\$ (500.00)
Board of Directors	\$ (600.00)
Total Admin	\$ (18,843.16)
Occupancy Expenses	
Executive Director Cell allowance	\$ (540.00)
Utilities (Heat, electricity, water)	\$ (600.00)
Office Rental	\$ (14,440.00)
Phones/Internet	\$ (2,400.00)
Employee Loss	\$ -
Total Occupancy	\$ (17,980.00)
Office Supplies/Expenses	\$ (1,000.00)
Payroll	
Payroll Processing Fees	\$ (1,500.00)
Payroll taxes	\$ (8,700.00)
Executive Director	\$ (52,000.00)
Office Manager	\$ (25,750.00)
Simple IRA Match	\$ (2,400.00)
Bonuses	\$ (1,500.00)
Staff Development	\$ (900.00)
Total Payroll	\$ (92,750.00)
Postage	\$ (350.00)
Printing	\$ (500.00)
State annual filing (Chamber & Trust)	\$ (70.00)
Professional Development Scholarship	\$ (1,000.00)
High School Scholarship	\$ (1,000.00)
Total Misc	\$ (2,920.00)
Income	\$ 135,700.00
Expenses	\$ (133,493.16)
Net Income	\$ 2,206.84

2019-2020 Budget - Actual

Actual 2019-2020

Income	thru Sept
Membership Investments	\$ 84,872.67
Annual Meeting	\$ (35.00)
Area Guide	\$ 17,924.54
Bid of Christmas	\$ 7,726.48
Business Breaks	\$ 52.50
Golf Tournament	\$ 12,248.69
Job Fair	\$ 794.00
Morning Momentum	\$ 100.00
Website & Marketing	\$ (804.70)
Murder Mystery	\$ 388.50
Women's Forum	\$ -
Member Outreach	\$ 581.00
Sebago Spirits	\$ (1,157.16)
EIDL Grant	\$ 2,000.00
COVID-19 KSLRH	\$ (9,585.88)
Feed the Need	\$ (279.99)
Total Income	\$ 114,825.65
Admin Expenses	
Bank/Credit Card fees	\$ (2,844.67)
Bookkeeping	\$ (1,238.00)
Computer/Internet/IT	\$ (4,786.14)
Dues & Subscriptions	\$ (334.00)
Equipment Rental (Copier)	\$ (1,854.89)
Insurance	\$ (2,343.81)
Legal/Tax Prep	\$ (6,734.66)
Marketing/Advertising	\$ (330.95)
Mileage	\$ (145.70)
Website Expenses	\$ (396.00)
Janitorial	\$ (408.85)
Event Venue and supplies	\$ (244.23)
Interest Expense	\$ (10.00)
Board of Directors	\$ (565.56)
Total Admin	\$ (22,237.46)
Occupancy Expenses	
Executive Director Cell allowance	\$ (495.00)
Utilities (Heat, electricity, water)	\$ (600.00)
Office Rental	\$ (13,800.00)
Phones/Internet	\$ (2,575.38)
Employee Loss	\$ 48.13
Total Occupancy	\$ (17,422.25)
Office Supplies/Expenses/Equipment	\$ (3,412.65)
Payroll	
Payroll Processing Fees (\$125 a month)	\$ (1,433.00)
Payroll taxes	\$ (4,891.06)
Executive Director	\$ (38,224.12)
Office Manager	\$ (19,705.62)
Intern Wages	\$ (2,250.00)
Simple IRA Match	\$ (1,389.43)
Bonuses	\$ (2,500.00)
Staff Development (MACCE Conference)	\$ -
Total Payroll	\$ (70,393.23)
Postage	\$ (365.10)
Printing (Quarterly printing expenses to Smith)	\$ -
Community Giving	\$ -
Contact Management	\$ -
State annual filing (Chamber & Trust)	\$ (95.00)
Professional Development Scholarship	\$ -
High School Scholarship	\$ -
Total Misc	\$ (460.10)
Income	\$ 114,825.65
Expenses	\$ (113,925.69)
Net Income	\$ 899.96

12-28-2020

Raymond Town Manager
401 Webb's Mills Road
Raymond, ME. 04071

The Raymond Casco Historical Society requests that the town of Raymond once again budget \$1800 for the operational support of the society + museum for the year 2021.

The society is a educational, non-profit organization that devotes its resources to the collection and preservation of materials documenting the history of Raymond + Casco.

We sincerely thank the Town of Raymond for past support and we need the help to keep our all volunteer society functioning.

We are all looking forward to opening in the spring of 2021, as we all miss sharing our towns history with visitors.

Panel W Grant PO Box 1055
Raymond, Me. 04071

Hawthorne Community Association

P.O. Box 185, So. Casco, ME 04077

www.hawthorneassoc.com



NATHANIEL HAWTHORNE'S BOYHOOD HOME

December 12, 2020

Budget / Finance Committee
Town of Raymond
401 Webbs Mills Rd
Raymond, ME 04071

Dear Committee Members,

Subject: Request for town stipend for 2020. This year we are requesting \$2,000, an increase from the \$1,000 stipend that the Town of Raymond has granted to the Hawthorne Community Association beginning in 2017. We intend to make a request annually, but after 2021, we hope to return to the original \$1,000. The reason for the increase is that we began a fundraising effort in the Fall of 2019, but had to cancel most of our planned events due to the pandemic. In spite of that, we have managed so far to raise just over \$36,000 toward our goal of \$75,000.

Current Status: I have updated charts on the next page showing our financial picture for the past 4 years. One can clearly see the important impact that the town donation has had since 2017, helping reverse earlier declines in our treasury. We have not been able to have many of our annual gatherings so we have had no income from those events. Our fixed expenses, however, have remained about the same. The 2019 engineering costs of nearly \$4,000 resulted in the net of minus \$888 for that year. The engineer's report, with plans and recommendations was the basis for our cost of repair estimates and our fundraising goal.

The three major structural problems and preliminary estimated costs are:

- Foundation and floor: \$60,000
- Roof: \$8,000
- Siding replacement and painting: \$7,000

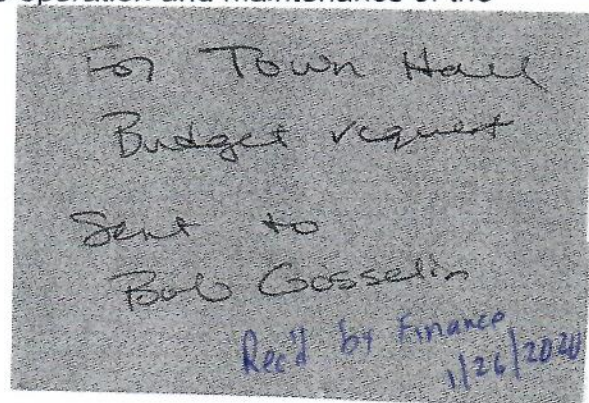
Our current request is that the Finance/Budget Committee include our stipend of \$2,000 in the 2021 budget. Our fundraising and grant results will dictate which repairs are eventually accomplished but we plan to use the money raised so far to begin the repairs in 2021, while at the same time, we will continue with our fundraising efforts.

On behalf of the Hawthorne membership, accept my sincere thanks for this much needed and appreciated support, 100% of which goes directly to operation and maintenance of the Hawthorne House.

Sincerely,


Abel Bates, Trustee

207-318-7131 or jbates4@maine.rr.com



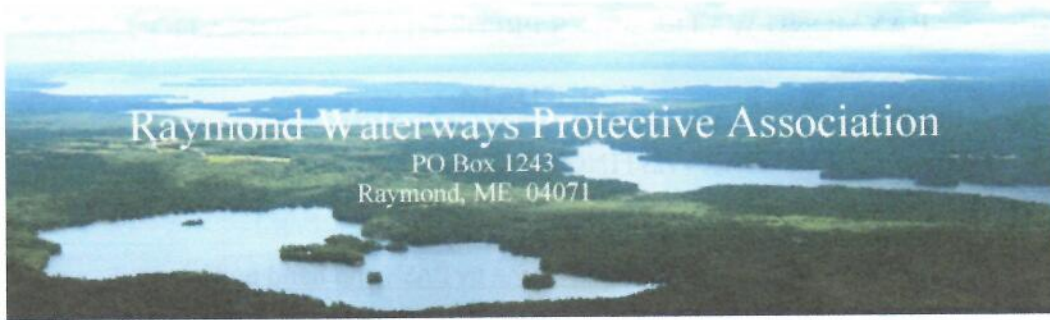
Addendum – Financial Information

Income and Expenses – 3 years plus 2020 YTD as of 12/11/2020

<u>Income</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 YTD</u>
Dues	805	825	735	810
Donations	1075	1485	641	36759
Strawberry Festival	325	310	359	0
Barbecue	145	120	175	0
Yard Sale Proceeds	-	230	120	249
Halloween Party	-	-	310	0
Grant: Acorn Found/BNY Mellon	1000	1000	1000	1000
Town of Raymond stipend	1000	1000	1000	1000
Total Income	4350	4970	4343	39818
<u>Expenses</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019 YTD</u>
Liability Insurance	400	400	400	400
IRS Filing (One Time Fee)	0	0	0	0
Maine Nonprofit Filing	35	35	35	35
PO Box Rental	58	58	62	64
Lawn Care	240	240	320	400
CMP	524	574	508	558
Misc. Upkeep	850	196	3904	159
Total Expenses	2107	1507	5231	1616
Income less Expenses	2243	3463	-888	38202

Cash on hand is \$ 3,622

cc: Don Willard, Town Manager



December 28, 2020

To: Don Willard, Alex Aponte, Members of the Select Board and the Budget Committee

Raymond Waterways Protective Association hereby applies to the Town of Raymond for a grant of \$15,000 for the 2021-2022 budget year. This is \$1,000 less than last year's request.

We are thrilled to share the news that our DASH (Diver Assisted Suction Harvesting) crew has removed invasive variable milfoil from ALL known areas of infestation along Raymond's shore of Sebago Lake! They also returned to Dingley Brook where it enters Sebago and cleaned out patches of variable milfoil there. They continued working in the Jordan River, particularly just above the route 302 bridge.

The work that remains is to continue to survey all the work areas (Bayview, Dingley Brook, Jordan River, Mason Cove, Turtle Cove, Port Harbor Marina) and to remove any stray plants of variable milfoil as they are found, and to continue clearing the area in the Jordan River just above the bridge. The river is mostly clean all the way from the Mill Street dam to route 302.

We will be meeting with representatives from Maine Department of Environmental Protection (DEP) in January to talk about the lower Jordan River, from the 302 bridge down to the mouth of the river. That area needs to be addressed.

Courtesy Boat Inspections (CBI) at the 4 public access sites in Raymond are our first level of defense against invasive aquatic species. We continue to provide inspections in collaboration with the local lake associations.

As our focus gradually shifts from invasive plant control to more assistance with water quality monitoring, we continue to support local lake associations with equipment, training, technical assistance, and volunteer staffing. Phosphorus and its movement into our lakes by stormwater runoff is an ongoing challenge.

Please see back of this page for DASH and CBI data.


Peggy Jensen, President

RAYMOND WATERWAYS PROTECTIVE ASSOCIATION

2020 DATA

DIVER ASSISTED SUCTION HARVESTING (DASH)

- Removed 292 (2' x 3') onion bags of milfoil
- Cleared 1,664 square feet of bottom area by DASH and hand pulling
- Installed 150 tarps
- Covered 15,000 square feet of bottom area with tarps
- Removed 18,000 square feet of tarps from areas covered last year
- Removed old tarps, rebar, wooden stakes, etc. left from prior operations in the river

Comment from the manager of invasive plant removal:

RWPA's plant removal operations are partially supported by grants from Maine DEP. Every year the grant is a bit smaller, because the pool of State grant money is essentially stable, while more and more infestations are being discovered all around Maine, so there are more organizations competing for the same amount of money. Nevertheless, for many years now, RWPA has been at or near the top of the list for DEP grants to associations covering single lakes. This is because we have proven ourselves to be experienced and effective at plant removal, and DEP apparently feels that we can be counted on to use the grant money wisely. This, in turn, is a reflection of the quality of our DASH team, who have been with us for years.

All of our areas previously cleaned of milfoil will need to be checked several times throughout the summer, since some new growth is inevitable. It's impossible to get every last bit of root and seed on the first pass, and fragments drift in from other parts of Sebago Lake to re-infest these exposed areas.

For 2021, the challenge will be to deal with two places which are still infested, and which continue to be sources of re-infestation: the lower end of the Jordan River, and a patch of the upper river where milfoil hides under some fallen trees in the water. It is not safe for divers to work under the trees. We will be working with DEP to find solutions for both of these areas.

COURTESY BOAT INSPECTIONS

- 4 launch sites covered
- Mostly weekends and holidays, with some Thursday and Friday coverage, especially at Crescent at request of (and with added financial support) Crescent Lake Watershed Association (CLWA)
- 9 paid staff and 2 volunteers
- 1516 hours coverage
- 4937 inspections completed
- Panther, Crescent, and Thomas associations contribute funding support
- All of the ramps saw marked increases in boat traffic in 2020, probably because of the need for people to get outdoors during the COVID restrictions



101 Portland Road
Bridgton, ME 04009
(207) 647-3472
FAX: (207) 647-8372
www.mainelakeschamber.com
officemanager@mainelakeschamber.com

December 14, 2020

Town of Raymond
Sue Look, Town Clerk
401 Webb Mills Road
Raymond, ME 04071

Dear Sue,

The Greater Bridgton Lakes Region Chamber of Commerce would like to graciously request that the Town of Raymond become a Chamber supporter for the upcoming fiscal year for the municipal rate of \$250. We advocate on behalf of the business community, and we act as a welcoming committee to help promote, develop and maintain a pro-business community.

I would like to stress that the Chamber utilizes this stipend to promote the Town of Raymond, and presents the town as a premiere Visitor's Destination year round. Our request for the funds is to cover our operating expenses that have increased, and the effect that the Coronavirus pandemic has had on our chamber operations. The only event we were able to hold in 2020 was our Winter Carnival which happened in February; before the outbreak of the pandemic. We lost one full time staff member, and I was on furlough from May 8th to August 23rd. While out of the office, I continued to work as much as was needed to publish our weekly Chamber Chatter email letter to all members. This forwarded very important information (from the local and federal government) with updates on financial help and loans being offered to support our local businesses. I kept in contact with as many chamber members as possible, answering as many questions as I could to let them know that they were not forgotten. One of our biggest fundraisers, the Maine Lakes Brewfest, was also cancelled this past September, which brings in about 2700 attendees, and is a very important part of our budget to carry the operating expenses for the chamber. At our recent board meeting, after much discussion, we have decided that we need to cancel this year's Winter Carnival also.

Moving forward, with the new appearance of vaccinations, we are still planning a few events, knowing that we may have to run them differently than we have in the past, and also that there is a possibility that we may have to cancel last minute, depending on the state's regulations. Actively in the planning stages are monthly After Hour events at a local business, our Annual Award/Dinner, our Annual Charity Auction, which may end up being a partial virtual event, a possible Golf Tournament (like we have had in the past, and an event that a lot of chambers have been able to hold with regards to the "gathering" restrictions) and finally our Brewfest, the last Saturday in September. Again, this may have to be run totally different than it has in the past.

I continue to be very active with our Facebook page, sharing any posts from our members, which ultimately gains them a lot of exposure, and they are very happy with our efforts to "share away".

We are currently assembling our 2021 Area Guide, and although some have declined to advertise this year, the overall response has been a positive one, as well as our chamber membership renewals, another one of our budget's most important income sources.

Your support, indicates a respect for our organization's ability to use this stipend wisely. Our website, which shows each of the towns we service has a link to each town's website, including Raymond. On the homepage of the website is a slider of beautiful photos of the area, and on our website, we also have a video highlighting the community, and surrounding areas. Our weekly Chamber Chatter (emailed newsletter) also has a direct

link to the Town of Raymond's website. We are committed to providing our members superior service, personalized attention and support.

Support from our member towns is extremely important to stabilize our ability to promote our towns and we sincerely hope that the Town of Raymond will continue its support by granting our request.

Sincerely,



Sue Mercer, Executive Director

Serving the Towns of:

Bridgton Brownfield Casco Denmark Fryeburg Harrison Lovell Naples Raymond Sebago Stow Sweden Waterford



December 31, 2020

Don Willard, Town Manager
Town of Raymond
401 Webbs Mills Road
Raymond, ME 04071

Re: FY 2021 – 2022 Lakes Region Explorer Appropriation Request

Dear Mr. Willard:

I am writing to request financial support in the amount of \$8,500 from each of the five towns along Route 302 serviced by RTP's Lake Region Explorer, namely: Bridgton, Naples, Casco, Raymond and Windham. I have included an overview of our bus service including ridership figures and operating budget.

Please consider this funding request separately from RTP's annual funding request to supplement our demand/response and shopper shuttle transportation in your community.

Please do not hesitate to contact me should you have any questions or wish to discuss our funding request. Thank-you very much for your consideration.

Sincerely,

Jack DeBeradinis
Executive Director



To: Town Managers: Robert Peabody, Bridgton; John Hawley, Naples;
Interim Manager Don Gerrish, Casco; Don Willard, Raymond; Barry Tibbetts, Windham
From: Jack De Beradinis, Executive Director, Regional Transportation Program (RTP)
Date: December 30, 2020

Re: Funding Request for Lakes Region Explorer Fiscal Year 7/1/2021 - 6/30/2022

I am writing to request financial support in the amount of \$8,500 from each of the five towns along Route 302 served by RTP’s Lakes Region Explorer, namely: Bridgton, Naples, Casco, Raymond and Windham. I hope you will notice that the requested amount this year remains \$1,156 less than the previous annual requests of \$9,656 charged prior to FY 2018. We recognize that every dollar in a town’s budget is precious, and we believe we can continue to provide the same level of service with the reduced amount.



When each towns’ contribution are combined, the \$42,500 in local match accounts for roughly 26% of the service’s annual expenses and leverages \$91,375 in federal funding.

The Corona virus pandemic has dramatically reduced our ridership. In FY 19, we completed nearly 10,500 trips, but with COVID restrictions in place, we’re running at about 60% of our historical numbers. We have two brand new buses in January 2020 and in October 2020. Both have a larger capacity: 24 passengers plus space for two wheelchair passengers. However, we have limited our seating to allow for social distancing on the bus. A touchless hand-sanitizer dispenser has been installed on board and the drivers distribute masks to any passenger who needs one. In recent months it appears our ridership is returning and we expect that to continue. The vehicles are cleaned and disinfected periodically throughout the day.

The Explorer service includes a smart phone app (Ride Systems) for real-time tracking the location of the Explorer from any smart phone. And passengers can sign up for text message alerts too. Of course, our new buses still have passenger Wi-fi and a bike rack. Each year we provide free transportation for residents and tourists to the Maine Blues Festival. Now, Explorer tickets and passes can be purchased on the RTP website: RTPrides.org.

Finally, based on requests from town officials and riders, RTP has added seasonal Saturday service between Memorial Day and Labor Day. Even in the pandemic, this was a very popular service. We will provide this service again in 2021.



Background

Since December 2013, this public bus service has been made possible through the efforts and support of many individuals, businesses, and governmental entities working closely with RTP. Our key partners in this endeavor include the five towns named above, the Federal Transit Administration, the Department of Energy, MaineDOT, GPCOG, the Opportunity Alliance, Cumberland County, the Community Transportation Association of America, the Bridgton and Sebago Lakes Region Chambers of Commerce, the Bridgton News and the Lakes Region Weekly.

The Lakes Region Explorer provides four round trips from 6:00 AM to 10:15 PM between Bridgton and Portland each weekday with connections to the Metro bus system. In addition to scheduled stops in each town, the drivers make a few extra pickups and drop-offs along the way if it is safe and does not cause the bus to run behind schedule. Our bus has a lift to accommodate people using wheelchairs, it has a front mounted bike rack with space for two bikes, and a free Wi-Fi connection.

The Lakes Region Explorer provides low-cost public transportation to and from many key destinations between Bridgton and Portland, and serves to enhance aspects of the region's economic and community development. Connectivity in rural areas is key for those who need access to essential services or other life pursuits but are dependent on public transportation for reasons of cost, age, or disability. For those who cannot afford the fare, RTP provides a limited number of free passes through its RTP Cares program.

Budget

This year's budget indicates total revenues of \$158,875, with 26% (or \$42,500) coming from the five towns served. RTP funds the shortfall with a federal grant and fare revenues. Total expenses amounting to \$158,875 relate to staffing and the operation of the Explorer and its backup bus.

As indicated in last year's funding request, RTP is a small, nonprofit agency that continues to struggle with its own financial issues to provide transportation to the disabled, elderly, and low-income residents of Cumberland County. We remain dependent on the five towns served by the Explorer to make their individual contribution of \$8,500.

Thank you for helping us serve your town and region.

Sincerely,

Jack De Beradinis, Executive Director
Regional Transportation Program
127 St. John Street
Portland, Maine 04102

Tel: 207-774-2666 ext. 7513
Email: jackd@rtprides.org



Real-Time Tracking



RideSystems provides a free rider app to locate exactly where the bus is on the route and receive an accurate estimate for arrival at each stop. The app is free to anyone who wishes to download it onto their smart phone.

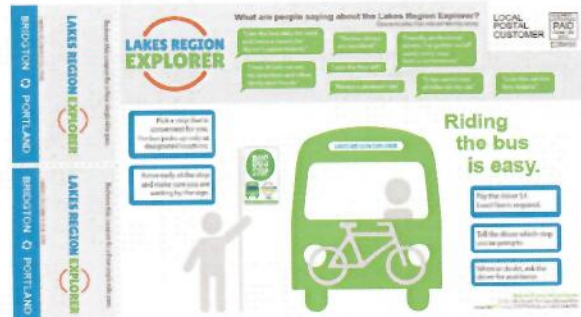
Since the bus makes four daily roundtrips along Route 302, where weather conditions, accidents, construction, and general congestion are a frequent occurrence, this service has been useful and reassuring for our riders. For those who do not have smart phones, we are still using the Text Alert service as well. (Whenever the bus is running over 15 minutes late, those who have subscribed to the service receive a text notification). Together, these technologies will substantially enhance convenience and usability of the service.

Direct Mailer

Advertising Campaign

With help from GPCOG staff, RTP embarked on an ambitious direct mailer advertising campaign in the fall of 2018. The mailer, shown to the right, included basic information on how to ride the bus, a map of stop locations, the timetable, and two free passes.

The advertisement was mailed to over 10,000 households in the Lakes Region communities served by the bus. Anecdotally, we have heard it was a big success in raising awareness for the service, as well as attracting new riders.



Front Page



Back Page



Maine Blues Festival

For the last several years, RTP has provided free rides on the Lakes Region Explorer to and from the Maine Blues Festival in Naples. To bring more people to the event, RTP operates two vehicles on this day – a van that circulates between Bridgton and Naples every half hour, and the Lakes Region Explorer bus which makes several longer trips from Portland to Naples and back.

RTP operates these runs on the Saturday of the festival between 3pm and 11pm. The service is provided at no charge to the event organizers or the Town of Naples. We feel free transportation to the Blues Festival can attract more people to the event and the region, help with congestion on its busiest day, and reduce the prevalence of drinking and driving.

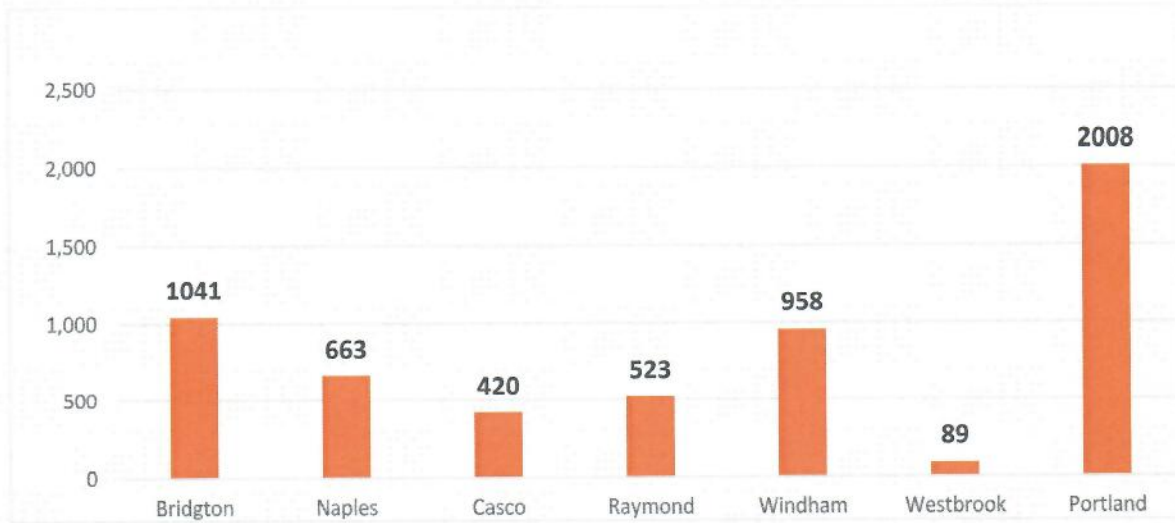
Even though the Festival was cancelled in 2020 because of the pandemic, RTP has not waived in its support of the community. When the Festival returns, RTP and the Lakes Region Explorer will be there to transport residents and guests free of charge!



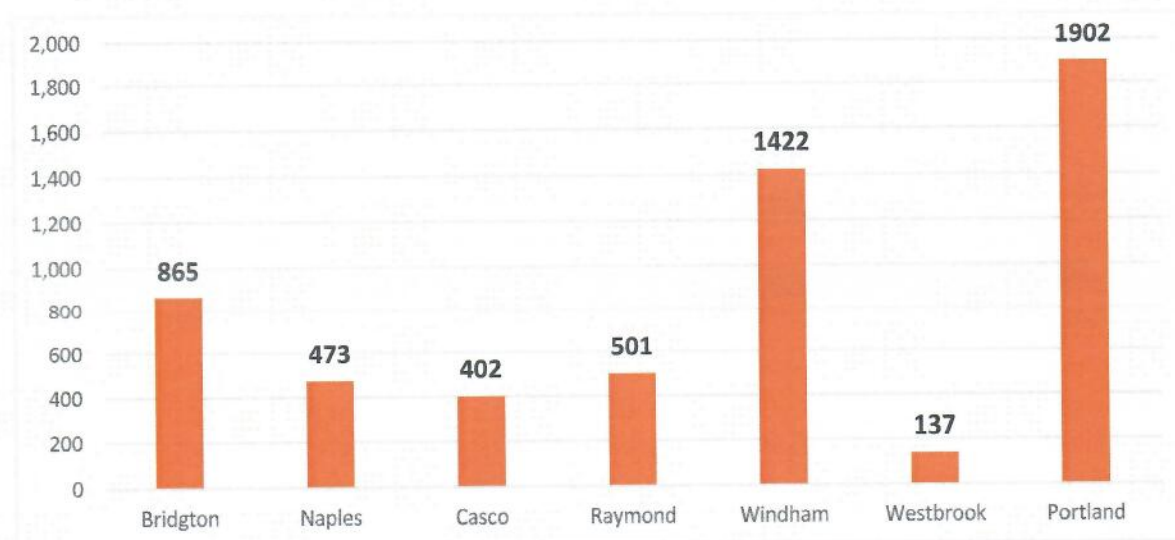
Maine Blues Fest, Naples © EMImages

Ridership Figures

Boardings by Town
(October – 2019 to September - 2020)



Returns by Town
(October – 2019 to September - 2020)



Ridership Figures

Total Boardings by Town (October – 2019 to September – 2020)

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Bridgton	216	115	99	122	101	84	0	0	67	52	84	101	1,041
Naples	72	67	74	127	79	75	0	0	28	41	47	53	663
Casco	61	47	60	65	55	57	0	0	9	19	20	27	420
Raymond	79	73	48	50	53	45	0	0	28	32	48	67	523
Windham	191	108	89	106	86	71	0	0	57	58	83	109	958
Westbrook	28	5	10	5	0	1	0	0	4	18	7	11	89
Portland	389	280	205	277	217	138	0	0	78	103	150	171	2,008
Total	1,036	695	585	752	591	471	0	0	271	323	439	539	5,702

Total Returns by Town (October – 2019 to September - 2020)

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Totals
Bridgton	176	96	93	140	80	68	0	0	38	42	60	72	865
Naples	67	56	49	64	47	27	0	0	21	31	56	55	473
Casco	49	39	48	61	65	51	0	0	9	22	24	34	402
Raymond	73	69	36	45	41	43	0	0	34	42	49	69	501
Windham	245	173	164	169	136	115	0	0	90	84	115	131	1,422
Westbrook	34	9	13	7	5	6	0	0	4	12	13	34	137
Portland	392	253	182	266	217	161	0	0	75	90	122	144	1,902
Total	1,036	695	585	752	591	471	0	0	271	323	439	539	5,702

Lakes Region Explorer Budget (7/1/2021 - 6/30/2022)

Operational Support and Revenue

RTP applies FTA 5311 rural funds	91,375
Contribution from 5 towns (\$8,500 per town)	42,500
Farebox revenues	25,000
Total Operational Support and Revenue	158,875

Operational Expense

LRE Driver hours per week	78
Weeks per year	52
Total Annual Hours	4,056
Drivers Rate of Pay	17.77
Total Driver Wages	72,070

Administrative Wages (3% of 222,558)	6,677
Dispatch Wages (3% of 272,098)	8,163
Maintenance Wages (3% of 96,697)	2,901
Fica (7.65%)	6,870
Uniforms (3 drivers)	750
Workers' Comp - (72,070/ 100 x \$5.16)	3,719
Unemployment	810
Bus WIFI	480
Real-time GPS and text alerts	3,200
Advertising/Publications	4,000

Miles Weekly (40 miles x 8 trips x 5 days)	1,600
Weeks per year	52
Total miles per year	83,200

Total Miles (discounted to 95% for holidays/weather)	79,040
Average Miles per gallon	8.5
Gallons Required	9,299
Diesel Price per Gallon (Net of fuel tax)	2.66
Total Fuel Expense	24,735

Estimated Vehicle Maintenance (parts/towing)	6,500
Greater Portland Council of Governments (on site support for program development, presentations, etc.)	18,000
Total Operational Expense	158,875

Through These DOORS

Domestic Violence Resources & Advocacy

P.O. Box 704
Portland, ME 04104
Phone: (207) 767-4952
Fax: (207) 767-8109
Email: info@throughthesedoors.org
www.throughthesedoors.org

Town of Raymond
Attn: Mr. Don Willard, Town Manager
401 Webbs Mills Rd.
Raymond, ME 04072

Dear Mr. Willard,

Thank you for considering our request for funding from the Town of Raymond.

Despite the challenges of 2020, Through These Doors has continued to provide advocacy and support services to victims and survivors of domestic violence. COVID-19 has had a significant impact on the safety of survivors of domestic violence and the need for our specialized services is critical. Although our model of services looks different in an effort to keep survivors and staff healthy and safe, our core work remains the same.

In fiscal year 2020, TTD assisted 2,641 of your friends, family, and neighbors in our work supporting victims and survivors of domestic and sexual violence in Cumberland County. We responded to 2,407 helpline calls in which staff and volunteers provided critical support, resources, and safety planning to survivors of domestic and sexual violence. Ninety individuals including 29 children received emergency shelter services, finding safety from violence occurring in their homes. TTD advocates facilitated 4,036 face to face contacts with victims and survivors of domestic violence seeking advocacy and support. In addition to our direct support services, we work in both the local schools and the community to provide education and awareness opportunities.

At the core of our services is safety and advocacy. Survivors shared the following quotes about our services this past year:

"The most important goal I accomplished was learning how to love myself, respect myself, and I learned how to become independent and strong for my children!"

"With the help of Through These Doors, I left an abusive relationship, I started going to school and I became a stronger and more confident person. My children and I were able to safely move away and be comfortable and happy. Without this program, I would not have been able to leave my abusive partner."

On a local level, last year 30 of the people we served identified Raymond as their home. Your neighbors and friends experiencing violence and abuse have access to our wide array of services including a 24-hour hotline, emergency shelter, support groups and prevention education all at no cost. We hope that you will support us by allocating funding to Through These Doors in your upcoming budget. We appreciate your ongoing support.

Sincerely,


Rebecca Hobbs, Executive Director

21-22 Budget / CIP

January 28, 2021

The Raymond Fire & Rescue Department provides 24/7 emergency response services including Emergency Medical Advanced Life Support, Fire Suppression, Technical Rescue to our community. We also provide non emergent services including education programs, inspections, risk reduction, planning, maintenance and testing of equipment, health services, and emergency management services to the community. We are required to meet strict reporting, equipment testing, educational and health standards. Each year we meet the needs with fewer people to do the job. Adequate staffing continues to be our biggest stressor. To cover the town 24/7, it takes four shifts of full-time employees working an average of 42 hours each per week. Our minimum staff is two employees at the station ready to respond, supplemented by administration, per-diem and call company staff. This past year our call volume increased 15% despite very few emergency calls in March and April when the pandemic hit, folks hunkered down and were scared to go to the hospitals. This past year was particularly hard on call company staffing, seven call company members with a combined experience of over 90 years. Two of the seven left due to significant medical issues, four could not meet JPRs Job Performance Requirements and or simply retired, and one officer moved out of town.

We currently have one full-time paramedic /FF vacancy and one FF/EMT vacancy, and we have ten call members who actively take time on the schedule. Our out of town per-diems and three live-in students to work with our full-time staff to fill the gaps. On our monthly schedule we have 30 on-call day shifts and 90 night time shifts for call company members responding from home. Due to low staffing, we currently are unable to fill up to 30 shifts a month and have used the years allocation of overtime in the first six months of the year to provide coverage. Due to the pandemic, with the fear of taking home the virus to their family and the weight on the body of wearing PPE members are admittedly getting stressed. With this budget we are recommending the addition of one benefit package to fill the full-time vacant positions to meet the minimum staffing level of two working 24/7 at the station. This past Saturday we were called for five medical incidents and needed to call out of town resources twice to cover the calls due to limited staff. We are a small town without the city call volume so we will attract employees who are just starting out or who are looking for a slower pace. In consideration of the above, the national issue of decreasing volunteer (call) staff, I would ask the board to support the cost of a staffing study to help us solve the manpower issue.

The COVID pandemic has changed the world for all of us. In public safety it has closed in person training, increased demands for supplies and PPE which results in increased cost, increased disinfecting policies and many hours spent learning about this virus, and several exposures causing quarantine and a need to fill those shifts with overtime. Daily health screenings are done to keep crews healthy and not spread any illness which would impact our ability to provide services. It has become difficult to attract / recruit new members wanting to work in a first responders' position in the time of a pandemic. Even if they did join, we are not able to provide basic training for them the State has closed all certification classes, hands on training creates the need to work closely in teams, guidelines do not allow this training. Those in courses when the pandemic hit still struggle to complete them. With an aging community we are challenged to recruit new members. Pay and benefit issues affect us as we compete for the limited pool of paramedics available in the State and region. A welcoming, safe, inclusive environment is not enough with all the competition we experience.

The following are budget adjustments needed and some reductions influenced by the pandemic.

*The supplies RX #6064 account were necessary because prices of medical supplies going crazy. An example, medical gloves which we purchased for \$9.00 a box last year now cost up to \$19 a box. When we order materials through federal surplus, we receive a small fraction of the items needed. Some emergency medications have tripled in cost.

*The largest adjustment is the pay account, we should adjust the payroll line to account for predicted overtime if we do not fill the fulltime position, consideration of the accrued benefits like sick leave vacation and personal time which we must cover shifts, the wage increases made this year from the merit pool, and the union contract.

*We made a one-year reduction in the training account by \$3000, this is due to COVID-19 restrictions on training which will limit the ability to provide major courses for much of the upcoming year.

* SCBAs have been increased because of increased cost for annual required testing and age causing more repairs to be needed.

*In the CIP budget, we will keep the \$75,000 yearly appropriation to fund the ambulances and will be proposing in the 2023 budget to purchase one new rescue pumper to replace two vehicles. We seek to replace the Tahoe Chief's vehicle, with funds from our current CIP. It is in good shape and would be re-allocated to the Deputy Chief/Health Officer. It is a more useable efficient vehicle for a command officer and would return the heavy-duty pickup truck currently used daily by the Deputy Chief to the originally planned role. The pickup will be located at East station where is it ready to tow one of our trailers or be a response vehicle for traffic control, and power line incidents which require lights and cones to render public safety.

A solution to staffing issues may be to hire a staffing study to explore the towns needs and options for future staffing. We planned on an annual call member recruitment drive, but this has been impacted by Covid-19. Recruitment is often impacted by many issues, our impacts include aging population, national research explains that people are very busy in their lives and vested in families, careers often leaving them with little time to give despite their wanting to help. Retention is impacted by the time members need to invest and no reimbursement programs for expensive advanced course and certification work, higher rates of pay in competing communities, and better benefit packages are also items we experience. We continue to employ regional approaches we work together with area departments to help provide command staff for all major incidents and staffing to assist on each other's scenes. We meet frequently to discuss strategies and department direction including major grant potentials.

We feel that this is a budget built with the reality of the Pandemic in terms of increases and even some temporary decreases. We are happy to report despite needed payroll and contracted dispatch increase of 3% we worked hard and were able to come close holding the line.

Thank You

Bruce D Tupper

Initial Request Worksheet
Expense

Account	Current Budget	Budget Request
Dept/Div: 20-6000 PS / Fire Depart		
1000 Salaries	665,016.00	\$ 687,500.00
3005 Contracts	11,000.00	\$ 11,000.00
3105 Dispatch	33,581.00	\$ 34,588.00
3175 H & S	9,000.00	\$ 9,000.00
3230 Travel & Tr	17,500.00	\$ 14,500.00
3235 Dues & Publi	3,000.00	\$ 3,000.00
4005 Building	15,000.00	\$ 14,000.00
4020 Vehicle	37,000.00	\$ 38,000.00
4060 FF Equipment	5,500.00	\$ 5,500.00
4065 Radios	11,800.00	\$ 11,800.00
6015 Uniforms	6,500.00	\$ 6,500.00
6020 Gas/Diesel	14,000.00	\$ 14,500.00
6061 SCBA	6,000.00	\$ 7,000.00
6062 Fire Prev	1,600.00	\$ 1,800.00
6063 Supplies Ops	13,000.00	\$ 12,000.00
6064 Supplies RX	16,000.00	\$ 18,000.00
6065 Turnout	15,520.00	\$ 13,500.00
7005 Heating	12,000.00	\$ 12,000.00
7025 Utilities	28,000.00	\$ 27,000.00
9005 Equipment	6,800.00	\$ 6,800.00
Fire Depart	927,817.00	\$ 947,988.00

CIP RAYMOND FIRE RESCUE

Apparatus	Make / Year	Expected Replacement Date	Purchased from:	Price Paid	Replacement Cost- Today	2021-22	2022-23	2023-24	2024-25
Rescue 1	2014 Ford E450	23/24	PL Custom New	170,000.00	250,000.00			X 250,000.00	
Rescue 2	2018 Braun	2024	PL Custom New	223,758.00	250,000.00				
Engine 1	2004 E-1 Typhoon	2028	Demo used	375,000.00	650,000.00				
Engine 2	2015 Pierce	2035	Pierce New	324,000.00	500,000.00				
Tank 1	1997 International	2026	Demo- Used	220,000.00	350,000.00				
Tank 2	2018 Freightliner	2043	MetalFab Grant	300,000.00	350,000.00				
Utility 7	2003 Ford 550	2023 See note below	Demo	112,813.00	275,000.00		X See Below		
Squad 8	1999 Freightliner	22-23 Combine with U-7 into 1 unit	EVI Rescue Used	46,000.00	455,000.00		X See Below		
Marine 1	28' Ambar	2033	State Surplus Used	14,132.00	280,000.00				
Marine 2	19" Whaler- 70 HP		State Surplus Used	600.00	22,000.00				
Service Truck 2	2015 Chevy 1/2 ton	traded with DPW/Parks Dept	Quirk New	29,000.00	xxxxxxx				
Unit 10	2015 Chevy Tahoe	2030	Quirk Augusta New	34,000.00	50,000.00				
Utility 5 (ST1)	2016 Chevy 3/4 ton	TBD	DPW Used	30,000.00	38,000.00				
ATV	2013 Polaris		Rochester Motor New	7,475.00	7,500.00				
Forestry Trailer	2012 Tailwind		Lee's Family, Used	5,000.00	12,000.00				
Service 2	2015 ford 3/4 ton		DPW used		50,000.00				
Ford Explorer	New pproposed 2021	2031	New take from CIP funds	47,000.00		X 47,000.00			

CIP Required

\$47,000.00 \$665,000.00 \$250,000.00

add 3% per calendar year for apparatus costs

Budget request for 21-22

8100-1000 Salaries – up \$22,800

I would like to add one Employee to my winter operations this person would work for parks for the summer helping with facility maintenance and Tssal top park, the salaries would be split with parks and PWD

8100-3145 Road striping- up \$2,000

Striping has increased in unit price and I have added 3.5 miles of road

8100-6082 street Signs – up \$500

increased cost in products

8100-7025 Utilities- up \$1,000

I have added heat to the office trailer at the salt shed for winter operations

8200-MSW/Recycling

I am in the possess of renegotiating a contract with Pine tree wast at this time

I would like to have \$51,500 for a place holder at this time.

90-1500 CIP

1500-9030 Paving-up \$50,000

I have added \$50,000 to paving to cover unknown increased in the coming year, we also are putting all the paving budget in to a grant match this construction season on the Main ST sidewalk project adding to this line will allow the PWD to continue on with maintenance and prep the next road paving project planed for the season of 2023.

The Mowing contract witch is spread out in several different lines in the budget

(TIF,Cemetery,PWD,and town hall) is also being reviewed with IDS at this time, I am hoping for no more than a 2% increase on that contract.

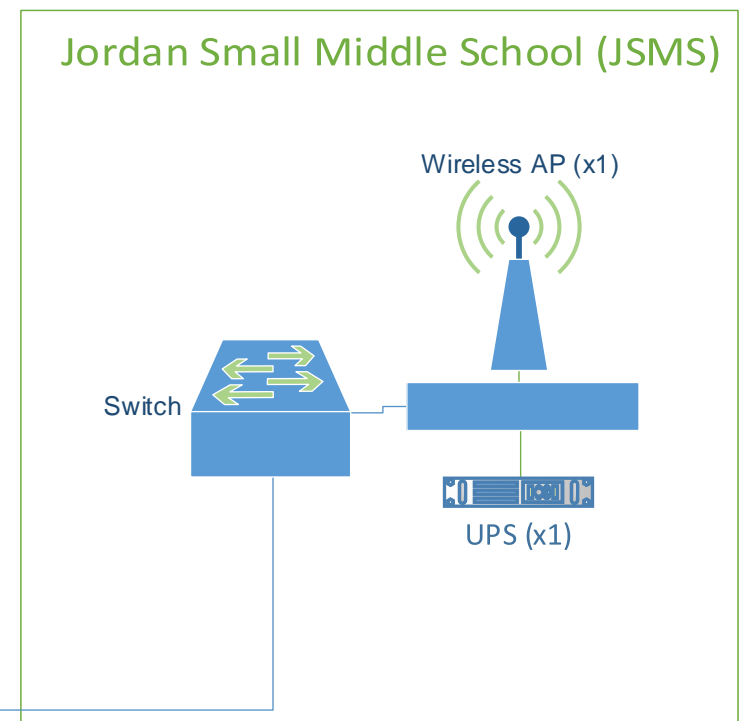
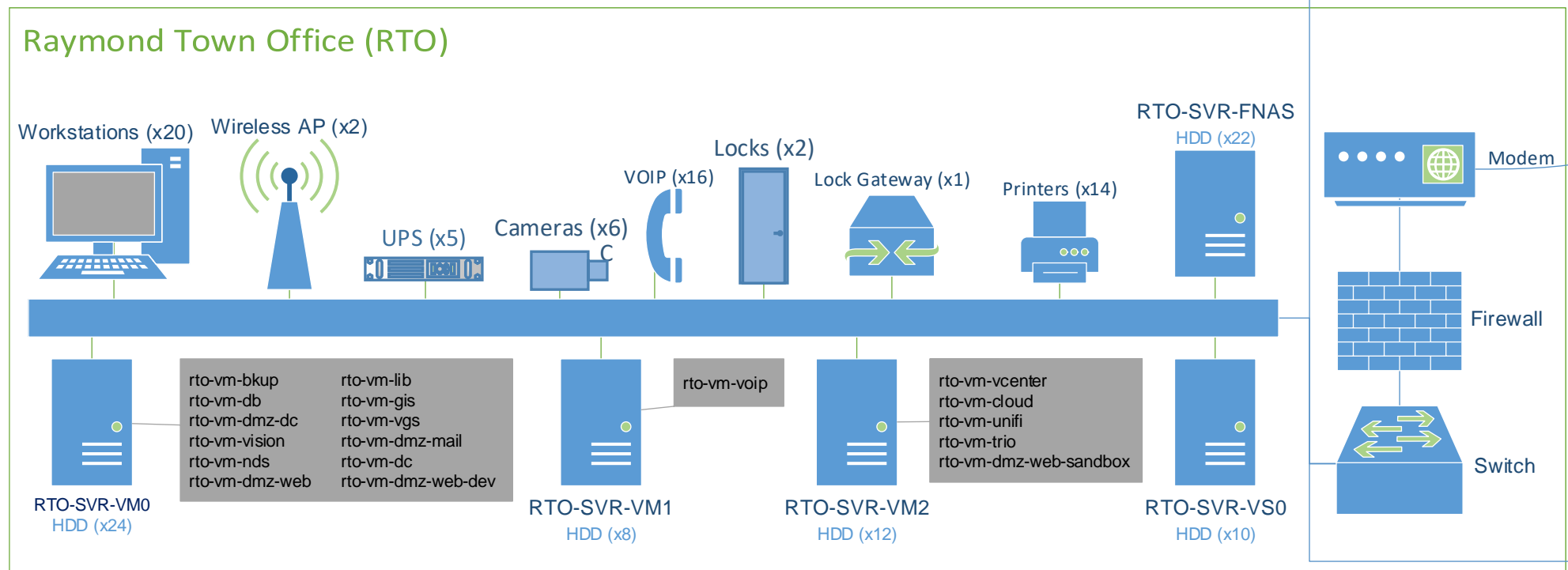
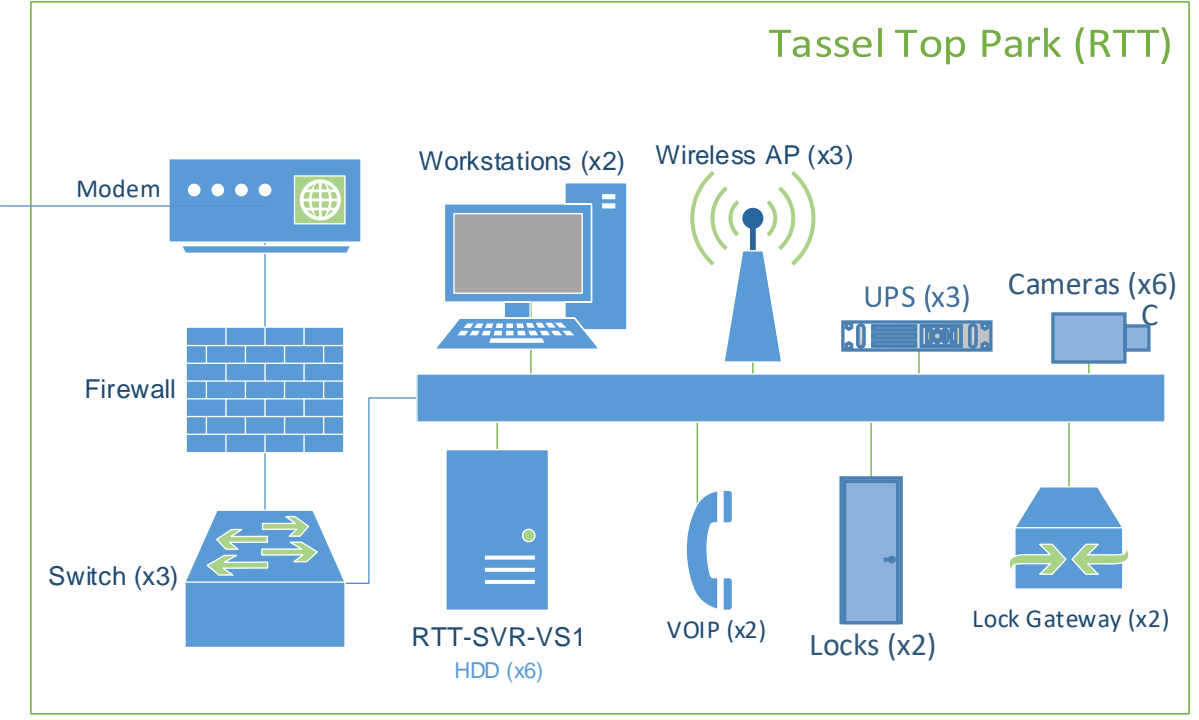
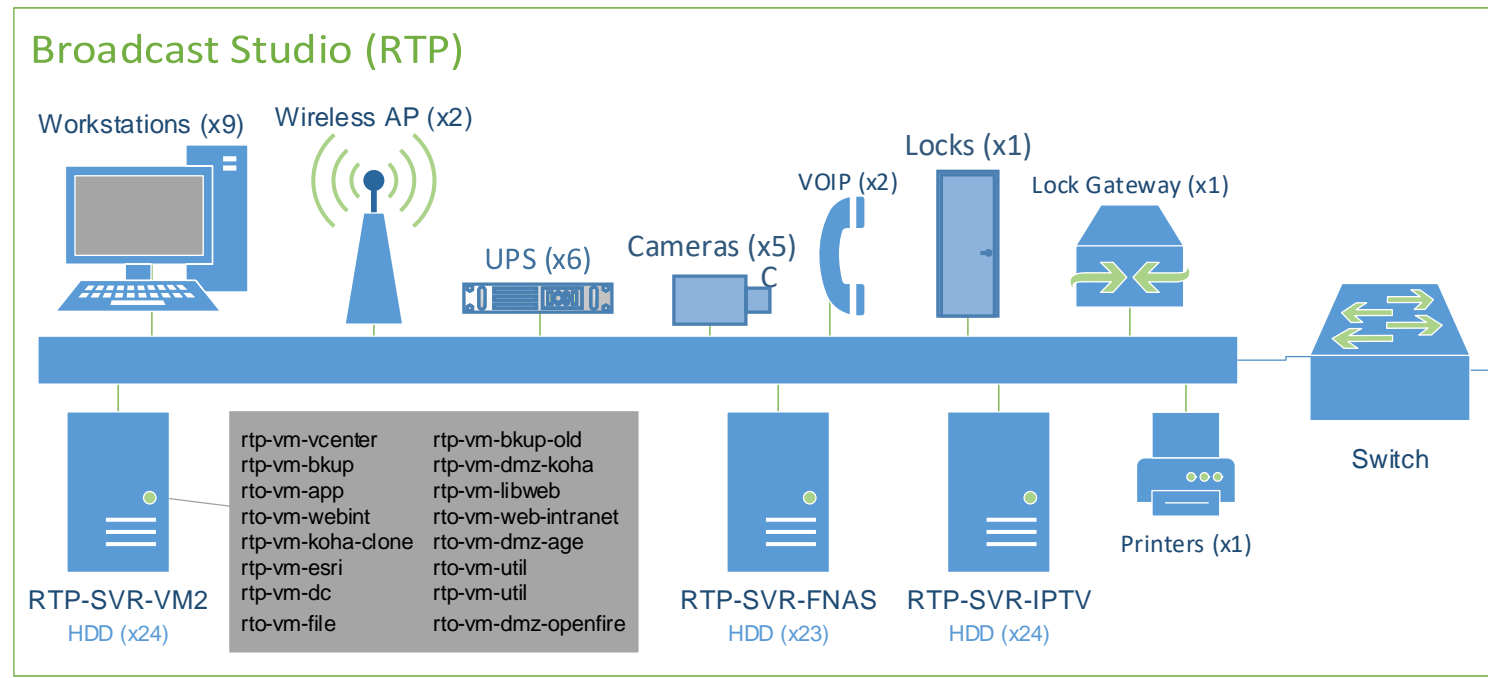
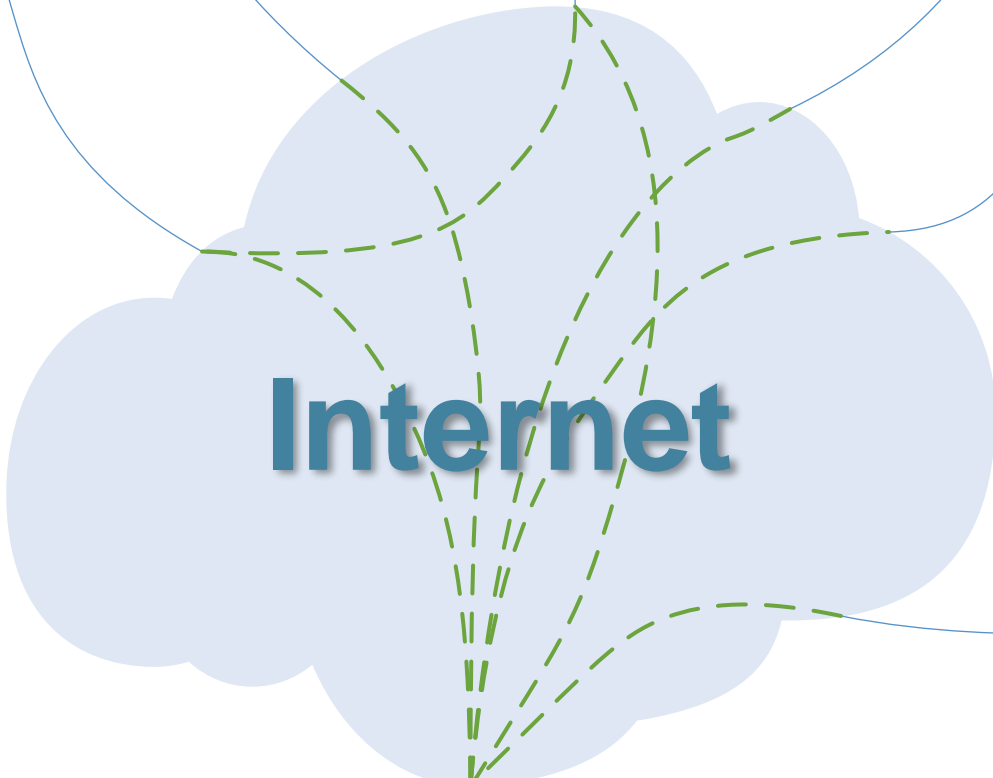
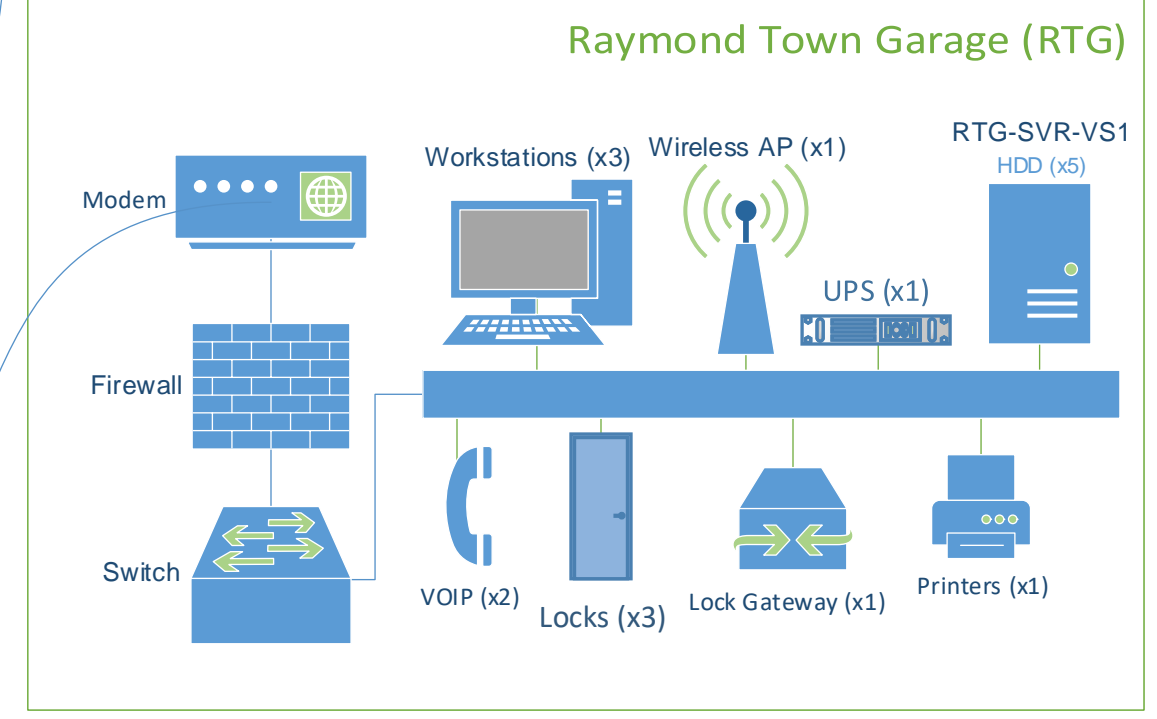
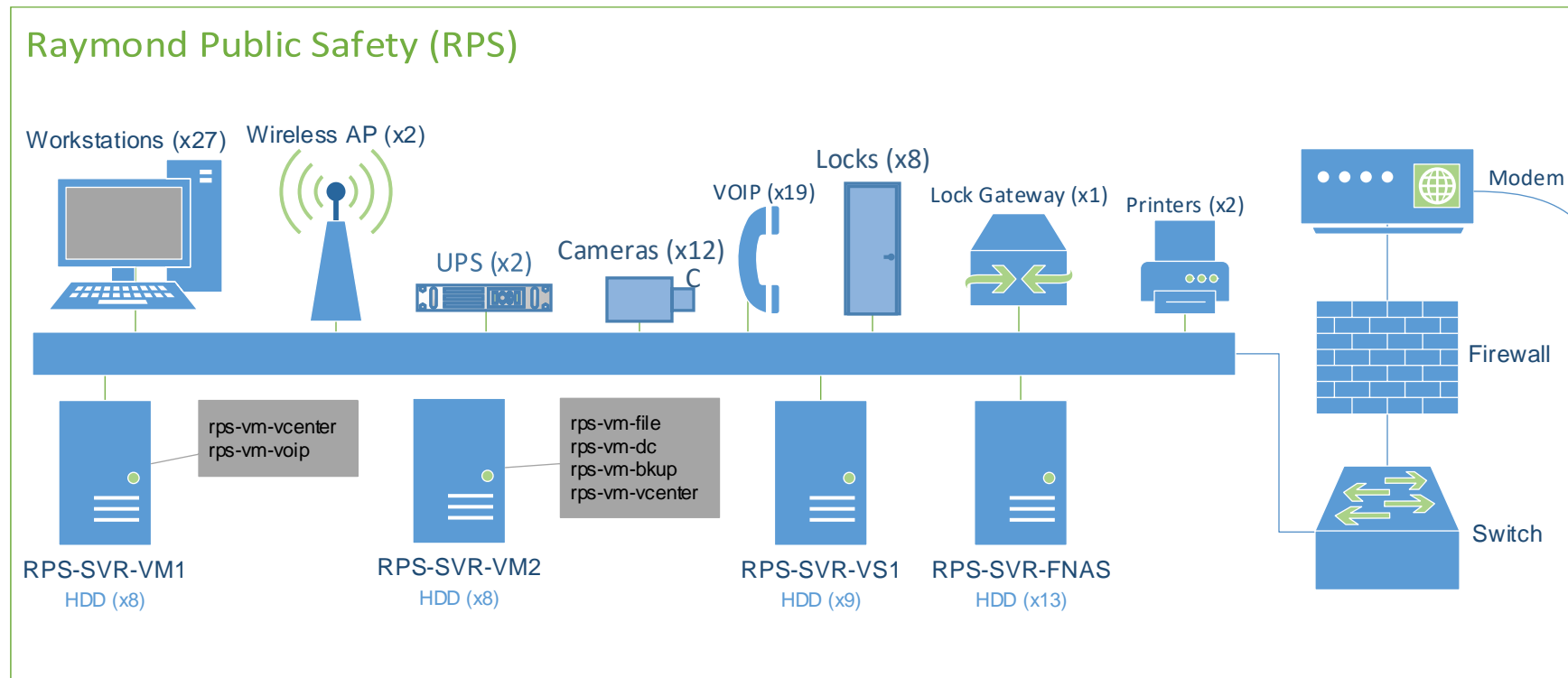
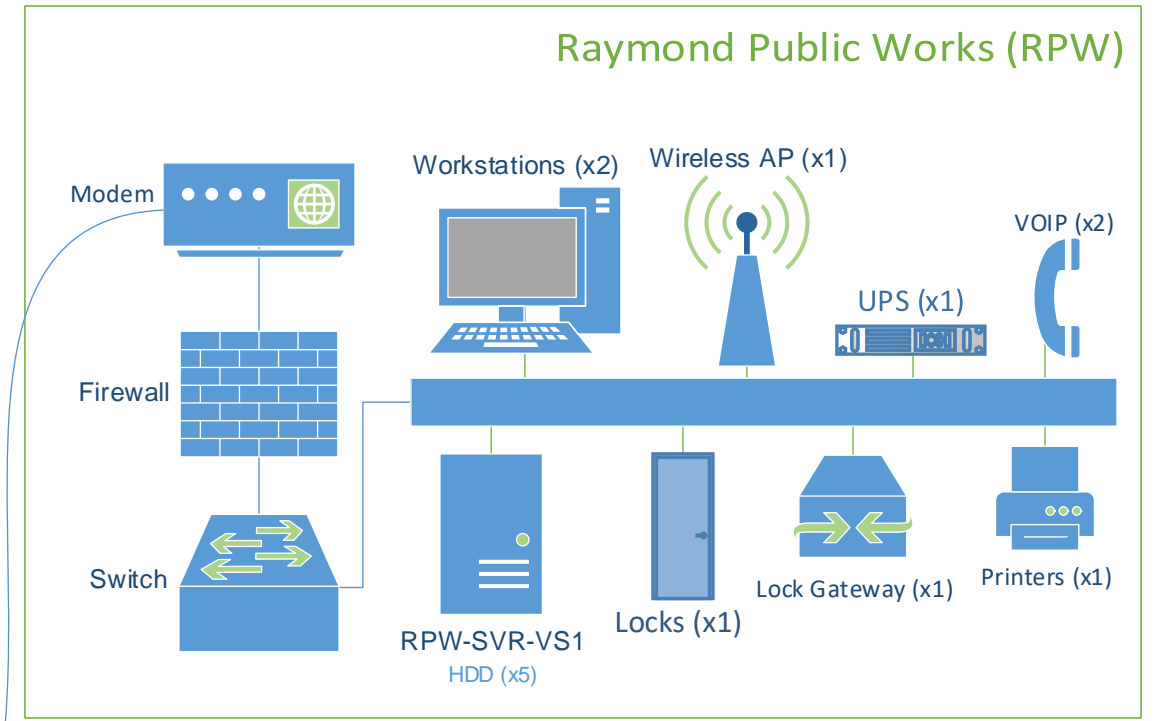
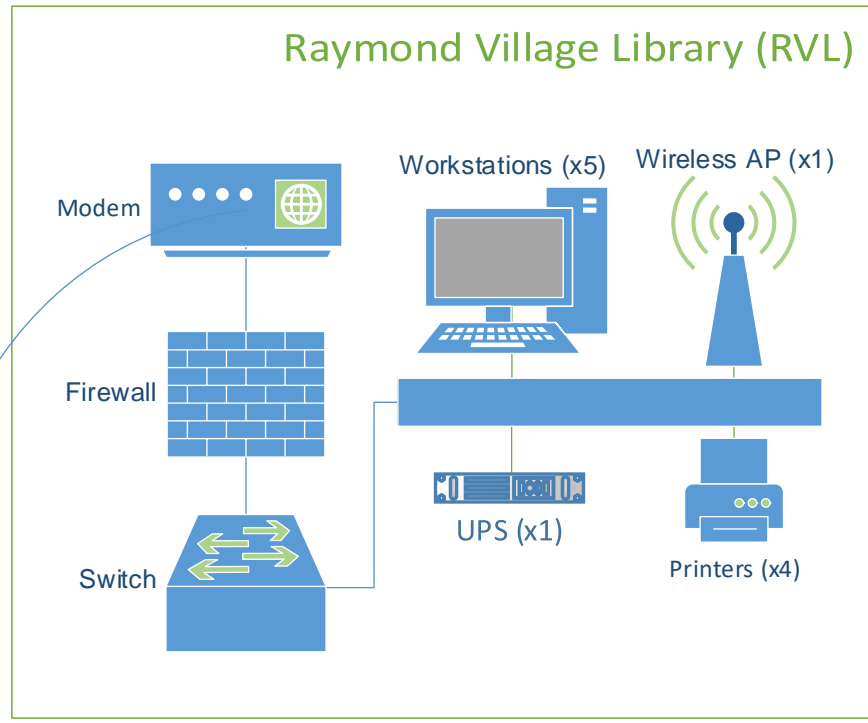
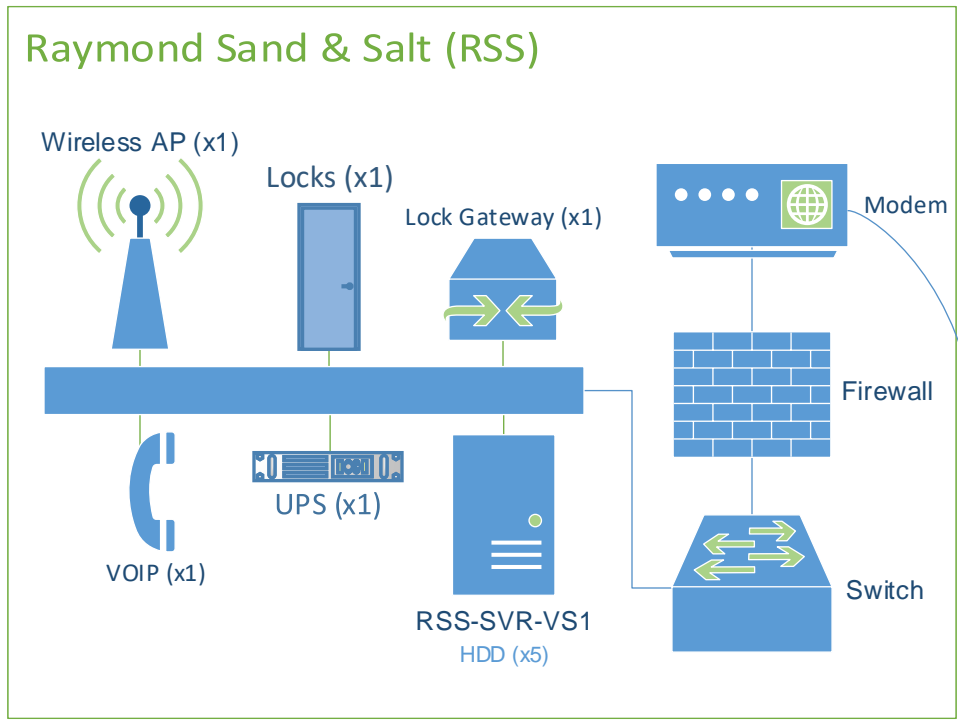
The rest of the Public Works budget looks OK at this time I will be updating my CIP equipment schedule and the paving schedule.

Thanks

Nate

Town of Raymond

Municipal Network



Thursday, January 14, 2021
Woodbrey Consulting Inc

Device Totals:	
Workstation Total:	68
Server Total:	16
Virtual Machine total:	40
HDD Total:	206
Switch Total:	11
Modem Total:	7
Firewall Total:	7
Networked/Rackmount UPS Total:	21
Security Camera Total:	29
Printer Total:	23
Wireless Door Lock Module Total:	7
Wireless Door Lock Total:	18
VOIP Phones Total:	44
Wireless Access Points	14

Technology Services Accounts

9052 Infrastructure Server Hardware \$14,000

- **Server Hardware Upgrades/Maintenance**
 - Physical Servers (15)
 - Network Attached Storage Servers (3)
 - Network Video Recorder Security Servers (6)
 - Virtual Machine Host Servers (6)
- **Disk Drive Replacement**
 - Server Hard Drives and SSD's (206)
- **UPS Replacements & Batteries**
 - Server Class UPS's (18)

3220 Infrastructure Server Software \$20,000

- **Backup/Archive Software**
 - VM backup software
 - VM Servers (40)
 - Non-VM server backup software
 - Servers (7)
 - Endpoint PC backup software
 - Endpoint PC's (68)
- **E-mail Server Software**
 - E-mail server
 - E-mail anti-malware
 - E-mail archive
- **Security Software**
 - Anti-malware
 - Servers (47)
 - Endpoint PC's (68)
 - DNS protection

- 47 Servers
 - 68 Endpoint PC's
- Security awareness training
 - 82 People with secure network access
 - Town Office (17)
 - Public Safety (53)
 - Public Works (1)
 - Recreation (1)
 - Library (10)
- **Misc Management Software**
 - VOIP Server Commercial Modules
 - Zoom Video Conference Subscriptions (2)
- **Windows Server OS upgrades**
 - Windows Server 2016 ==> Windows Server 2019 (12)
 - TRIO Municipal Management Server
 - Mdaemon E-mail Server
 - Windows Domain Controllers (3)
 - Vision Assessing System
 - File/Print Servers (2)
 - Application Server
 - ESRI Assessing GIS Server
 - Utility Server
 - Library File/Print Server
- **VM Management Software**
 - VMware vCenter (3)
 - ESXi Hosts (6)
- **Application Server Software**
 - dbFront Database Application Server

9051 Infrastructure Network Hardware \$2,500

- **Network Hardware New/Upgrades/Maintenance/EOL Replacement**
 - Firewalls (7)
 - Managed/POE Switches (11)
 - Wireless Access Points (14)
 - Video Security Cameras (29)
 - Wireless Door Locks (18)
 - Wireless Door Lock Gateways (7)
 - 2FA Security Tokens (83)
 - Cat6 Patch Panels (10)
 - Full Size Network/Server Cabinets (5)
 - Wall Mount Network/Server Cabinets (7)
 - Cat6 Patch Cables
- **GPS Hardware**
 - Trimble GPS Handheld Data Collection Unit

3215 Infrastructure Network Software \$5,000

- **Security Software**
 - Firewall IDS database subscription
 - Video Security Server Management Software (6)
- **Network Management Software**
 - UPS Management Software
 - Firewall Management Software
 - 2FA Management Software
- **GPS Software**
 - Trimble GPS Data Collection PC Software

3005 Infrastructure Network Services \$13,400

- **Spectrum Fiber ISP Connection**
- **Domain Name Renewals**

9050 Department Hardware \$10,000

- **Workststion New/Upgrades/Maintenance/EOL Replacement**
 - 68 Endpoint PC's
 - UPS's and Surge Supressors
- **VOIP Phones New/Upgrades/Maintenance/EOL Replacement**
 - 50 VOIP Phones
- Omni Directional Microphone

3211 Department Software \$17,000

- **Microsoft Windows Server Client Access License (68)**
- **Document Management System**
- **Annual Software Subscription/Maintenance**
 - Microsoft Office 365 Subscriptions (50), Microsoft Visio
 - ESRI ArcGIS Engine (2) and ArcGIS GIS Server Workgroup Basic
 - AutoDesk AEC Collection Single-user Annual Subscription
 - Adobe Acrobat Pro DC (4), Adobe Illustrator, Adobe Indesign, Adobe Creative Cloud

3225 Department Network \$1,000

- **Network wiring supplies**
 - Cat6 Cable
 - Cat6 Patch Cables
 - Cat6 Jacks/Cover Plates

6050 IPTV Station \$13,000

- **Supplies**
 - DVD Labels
 - Archival DVD's
- **Annual Software Subscription/Maintenance**
 - Avmeda Marsis IPTV Station Management Software
 - VMIX Sturio Contoller Sftware
 - Audio Science Audio Interface

- Motu Virtual Audio Mixer Software
- **IPTV Station Hardware New/Upgrades/Maintenance/EOL Replacement**
 - IPTV Station Controller Server
 - IPTV Studio Controller Workstation
 - Motu Analog/Digital Audio Conversion (2)
 - Motu Network Switch
 - Managed Network POE Switch
 - Analog Microphones (25)
 - Wireless Microphone Controllers (3)
 - Wireless Micorphones (4)
 - Omni-Directional Microphone
 - Reel Mounted Heavy Duty Cat6 Patch Cables (6)
 - IP Video Cameras (5)
 - Speakers (5)
 - Tripods/Stands For All Devices
 - Cables For All Devices
 - Surge Supressors and Extension Cords

1000 Salaries \$7,500

Videographer Services

- Record, stream and manage the audio/video of Raymond Municpal Board and Committee meetings
- Produce municipal and community informational and promotional videos

3115 Salaries \$85,000

Technology Support Provider Services

- 7x24x365 One hour problem resolution response
- Video Surveillance System
- Wireless Entry System
- Street Light System
- VOIP Telephone Systems
- WAN and LAN Networks

- VM Servers: E-Mail Server, Website Server, File/Print Servers, Windows DC Servers Application Servers, Utility Servers
- Security, Backup, Disaster Recovery, Management and Integrity of all IT Hardware, Software and Data
- Monitoring, error/alert reporting and logging of all IT Hardware and Software Services.
- Researching, planning and implementing new technologies.
- Helpdesk for all IT services.
- Procurement, installation, configuration, maintenance and testing of: Servers, Workstations, Firewalls, Routers, Switches, WAP's and UPS's, Projectors, Printers, Plotters, Scanners, Racks/Cabinets, Cat6/Fiber Cable, Patch Panels, Jacks, Patch Cables and attached peripherals
- Website backend technical support including installation, configuration, maintenance and testing
- IPTV station technical support, station management and video processing of each meeting

9045 CIP Technology \$110,000

- **Fiber Network Infrastructure \$50,000**
Yearly addition to build CIP to the required level to install a fiber optic backbone connecting all municipal locations. This network backbone will provide the necessary bandwidth to support all Windows Domain services, local and offsite backups, security monitoring, single connection point to the internet, and intranet communications between municipal locations. This will also eliminate the monthly cost of 7 ISP connections.

Current Municipal sites include:

- Town Office
- IPTV Building
- Public Safety District 1
- Public Safety District 2
- Sheri-Gagnon Park
- Public Works Main Street
- Public Works Plains RoadLibrary
- Tassel Top Park.

The approximate distance is 9 miles with an estimated cost of \$45,000 per mile for the fiber installed to a patch panel at each location. Additional costs would be a router at each location, maintenance charges for the fiber network and a Verizon wireless backup at Public safety and the Town Office.

- **Two Factor Security Tokens \$5,000**
Two Factor Authentication for access to Raymond Municipal secure network. These will replace passwords with a hardware token and PIN to achieve a higher level of security.
- **Public Safety Server EOL (End of Life) Replacement \$10,000**
Server hardware that hosts the following Virtual Machine Servers: Windows Domain Controller, File/Print Server/VMware Backup Server, VMware vCenter Server and reserve resources for disaster recovery.
- **Network Attached Storage EOL Replacement at Public Safety Building \$15,000**
Server hardware that hosts the following Virtual Machine Servers: Windows Domain Controller, File/Print Server/VMware Backup Server, VMware vCenter Server and reserve resources for disaster recovery.
- **Network Attached Storage EOL Replacement at Town Office \$15,000**
Offsite backup for Public Safety and Town Office (IPTV Building) servers and workstations. Onsite backup for Town Office servers and workstations.
- **Network Attached Storage EOL Replacement at Broadcast Studio \$15,000**
Offsite backup for Town Office servers and workstations. Onsite backup for Town Office (IPTV Building) servers and workstations.

Cemetery Budget

	FY 2016-17				FY 2017-18				FY 2018-19		
	Budget	Actual	Difference	Notes	Budget	Actual	Difference	Notes	Budget	Actual	Difference
Maintenance											
- Elaine Walston	\$400.00	\$135.00	\$265.00		\$400.00	\$601.01	-\$201.01		\$400.00	\$294.18	\$105.82
- Richard Sanborn	\$300.00		\$300.00		\$300.00	\$105.00	\$195.00		\$300.00	\$0.00	\$300.00
- Stone Repair	\$2,000.00	\$1,631.00	\$369.00	Stone Repair & Cleaning for Riverside	\$2,000.00	\$1,800.00	\$200.00	Stone Repair for Raymond Hill	\$3,500.00	\$3,690.00	-\$190.00
- American Legion for Veteran's Flags	\$400.00	\$400.00	\$0.00		\$400.00		\$400.00	Paid from Community Development	\$400.00	\$400.00	\$0.00
- Supplies	\$100.00		\$100.00		\$100.00		\$100.00		\$100.00	\$245.00	-\$145.00
Mowing (Contract Services – IDS)	\$21,978.84	\$21,978.96	-\$0.12	\$1,831.58 per month	\$22,308.48	\$22,308.96	-\$0.48	\$1,859.04 per month	\$29,800.00	\$29,716.54	\$83.46
Pontem Software	\$585.00	\$405.00	\$180.00	Annual Maintenance	\$4,385.00	\$405.00	\$3,980.00	Annual Maintenance (did not buy GIS software)	\$845.00	\$405.00	\$440.00
Raymond Hill Cemetery – New Section	\$1,400.00		\$1,400.00	Excavating, Stumping & Cleanup	\$10,000.00	\$2,000.00	\$8,000.00	Grading, loam, seed, etc	\$8,000.00	\$8,000.00	\$0.00
Total	\$27,163.84	\$24,549.96	\$2,613.88		\$39,893.48	\$27,219.97	\$12,673.51		\$43,345.00	\$42,750.72	\$594.28

	FY 2019-20				FY 2020-21 - As of 01/20/21				FY 2021-22		
	Budget	Actual	Difference	Notes	Budget	Actual	Difference	Notes	Budget	Actual	Difference
Maintenance											
- Elaine Walston	\$400.00	\$45.00	\$355.00		Elaine Retired & Mountain Road Cemetery was added to the Mowing Contract						
- Richard Sanborn	\$300.00	\$200.00	\$100.00		\$300.00		\$300.00		\$300.00		\$300.00
- Stone Repair	\$3,500.00	\$3,500.00	\$0.00	Mountain Road & Begin Stone Repair in Raymond Village (Spring 2020)	\$3,500.00		\$3,500.00	Raymond Village Stone Repair (Spring 2021)	\$3,500.00		\$3,500.00
- American Legion for Veteran's Flags	\$400.00	\$400.00	\$0.00		\$400.00		\$400.00		\$400.00		\$400.00
- Supplies	\$100.00	\$5.93	\$94.07		\$100.00		\$100.00		\$100.00		\$100.00
Mowing (Contract Services – IDS)	\$30,098.00	\$31,142.11	-\$1,044.11	\$2,461.43 per month (1% increase per contract)	\$38,500.00	\$9,433.14	\$29,066.86	\$3,144.38 per month	\$39,500.00		\$39,500.00
Pontem Software	\$845.00	\$440.00	\$405.00	Annual Maintenance	\$845.00		\$845.00	Annual Maintenance	\$845.00		\$845.00
Raymond Hill Cemetery – New Section											
Total	\$35,643.00	\$35,733.04	-\$90.04		\$43,645.00	\$9,433.14	\$34,211.86		\$44,645.00	\$0.00	\$44,645.00



*Susan L Look
Raymond Town Clerk
401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742 x121*

January 20, 2021

TO: Don Willard – Town Manager

FROM: Sue Look – Town Clerk/Registrar

RE: **FY 2021-22 Budget Proposal for Elections, Cemeteries, and Front Office**

Attached please find budget details for Elections and Cemeteries for FY 2021-22.

Elections Budget:

- The budget is different than last year for the following reasons:
 - The wages for Election Workers continue to go up as Minimum Wage increases.
 - The November State Election will only be a referendum vote (if needed).

Cemetery Budget:

- I am requesting to continue investing \$3,500 per year for the repair of old stones. In 2020-21 the process of fixing the broken and leaning old stones in Raymond Village Cemetery. This work will continue in FY 2021-22.

Records Conservation:

- I am also requesting \$3,000 to continue the conservation and deacidification of our oldest permanent record books. They are hand-written in beautiful old script and by statute must be kept permanently. The ink has faded significantly and most are printed on paper that has become very brittle (the oldest is over 250 years old and printed on parchment!).

<u>Elections</u>	FY2016-17 Presidential		FY2017-18 Referendum		FY2018-19 Gubernatorial		FY2019-20 Referendum		FY2020-21 Presidential		FY2021-22 Referendum		Comments
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	As of 1-20-21	Budget	Actual	
<u>Conferences/Training</u>	\$400.00	\$206.70	\$400.00	\$425.52	\$300.00	\$133.88	\$450.00	\$130.00	\$450.00	\$0.00	\$450.00		
<u>Lease 2nd Voting Machine</u>	\$745.00	\$745.00	\$745.00	\$745.00	\$745.00	\$745.00	\$745.00	\$721.90	\$745.00		\$745.00		
<u>Election Supplies</u>													
Pens, paper, toner, voter cards, etc.	\$100.00	\$219.60	\$200.00	\$221.26	\$225.00	\$116.95	\$225.00	\$175.65	\$225.00	\$6,152.04	\$225.00		FY 20-21 - Bought Drop Box & Single Voting Booths & paid extra Election Workers with Grant \$7,029
<u>Registrar</u>													
Postage & Supplies	\$35.00	\$136.76	\$35.00	\$8.12	\$100.00	\$154.58	\$135.00	\$140.05	\$100.00	\$48.85	\$100.00		In 2019-20 we did mailings to attempt to clean up the voter list
<u>November Election</u>													
Training, Election Workers, Ballot Counters	\$1,338.75	\$633.78	\$697.50	\$544.50	\$1,060.00	\$1,017.50	\$1,023.00	\$398.75	\$1,458.00	\$1,374.00	\$1,130.00		
Voting Machine Programming (municipal only if needed)										\$400.31			
Print color ballots (municipal only if needed)				\$6.72						\$1,177.99			
Absentee Ballot Postage	\$284.00	\$198.31	\$142.00	\$69.09	\$142.00	\$187.31	\$71.00	\$42.90	\$225.00	\$752.25	\$225.00		FY 20-21 RSU Withdrawal Vote
Advertising	\$320.00	\$721.00	\$320.00	\$589.00	\$600.00	\$445.00	\$600.00	\$253.00	\$600.00	\$673.00	\$600.00		
Election Worker Meals	\$120.00	\$114.15	\$120.00	\$95.60	\$120.00	\$199.50	\$120.00	\$144.83	\$175.00	\$333.00	\$175.00		
<u>June Town Meeting & Election</u>													
Training, Election Workers, Ballot Counters	\$992.50	\$540.00	\$992.50	\$757.50	\$1,070.00	\$448.25	\$1,752.00		\$1,348.00		\$1,363.00		FY2019-20 Budget increased for potential 2020 Primary for Presidential
Voting Machine Programming (half reimbursed by RSU #14)	\$800.00	\$400.12	\$800.00	\$418.33	\$400.00		\$800.00	\$770.31	\$400.00		\$400.00		
Print color ballots (half reimbursed by RSU #14)	\$500.00	\$556.44	\$500.00	\$535.22	\$500.00		\$500.00	\$1,085.92	\$500.00		\$500.00		
Absentee Ballot Postage	\$142.00	\$35.47	\$142.00	\$17.14	\$142.00		\$142.00	\$210.90	\$142.00		\$142.00		
Advertising	\$320.00	\$865.00	\$320.00	\$908.00	\$450.00	\$661.00	\$320.00	\$523.15	\$600.00		\$600.00		
Election Worker Meals	\$120.00	\$103.65	\$120.00	\$99.75	\$120.00	\$108.00	\$120.00		\$120.00		\$120.00		
<u>RSU 14 Budget</u>													
Reimbursement by RSU 14 for Budget Ballot Question	-\$695.00	-\$1,034.10	-\$695.00	-\$1,158.08	-\$1,276.00		-\$1,626.00	-\$130.00	-\$1,314.00	-\$722.92	-\$1,320.30		
<u>Unanticipated Election</u>													
Training, Election Workers, Ballot Counters					\$0.00	\$580.00	\$0.00	\$537.00	\$0.00	\$426.00			
Voting Machine Programming (only if needed, possibly hand count ballots)													
Print color ballots (only if needed)													
Absentee Ballot Postage							\$0.00	\$63.80	\$0.00	\$100.40			
Advertising					\$0.00	\$252.00	\$0.00	\$111.00	\$0.00	\$576.00			
Election Worker Meals					\$0.00	\$137.05	\$0.00	\$124.50					
<u>GRANTS</u>										\$7,029.00			\$5,000 Grant from Center for Tech and Civic Life and \$2,029 from ME SOS Covid Funds
Total	\$5,522.25	\$4,441.88	\$4,839.00	\$4,282.67	\$4,698.00	\$5,186.02	\$5,377.00	\$5,303.66	\$5,774.00	\$4,261.92	\$5,454.70	\$0.00	



Hello,

We will be entering the second fiscal year of the Raymond Parks and Recreation Department. There have been great successes in an unprecedented time. Tassel Top Park saw a 26% increase in revenues, and we look to build off of that success for this upcoming season.

The changes that will be made to our operating budget are the following:

- Salaries: This increase will be for a split Parks Foreman position with Public Works. The position will help concentrate efforts on routine and annual park maintenance, special park improvement projects, field maintenance, field lining, and certified playground inspections. The position will be pulled to Public Works for plowing during the Winter and other projects.
- Contracts: A contracted item has been moved from Public Works to Parks and Recreation. A contract for tick and mosquito spray for Sheri Gagnon Memorial Park. This will increase the Contract line by \$3,500.
- Postage: I have decreased the Postage line by \$1,750. With our recreation management software, a lot of the procedures have become digital and will not need physical mail.
- Marketing: A new line item that will help with connecting Raymond Parks and Recreation Department with our community. This will help support advertisement opportunities, brochures, and gifts for volunteers.
- Park Maintenance & Projects: One of the main areas of concern is that a lot of the Parks and Recreation funding is held in Tassel Top Park and cannot be spent outside of that asset because of Land Water Conservation Fund regulations. This does not allow a funding source to address other parks in Raymond. This would be a line item that we can start to acquire equipment and materials to work on park improvements.

Thank you for a great first year. I cannot wait to see what we can accomplish together for this great Town.

Regards,
Joseph Crocker
Raymond Parks and Recreation Department



Parks Foreman

The Raymond Parks Foreman position will be a shared position between Public Works and Raymond Parks and Recreation. Reporting to the Public Works Director for 26-weeks and the Raymond Parks and Recreation Director for 26-weeks, or depending on the needs of the season. Areas of responsibility include, but are not limited to, care and maintenance of parks, grounds, and recreation facilities; oversees and participates in complex projects in park maintenance, landscape construction, irrigation systems, and sports field lining; plowing, and performs related work as required.

Job Duties:

- Oversees and participates in complex projects in park maintenance, landscape or playground construction and maintenance, irrigation systems, and weed and pest control; ensures adherence to safe and efficient work methods, procedures, and practices.
- Works with supervisors in planning work assignments, including materials and staff resources needed to perform the work; assists in the development of work plans, procedures, and schedules.
- Follows safe working practices and makes appropriate use of related safety equipment as required.
- Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to supervisor as appropriate.
- Plowing and snow removal of facilities and roads.
- Monitors inventory, orders supplies, and maintains purchase records within the authorized budget.
- Maintains records and logs of daily activities.
- Assists with recreational special events as needed.
- Performs related duties as assigned.

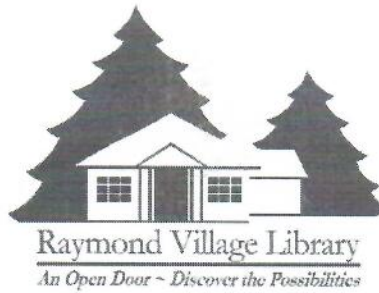
Required Qualifications and Salary:

High School Graduate

CDL Class B License

Certified Playground Safety Inspector Certification (ability to obtain)

Hourly range \$18.50 to \$21.50. Benefits.



January 14, 2021

Library Director
Allison Griffin

Mr. Don Willard
Raymond Town Manager
401 Webbs Mills Road
Raymond, ME 04071

Board of Trustees

Sheila Bourque
Co-President

Deb Hutchinson
Co-President

Briana Bizier
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Teresa Sadak, ex-officio

Mary-Therese Duffy

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Mark Jordan

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Dear Don,

Enclosed please find a copy of our proposed budget for the 2021-2022 fiscal year, along with our current financials through November 30th of 2020, and the 2018-2019 and 2019-2020 year-end income statements.

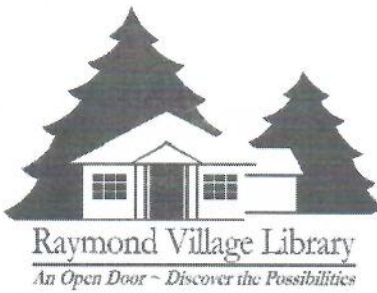
The COVID-19 pandemic in 2020 brought major disruptions and new challenges for the Raymond Village Library:

The library was forced to close for a number of weeks due to State health restrictions. Services were temporarily suspended, and programming curtailed. Curbside services and in-library operations were established in compliance with the State DECD phased reopening plan.

The library instituted additional cleaning procedures, installed protective plastic shields and implemented space modifications to mitigate the spread of the virus for the safety of library staff and patrons alike.

Library staff worked to adapt children's programming by establishing new story walks in the community garden and the Raymond Village Shopping Center, as well as through the provision of take-home literacy kits. We also worked with the town to acquire additional picnic tables that patrons could use for outdoor, socially distanced Wi-fi access.

Despite all of the challenges relating to the COVID-19 pandemic, the Raymond community demonstrated its support for the library through generous monetary donations and participation in the annual holiday fundraisers. In particular, the support of our annual appeal has been nothing short of astounding, with contributions exceeding our target of \$40,000 by nearly 25 percent (as of January 10, 2021). We greatly appreciate the community's endorsement of the value that the library's programs and services have brought the town.



In our 2020-2021 income statement you will see that the approved budget anticipated a deficit of about \$5,002. With the success of our annual appeal and the forgiveness of the \$14,607 loan from the Paycheck Protection Program, it is increasingly likely that we will finish the current budget year in a stronger financial position than anticipated.

For the upcoming fiscal year, we are respectfully requesting \$66,000—the same amount as was approved last year. Given our projected expenses, the requested funding would cover roughly one-half of our total budget (\$133,143). The increase in projected expenditures is primarily due to the rising costs of books and patron resources, COVID-19 sanitation supplies, and staff salary adjustments that were made in an effort to better meet regional standards. In addition, we have budgeted new funding for professional grant-writing assistance to identify and secure increased grant funding. The estimated deficit of the proposed budget of (\$3,543) will be offset by accessing our reserve account.

Once COVID-19 health guidelines permit, we anticipate restoring our weekly senior hours and expanding our general operating hours to better serve the community.

We are grateful for the past financial support from the town and appreciate your consideration of this request.

Sincerely,

Paul R. Cullinan

Co-Treasurer, Raymond Village Library Board of Trustees

Exhibits (6):

- 1) Budgets 2020-21 (approved) 2021-22 (proposed)
- 2) Budgets 2019 through 2022
- 3) Final financial statements fiscal year ending June 30, 2020
- 4) Financial statements (most recent approved by RVL Board) for fiscal 2020-2021
- 5) 2018 tax return
- 6) 2019 tax return

EXHIBIT 1: Budgets 2020-21 (approved) and 2021-22 (proposed)

Raymond Village Library Budget Overview: RVL 2021 Budget	Enacted 2020-2021	Proposed 2021-2022	Notes/Questions
Revenue			
4000 Unrestricted Income			
4100 Annual Appeal	35,000.00	40,000.00	
4102 Business		2,500.00	
Total 4100 Annual Appeal	35,000.00	42,500.00	
4200 Special Events - Fundraising			
4201 Plant Sale	2,500.00	2,500.00	
4203 Holiday Sale	2,500.00	3,500.00	
4204 Other Fundraisers incl. Clynk, Non-holiday Sales	600.00	600.00	
4205 Book Sale	3,000.00	3,000.00	
Total 4200 Special Events - Fundraising	8,600.00	9,600.00	
4300 Other Contributions			
4305 Donations Other	1,000.00	1,000.00	
4306 Raymond Funds	66,000.00	66,000.00	
Total 4300 Other Contributions	67,000.00	67,000.00	
4400 Earned and Unearned Income			
4402 Interest - savings/short term	1,500.00	3,500.00	
Total 4400 Earned and Unearned Income	1,500.00	3,500.00	
Total 4000 Unrestricted Income	112,100.00	122,600.00	
4700 Restricted Income (Grants)	0.00	7,000.00	
Total Revenue	112,100.00	129,600.00	
Expenditures			
6000 Operational Expenses			
6100 Fundraising Expense			
6101 Annual Appeal	2,200.00	3,500.00	
6110 Bank charges & credit card fees	150.00	300.00	
Total 6100 Fundraising Expense	2,350.00	3,800.00	
6400 Books/Media/Magazines			
6410 Electronic materials	1,200.00	2,500.00	
6420 Adult Print	7,800.00	9,000.00	
6430 Children's print	1,600.00	1,600.00	
6440 Magazine Subscriptions	400.00	400.00	
Total 6400 Books/Media/Magazines	11,000.00	13,500.00	
6401 Library Programs & Supplies			
6491 Adult Programming	1,000.00	1,750.00	
6492 Children's Programming	2,000.00	2,000.00	
Total 6401 Library Programs & Supplies	3,000.00	3,750.00	
6500 Salaries & Related Expenses			
6510 Salaries	76,143.00	80,979.00	
6520 Payroll Processing	1,000.00	1,000.00	
6530 Taxes	7,153.54	7,594.00	
6540 Worker's Comp Insurance	520.00	634.00	
Total 6500 Salaries & Related Expenses	84,816.54	90,207.00	
6600 Contractual Exp -Professional			
6610 Accounting/Bookkeeping	550.00	550.00	
6620 Technical Support	0.00	200.00	
6630 Professional Fees Grant Support	0.00	5,000.00	
Total 6600 Contractual Exp -Professional	550.00	5,750.00	
6700 Building & Maintenance			
6720 Fire & Security Monitoring	636.00	636.00	
6740 Furniture & Equipment	1,000.00	1,000.00	
6760 Building Maintenance	3,000.00	2,000.00	
6780 Utilities			
6781 Heating Kerosene	0.00	200.00	
6782 Electricity	3,200.00	3,400.00	
Total 6700 Building & Maintenance	7,836.00	7,236.00	
6800 General Expenses			
6810 Supplies	1,500.00	2,000.00	
6820 Corporate Expenses	275.00	100.00	
6830 Telephone & telecommunications	1,250.00	1,400.00	
6840 Software & subscriptions	1,000.00	1,000.00	
6850 Postage & Shipping Expense	150.00	100.00	
6880 Professional Development	675.00	800.00	
6890 Liability & Property Insurance	3,200.00	3,500.00	
Total 6800 General Expenses	8,050.00	8,900.00	
Total Expenditures	117,602.54	133,143.00	

EXHIBIT 2: Budgets 2018-19, 2019-20, 2020-21, and 2021-22

Raymond Village Library

	2018-19 Actual		2019-20 Actual		Approved Budget 2020-21		Proposed Budget 2021-22	
Income								
4100 Annual Appeal	\$	35,095.50	\$	35,670.00	\$	35,000.00	\$	42,500.00
4200 Events - Fundraising								
4201 Plant Sale	\$	2,652.38	\$	3,143.00	\$	2,500.00	\$	2,500.00
4202 Garden Tour	\$	4,930.00	\$	55.00				
4203 Holiday Sale	\$	1,608.46	\$	2,132.25	\$	2,500.00	\$	3,500.00
4204 Other Fundraisers	\$	661.83	\$	548.53	\$	600.00	\$	600.00
4205 Book Sale	\$	1,960.05	\$	3,041.77	\$	3,000.00	\$	3,000.00
Total 4200 Fund-raising	\$	11,812.72	\$	8,920.55	\$	8,600.00	\$	9,600.00
4302 Memorial Donation	\$	965.00	\$	1,200.00				
4304 Donation Jar - Not Books	\$	1,000.30	\$	428.10				
4305 Donations Other	\$	231.37	\$	232.51	\$	1,000.00	\$	1,000.00
4306 Raymond Town Funds	\$	60,000.00	\$	60,000.00	\$	66,000.00	\$	66,000.00
Total 4300 Other Contributions	\$	62,196.67	\$	61,860.61	\$	67,000.00	\$	67,000.00
4402 Interest Income								
4403 Investment Income	\$	3,287.26	\$	3,746.75	\$	2,000.00	\$	3,500.00
4404 Investment Gains/Losses	\$	3,532.81	\$	2,182.32				
Total 4400 Investment Income	\$	6,820.07	\$	5,929.07	\$	2,000.00	\$	3,500.00
Total 4000 Unrestricted Income	\$	115,924.96	\$	112,380.23	\$	112,600.00	\$	122,600.00
4600 Grant Funds								
4703 Community Garden	\$	195.00	\$	320.00				
4705 Special Proj. - Const.								
4706 Designated funds rec'd	\$	7,294.00	\$	4,213.52				
4799 Restricted - other	\$	2,400.00	\$	5,450.00			\$	7,000.00
Total 4700 Restricted Income	\$	9,889.00	\$	9,983.52			\$	7,000.00
Total Revenue	\$	125,813.96	\$	122,363.75	\$	112,600.00	\$	129,600.00
Expenditures								
6000 Operational Expenses								
6100 Fundraising Expense	\$	1,729.35	\$	3,173.23	\$	2,350.00	\$	3,800.00
6300 Restricted Funds	\$	5,238.00	\$	4,097.98				
6400 Books/Media/Magazines	\$	13,260.27	\$	13,655.77	\$	11,000.00	\$	13,500.00
6401 Programs & Supplies	\$	4,957.51	\$	5,436.95	\$	3,000.00	\$	3,750.00
6500 Payroll & Expenses	\$	75,402.54	\$	79,524.82	\$	84,816.54	\$	90,207.00
6600 Professional Exp	\$	525.00	\$	640.00	\$	550.00	\$	5,750.00
6700 Building & Maintenance	\$	5,870.30	\$	5,782.18	\$	7,836.00	\$	7,236.00
6800 General Expenses	\$	7,187.82	\$	9,581.31	\$	8,050.00	\$	8,900.00
Total Expenditures	\$	114,170.79	\$	121,892.24	\$	117,602.54	\$	133,143.00
Other Expenditures-Depreciation	\$	(5,669.00)	\$	(5,379.00)				
Net Revenue	\$	5,974.17	\$	(4,907.49)	\$	(5,002.54)	\$	(3,543.00)

**EXHIBIT 3: Final financial statements for fiscal year ending June 30,
2020**

Raymond Village Library

BUDGET VS. ACTUALS: RVL 2019 - 2020 BUDGET - FY20 P&L

July 2019 - June 2020

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4000 Unrestricted Income	0.00		
4100 Annual Appeal	35,670.00	30,000.00	118.90 %
4200 Special Events - Fundraising			
4201 Plant Sale	3,143.00	2,500.00	125.72 %
4202 Garden Tour	55.00		
4203 Holiday Sale	2,132.25	1,300.00	164.02 %
4204 Other Fundraisers incl. Clynk, Raffles, Sales (non-book)	548.53	600.00	91.42 %
4205 Book Sale	3,041.77	3,000.00	101.39 %
Total 4200 Special Events - Fundraising	8,920.55	7,400.00	120.55 %
4300 Other Contributions			
4302 Memorial Donations	1,200.00		
4304 Donation Jar - Not Books	428.10		
4305 Donations Other	232.51	1,000.00	23.25 %
4306 Raymond Funds	60,000.00	60,000.00	100.00 %
Total 4300 Other Contributions	61,860.61	61,000.00	101.41 %
4400 Earned and Unearned Income			
4402 Interest - savings/short term	3,746.75	500.00	749.35 %
4404 Investment Gains/Losses	2,182.32		
Total 4400 Earned and Unearned Income	5,929.07	500.00	1,185.81 %
Total 4000 Unrestricted Income	112,380.23	98,900.00	113.63 %
4500 Funds Income			
4700 Donations Restricted			
4703 Community Garden	320.00		
4706 Designated Funds - RAA	4,213.52		
4798 PPP forgivable loan income	0.00		
4799 Restricted donation - other	5,450.00		
Total 4700 Donations Restricted	9,983.52		
Total 4500 Funds Income	9,983.52		
Total Revenue	\$122,363.75	\$98,900.00	123.72 %
GROSS PROFIT	\$122,363.75	\$98,900.00	123.72 %
Expenditures			
6000 Operational Expenses			
6100 Fundraising Expense			
6101 Annual Appeal	2,380.02	1,200.00	198.34 %
6102 Special Events	120.85		
6104 Garden Tour	302.00		
6105 Holiday Sale	225.14		
6110 Bank charges & credit card fees	145.22	100.00	145.22 %
Total 6100 Fundraising Expense	3,173.23	1,300.00	244.09 %
6300 Restricted Funds			

Raymond Village Library

BUDGET VS. ACTUALS: RVL 2019 - 2020 BUDGET - FY20 P&L

July 2019 - June 2020

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6303 Community Garden	138.14		
6304 RAA Programming Costs	2,718.45		
6305 Age Friendly Program	1,128.31		
6306 MPFL Senior Grant	113.08		
Total 6300 Restricted Funds	4,097.98		
6400 Books/Media/Magazines			
6410 Electronic materials	3,053.00	1,200.00	254.42 %
6420 Adult Print	8,008.37	7,800.00	102.67 %
6430 Children's print	2,284.48	1,600.00	142.78 %
6440 Magazine Subscriptions	309.92	400.00	77.48 %
Total 6400 Books/Media/Magazines	13,655.77	11,000.00	124.14 %
6401 Library Programs & Supplies			
6491 Adult Programming	1,230.42	1,000.00	123.04 %
6492 Children's Programming	1,568.90	2,000.00	78.45 %
6493 Senior Programming	2,637.63		
Total 6401 Library Programs & Supplies	5,436.95	3,000.00	181.23 %
6500 Salaries & Related Expenses			
6510 Salaries	71,405.19	78,092.00	91.44 %
6520 Payroll Processing	1,037.55	1,000.00	103.76 %
6530 Taxes	6,700.57	5,974.00	112.16 %
6540 Worker's Comp Insurance	381.51	550.00	69.37 %
Total 6500 Salaries & Related Expenses	79,524.82	85,616.00	92.89 %
6600 Contractual Exp -Professional			
6610 Accounting/Bookkeeping	540.00	550.00	98.18 %
6620 Technical Support	100.00		
Total 6600 Contractual Exp -Professional	640.00	550.00	116.36 %
6700 Building & Maintenance			
6720 Fire & Security Monitoring	636.00	636.00	100.00 %
6740 Furniture & Equipment	498.56	1,000.00	49.86 %
6760 Building Maintenance	1,644.34	2,000.00	82.22 %
6780 Utilities			
6782 Electricity	3,003.28	4,000.00	75.08 %
Total 6780 Utilities	3,003.28	4,000.00	75.08 %
Total 6700 Building & Maintenance	5,782.18	7,636.00	75.72 %
6800 General Expenses			
6810 Supplies	3,324.25	1,500.00	221.62 %
6820 Corporate Expenses	35.00	275.00	12.73 %
6830 Telephone & telecommunications	1,392.29	1,250.00	111.38 %
6840 Software & subscriptions	522.86	1,000.00	52.29 %
6850 Postage & Shipping Expense	137.16	100.00	137.16 %
6860 Printing & Copying		100.00	

Raymond Village Library

BUDGET VS. ACTUALS: RVL 2019 - 2020 BUDGET - FY20 P&L

July 2019 - June 2020

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6880 Professional Development	664.00	675.00	98.37 %
6890 Liability & Property Insurance	3,505.75	3,500.00	100.16 %
Total 6800 General Expenses	9,581.31	8,400.00	114.06 %
Total 6000 Operational Expenses	121,892.24	117,502.00	103.74 %
Purchases			
Total Expenditures	\$121,892.24	\$117,502.00	103.74 %
NET OPERATING REVENUE	\$471.51	\$ -18,602.00	-2.53 %
Other Expenditures			
5251 Building Depreciation	3,423.00		
5252 Furniture & Fixtures Depreciation	1,374.00		
5253 Building Improvements Depreciation	582.00		
Total Other Expenditures	\$5,379.00	\$0.00	0.00%
NET OTHER REVENUE	\$ -5,379.00	\$0.00	0.00%
NET REVENUE	\$ -4,907.49	\$ -18,602.00	26.38 %

Raymond Village Library
STATEMENT OF FINANCIAL POSITION
As of July 1, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Capital Fund (Key)	0.00
1501 Capital Fund	130,479.05
Total 1000 Capital Fund (Key)	130,479.05
1010 CU Checking	35,245.92
1020 CU Money Market	0.00
1021 Designated Reconciliation Account	1,294.23
1510 Automation Fund	3,878.71
1520 Book, Audio & Video Fund	4,748.85
1533 Operational Reserve account	40,000.00
1554 MHC-CARES grant	5,000.00
1560 Raymond Community Garden	1,027.51
1565 Raymond Arts Alliance	2,993.69
Total 1020 CU Money Market	58,942.99
1030 CU Savings	28.50
1060 Evergreen PPP account	5,857.59
Total Bank Accounts	\$230,554.05
Other Current Assets	
12000 Undeposited Funds	6.00
Total Other Current Assets	\$6.00
Total Current Assets	\$230,560.05
Fixed Assets	
1220 Building	133,500.00
1221 Depreciation - Building	-56,480.08
Total 1220 Building	77,019.92
1230 Furniture & Fixtures	38,205.24
1231 Depreciation - Furniture & Fixtures	-34,468.00
Total 1230 Furniture & Fixtures	3,737.24
1240 Land	27,500.00
1250 Capital Improvements	22,690.38
1251 Depreciation - Capital Improvements	-1,673.00
Total 1250 Capital Improvements	21,017.38
Total Fixed Assets	\$129,274.54
TOTAL ASSETS	\$359,834.59
LIABILITIES AND EQUITY	
Liabilities	
Long-Term Liabilities	
3700 PPP Loan	14,607.00
Total Long-Term Liabilities	\$14,607.00
Total Liabilities	\$14,607.00
Equity	
3900 Net Assets	345,221.34
Net Revenue	6.25
Total Equity	\$345,227.59
TOTAL LIABILITIES AND EQUITY	\$359,834.59

**EXHIBIT 4: Financial statements (most recently approved by RVL Board)
for fiscal year 2020-21**

Raymond Village Library

BUDGET VS. ACTUALS: FY 2020-20201 - FY21 P&L

July - November, 2020

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4000 Unrestricted Income	0.00		
4100 Annual Appeal	22,878.50	35,000.00	65.37 %
4200 Special Events - Fundraising			
4201 Plant Sale	540.00	2,500.00	21.60 %
4203 Holiday Sale	1,487.60	2,500.00	59.50 %
4204 Other Fundraisers incl. Clynk, Raffles, Sales (non-book)	1,000.50	600.00	166.75 %
4205 Book Sale	1,327.99	3,000.00	44.27 %
Total 4200 Special Events - Fundraising	4,356.09	8,600.00	50.65 %
4300 Other Contributions			
4304 Donation Jar - Not Books	80.00		
4305 Donations Other	1,280.29	1,000.00	128.03 %
4306 Raymond Funds	16,500.00	66,000.00	25.00 %
Total 4300 Other Contributions	17,860.29	67,000.00	26.66 %
4400 Earned and Unearned Income			
4402 Interest - savings/short term	779.82		
4403 Investment Income		2,000.00	
4404 Investment Gains/Losses	9,829.28		
Total 4400 Earned and Unearned Income	10,609.10	2,000.00	530.46 %
Total 4000 Unrestricted Income	55,703.98	112,600.00	49.47 %
4500 Funds Income			
4700 Donations Restricted			
4703 Community Garden	263.80		
4706 Designated Funds - RAA	1,365.00		
4798 PPP forgivable loan income	0.00		
4799 Restricted donation - other	200.00		
Total 4700 Donations Restricted	1,828.80		
Total 4500 Funds Income	1,828.80		
Total Revenue	\$57,532.78	\$112,600.00	51.09 %
GROSS PROFIT	\$57,532.78	\$112,600.00	51.09 %
Expenditures			
6000 Operational Expenses			
6100 Fundraising Expense			
6101 Annual Appeal	567.67	2,250.00	25.23 %
6103 Plant Sale	0.00		
6110 Bank charges & credit card fees	92.08	100.00	92.08 %
Total 6100 Fundraising Expense	659.75	2,350.00	28.07 %
6300 Restricted Funds			
6303 Community Garden	233.41		
6304 RAA Programming Costs	607.71		
Total 6300 Restricted Funds	841.12		

Raymond Village Library

BUDGET VS. ACTUALS: FY 2020-20201 - FY21 P&L

July - November, 2020

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6400 Books/Media/Magazines			
6410 Electronic materials	263.32	1,200.00	21.94 %
6420 Adult Print	4,238.30	7,800.00	54.34 %
6430 Children's print	1,160.64	1,600.00	72.54 %
6440 Magazine Subscriptions	5.00	400.00	1.25 %
Total 6400 Books/Media/Magazines	5,667.26	11,000.00	51.52 %
6401 Library Programs & Supplies			
6491 Adult Programming	355.00	1,000.00	35.50 %
6492 Children's Programming	1,019.87	2,000.00	50.99 %
Total 6401 Library Programs & Supplies	1,374.87	3,000.00	45.83 %
6500 Salaries & Related Expenses			
6510 Salaries	30,639.67	77,092.00	39.74 %
6520 Payroll Processing	422.05	1,200.00	35.17 %
6530 Taxes	2,700.38	5,974.00	45.20 %
6540 Worker's Comp Insurance		550.00	
Total 6500 Salaries & Related Expenses	33,762.10	84,816.00	39.81 %
6600 Contractual Exp -Professional			
6610 Accounting/Bookkeeping	555.00	550.00	100.91 %
Total 6600 Contractual Exp -Professional	555.00	550.00	100.91 %
6700 Building & Maintenance			
6710 Cleaning		200.00	
6720 Fire & Security Monitoring	504.69	636.00	79.35 %
6740 Furniture & Equipment	604.75	1,000.00	60.48 %
6760 Building Maintenance	64.07	2,000.00	3.20 %
6780 Utilities			
6782 Electricity	743.20	4,000.00	18.58 %
Total 6780 Utilities	743.20	4,000.00	18.58 %
Total 6700 Building & Maintenance	1,916.71	7,836.00	24.46 %
6800 General Expenses			
6810 Supplies	762.68	1,500.00	50.85 %
6820 Corporate Expenses		275.00	
6830 Telephone & telecommunications	595.74	1,250.00	47.66 %
6840 Software & subscriptions	378.00	650.00	58.15 %
6850 Postage & Shipping Expense	178.00	100.00	178.00 %
6860 Printing & Copying		100.00	
6880 Professional Development		675.00	
6890 Liability & Property Insurance	2,529.25	3,500.00	72.26 %
Total 6800 General Expenses	4,443.67	8,050.00	55.20 %
Total 6000 Operational Expenses	49,220.48	117,602.00	41.85 %
Total Expenditures	\$49,220.48	\$117,602.00	41.85 %
NET OPERATING REVENUE	\$8,312.30	\$ -5,002.00	-166.18 %

Raymond Village Library

BUDGET VS. ACTUALS: FY 2020-20201 - FY21 P&L

July - November, 2020

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET REVENUE	\$8,312.30	\$ -5,002.00	-166.18 %

Raymond Village Library
STATEMENT OF FINANCIAL POSITION
As of November 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Capital Fund (Key)	0.00
1501 Capital Fund	140,996.75
Total 1000 Capital Fund (Key)	140,996.75
1010 CU Checking	38,487.51
1020 CU Money Market	27.08
1021 Designated Reconciliation Account	6,375.50
1510 Automation Fund	3,660.71
1520 Book, Audio & Video Fund	3,880.41
1533 Operational Reserve account	40,000.00
1554 MHC-CARES grant	499.44
1560 Raymond Community Garden	1,332.90
1565 Raymond Arts Alliance	3,250.98
Total 1020 CU Money Market	59,027.02
1030 CU Savings	29.50
Total Bank Accounts	\$238,540.78
Other Current Assets	
12000 Undeposited Funds	325.32
Total Other Current Assets	\$325.32
Total Current Assets	\$238,866.10
Fixed Assets	
1220 Building	133,500.00
1221 Depreciation - Building	-56,480.08
Total 1220 Building	77,019.92
1230 Furniture & Fixtures	38,205.24
1231 Depreciation - Furniture & Fixtures	-34,468.00
Total 1230 Furniture & Fixtures	3,737.24
1240 Land	27,500.00
1250 Capital Improvements	22,690.38
1251 Depreciation - Capital Improvements	-1,673.00
Total 1250 Capital Improvements	21,017.38
Total Fixed Assets	\$129,274.54
TOTAL ASSETS	\$368,140.64
LIABILITIES AND EQUITY	
Liabilities	
Long-Term Liabilities	
3700 PPP Loan	14,607.00
Total Long-Term Liabilities	\$14,607.00
Total Liabilities	\$14,607.00
Equity	
3900 Net Assets	345,221.34
Net Revenue	8,312.30
Total Equity	\$353,533.64
TOTAL LIABILITIES AND EQUITY	\$368,140.64

EXHIBIT 5: 2018 tax return

FOR TAX YEAR 2018

RAYMOND VILLAGE LIBRARY

Milliken Perkins & Brunelle

452 Roosevelt Trail

Windham, ME 04062

(207) 892-2234

**IRS e-file Signature Authorization
for an Exempt Organization**

For calendar year 2018, or fiscal year beginning 07-01-2018, and ending 06-30-2019

▶ **Do not send to the IRS. Keep for your records.**

▶ **Go to www.irs.gov/Form8879EO for the latest information.**

2018

Department of the Treasury
Internal Revenue Service

Name of exempt organization

RAYMOND VILLAGE LIBRARY

Name and title of officer

LEIGH WALKER, TREASURER

Employer identification number

32-0157339

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	Form 990 check here	▶ <input type="checkbox"/>	b Total revenue , if any (Form 990, Part VIII, column (A), line 12)	1b	
2a	Form 990-EZ check here	▶ <input checked="" type="checkbox"/>	b Total revenue , if any (Form 990-EZ, line 9)	2b	<u>122,281</u>
3a	Form 1120-POL check here	▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a	Form 8868 check here	▶ <input type="checkbox"/>	b Balance Due (Form 8868, line 3c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2018 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize Milliken Perkins & Brunelle to enter my PIN 57339 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Date ▶ 11-08-2019

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

011630 12345
Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2018 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.**

ERO's signature ▶

Date ▶ 11-08-2019

**ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see instructions.

Short Form
Return of Organization Exempt From Income Tax
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2018

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

- ▶ Do not enter social security numbers on this form as it may be made public.
- ▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

A For the 2018 calendar year, or tax year beginning 07-01, 2018, and ending 06-30, 2019

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization RAYMOND VILLAGE LIBRARY Number and street (or P.O. box, if mail is not delivered to street address) Room/suite PO BOX 297 City or town, state or province, country, and ZIP or foreign postal code RAYMOND, ME 04071	D Employer identification number 32-0157339 E Telephone number (207) 655-4283 F Group Exemption Number ▶
--	--	---

G Accounting Method: Cash Accrual Other (specify) ▶ _____

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ▶ WWW.RAYMONDVILLAGELIBRARY.ORG

J Tax-exempt status (check only one) - 501(c)(3) 501(c)() (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ **122,281**

Part I **Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)
 Check if the organization used Schedule O to respond to any question in this Part I

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	107,121
	2	Program service revenue including government fees and contracts.	2	11,873
	3	Membership dues and assessments	3	
	4	Investment income	4	3,287
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b		
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	122,281	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	73,554
	13	Professional fees and other payments to independent contractors	13	525
	14	Occupancy, rent, utilities, and maintenance	14	7,079
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe in Schedule O)	16	38,682
17	Total expenses. Add lines 10 through 16 ▶	17	119,840	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	2,441
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	344,154
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	3,533
	21	Net assets or fund balances at end of year. Combine lines 18 through 20. ▶	21	350,128

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	205,226	22	214,960
23 Land and buildings	136,983	23	134,654
24 Other assets (describe in Schedule O)	1,945	24	514
25 Total assets	344,154	25	350,128
26 Total liabilities (describe in Schedule O)	0	26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	344,154	27	350,128

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? **SEE SCHEDULE O**

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 LIBRARY SERVICES AS STATED IN MISSION

(Grants \$) If this amount includes foreign grants, check here 28a 113,646

(Grants \$) If this amount includes foreign grants, check here 29a

(Grants \$) If this amount includes foreign grants, check here 30a

31 Other program services (describe in Schedule O)
(Grants \$) If this amount includes foreign grants, check here 31a

32 Total program service expenses (add lines 28a through 31a) 32 113,646

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated - see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
SHEILA BOURQUE PRESIDENT	2.50	0	0	0
PAUL CULLINAN VICE PRESIDENT	2.50	0	0	0
JANET WALKER SECRETARY	2.50	0	0	0
LEIGH WALKER TREASURER	15.00	0	0	0
NICK HARDY BOARD MEMBER	2.50	0	0	0
BRIANA BIZIER BOARD MEMBER	2.50	0	0	0
MARK JORDAN BOARD MEMBER	2.50	0	0	0
ALLISON GRIFFIN LIBRARY DIRECTOR	35.00	40,400	0	0
DEB HUTCHINSON BOARD MEMBER	2.50	0	0	0

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

Table with columns for question number, question text, and Yes/No response boxes. Includes questions 33 through 45b regarding organizational activities, financials, and compliance.

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

46	Yes	No
		X

Part VI Section 501(c)(3) organizations only
 All section 501(c)(3) organizations must answer questions 47 - 49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

47	Yes	No
		X

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48	Yes	No
		X

49a Did the organization make any transfers to an exempt non-charitable related organization?

49a	Yes	No
		X

b If "Yes," was the related organization a section 527 organization?

49b	Yes	No

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations must attach a completed Schedule A Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

Sign Here
 LEIGH WALKER
 Signature of officer *lwalker* Date 2/14/19
 LEIGH WALKER, TREASURER
 Type or print name and title

Paid Preparer Use Only
 Print/Type preparer's name KEVIN M BRUNELLE CPA
 Preparer's signature Preparer's signature Date 11-07-2018
 Check if self-employed PTIN P01213384
 Firm's name Milliken Perkins & Brunelle
 Firm's address 452 Roosevelt Trail
 Windham ME 04062
 Phone no. 207-892-2234

May the IRS discuss this return with the preparer shown above? See instructions Yes No

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

Open to Public Inspection

Name of the organization

RAYMOND VILLAGE LIBRARY

Employer identification number

32-0157339

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	28,815	42,635	62,877	40,542	55,461	230,330
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	40,000	55,000	56,000	60,000	60,000	271,000
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3.	68,815	97,635	118,877	100,542	115,461	501,330
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						501,330

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
7 Amounts from line 4	68,815	97,635	118,877	100,542	115,461	501,330
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	5,217	1,880	1,561	2,547	3,287	14,492
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						515,822
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f)).	14	97.19	%
15 Public support percentage from 2017 Schedule A, Part II, line 14	15	96.10	%
16a 33 1/3% support test - 2018. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input checked="" type="checkbox"/>			
b 33 1/3% support test - 2017. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>			
17a 10%-facts-and-circumstances test - 2018. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>			
b 10%-facts-and-circumstances test - 2017. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>			
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ <input type="checkbox"/>			

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2017 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2017 Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2018.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization.

b **33 1/3% support tests - 2017.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization.

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions.

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

- 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in **Part VI** how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.
- 2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in **Part VI** how the organization determined that the supported organization was described in section 509(a)(1) or (2).
- 3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.
 - b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in **Part VI** when and how the organization made the determination.
 - c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in **Part VI** what controls the organization put in place to ensure such use.
- 4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.
 - b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in **Part VI** how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.
 - c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in **Part VI** what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.
- 5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in **Part VI**, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).
 - b **Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?
 - c **Substitutions only.** Was the substitution the result of an event beyond the organization's control?
- 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in **Part VI**.
- 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).
- 8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).
- 9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in **Part VI**.
 - b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in **Part VI**.
 - c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in **Part VI**.
- 10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.
 - b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)

	Yes	No
1		
2		
3a		
3b		
3c		
4a		
4b		
4c		
5a		
5b		
5c		
6		
7		
8		
9a		
9b		
9c		
10a		
10b		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?	11a	
b A family member of a person described in (a) above?	11b	
c A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI.</i>	11c	

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>	1	
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>	2	

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>	1	

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1	
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>	2	
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>	3	

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>	2a	
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>	2b	
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>	3a	
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>	3b	

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2018 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
1 Distributable amount for 2018 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2018 (reasonable cause required - explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2018			
a From 2013			
b From 2014			
c From 2015			
d From 2016			
e From 2017			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2018 distributable amount			
i Carryover from 2013 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2018 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2018 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2019. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2014			
b Excess from 2015			
c Excess from 2016			
d Excess from 2017			
e Excess from 2018			

Part VI Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Client Copy

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service
Name of the organization

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

**Open to Public
Inspection**

RAYMOND VILLAGE LIBRARY

Employer identification number
32-0157339

01. General explanation attachment

THE LIBRARY PROVIDES YEAR ROUND FREE SERVICES TO OVER 1,000 FAMILIES IN OUR COMMUNITY.
THIS INCLUDES ANNUAL CIRCULATION OF OVER 23,000 BOOKS, VIDEOS, MAGAZINES AND AUDIO TAPES
AND MUSIC CDS PER YEAR. IN ADDITION, CHILDREN'S STORY TIMES AND A VARIETY OF PROGRAMS AND
OPPORTUNITIES FOR VOLUNTEER SPONSORED EVENTS.

02. Description of other expenses (Part I, line 16)

DESCRIPTION	AMOUNT
DEPRECIATION FROM 4562	5,669
OFFICE EXPENSES	4,881
INSURANCE	3,642
PROGRAM EXPENSE	10,196
BOOKS AUDIOS VIDEO	13,260
PAYROLL PROCESSING	1,034

03. Other changes in net assets or fund balances (Part I, line 20)

DESCRIPTION	AMOUNT
UNREALIZED GAINS	3,533

04. Description of other assets (Part II, line 24)

CATEGORY	BEGINNING OF YEAR	END OF YEAR
PREPAID EXPENSES	1,945	514

Depreciation and Amortization

(Including Information on Listed Property)

Department of the Treasury
Internal Revenue Service (99)

▶ Attach to your tax return.

▶ Go to www.irs.gov/Form4562 for instructions and the latest information.

Name(s) shown on return RAYMOND VILLAGE LIBRARY	Business or activity to which this form relates FORM 990EZ - 1	Identifying number 32-0157339
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Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2017 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2019. Add lines 9 and 10, less line 12 ▶	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2018	17	5,339
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here <input type="checkbox"/>		

Section B - Assets Placed in Service During 2018 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only-see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property		1,090	5	HY	200 DB	218
c 7-year property						
d 10-year property						
e 15-year property		2,249	15	HY	150 DB	112
f 20-year property						
g 25-year property			25 yrs.		S/L	
h Residential rental property			27.5 yrs.	MM	S/L	
i Nonresidential real property			39 yrs.	MM	S/L	

Section C - Assets Placed in Service During 2018 Tax Year Using the Alternative Depreciation System

20a	Class life				S/L	
b	12-year		12 yrs.		S/L	
c	30-year		30 yrs.	MM	S/L	
d	40-year		40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations - see instructions	22	5,669
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

EXHIBIT 6: 2019 tax return

FOR TAX YEAR 2019

RAYMOND VILLAGE LIBRARY

Milliken Perkins & Brunelle

452 Roosevelt Trail

Windham, ME 04062

(207) 892-2234

IRS e-file Signature Authorization for an Exempt Organization

For calendar year 2019, or fiscal year beginning 07-01-2019, and ending 06-30-2020

2019

Department of the Treasury
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.
▶ Go to www.irs.gov/Form8879EO for the latest information.

Name of exempt organization
RAYMOND VILLAGE LIBRARY
Name and title of officer

Employer identification number
32-0157339

PAUL CULLINAN, TREASURER

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	▶ <input type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	
2a	Form 990-EZ check here	▶ <input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	120,182
3a	Form 1120-POL check here	▶ <input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	▶ <input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a	Form 8868 check here	▶ <input type="checkbox"/>	b	Balance Due (Form 8868, line 3c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2019 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize Milliken Perkins & Brunelle to enter my PIN 12345 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2019 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2019 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶ _____

Date ▶ 10-22-2020

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

011630 12345
Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2019 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ _____

Date ▶ 10-28-2020

**ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see instructions.

Short Form Return of Organization Exempt From Income Tax Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Open to Public Inspection

Do not enter social security numbers on this form as it may be made public. Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury Internal Revenue Service

A For the 2019 calendar year, or tax year beginning 07-01, 2019, and ending 06-30, 2020

B Check if applicable: Address change, Name change, Initial return, Final return/terminated, Amended return, Application pending. C Name of organization: RAYMOND VILLAGE LIBRARY. D Employer identification number: 32-0157339. E Telephone number: (207) 655-4283. F Group Exemption Number.

G Accounting Method: [X] Cash [] Accrual [] Other (specify) H Check [X] if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: WWW.RAYMONDVILLAGELIBRARY.ORG. J Tax-exempt status (check only one) - [X] 501(c)(3) [] 501(c)() (insert no.) [] 4947(a)(1) or [] 527.

K Form of organization: [X] Corporation [] Trust [] Association [] Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ \$ 120,182

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I) Check if the organization used Schedule O to respond to any question in this Part I [X]

Table with 21 rows and 2 columns. Rows 1-9: Revenue (Total revenue: 120,182). Rows 10-17: Expenses (Total expenses: 127,272). Rows 18-21: Net Assets (Total: 345,221).

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	214,960	230,553
23 Land and buildings	134,654	129,275
24 Other assets (describe in Schedule O)	514	0
25 Total assets	350,128	359,828
26 Total liabilities (describe in Schedule O)	0	14,607
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	350,128	345,221

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? SEE SCHEDULE O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 LIBRARY SERVICES AS STATED IN MISSION	28a	121,352
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>		
29		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31 Other program services (describe in Schedule O)	31a	
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>		
32 Total program service expenses (add lines 28a through 31a)	32	121,352

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated - see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
SHEILA BOURQUE PRESIDENT	2.50	0	0	0
PAUL CULLINAN TREASURER	15.00	0	0	0
JANET WALKER SECRETARY	2.50	0	0	0
LEIGH WALKER BOARD MEMBER	2.50	0	0	0
NICK HARDY BOARD MEMBER	2.50	0	0	0
BRIANA BIZIER BOARD MEMBER	2.50	0	0	0
MARK JORDAN BOARD MEMBER	2.50	0	0	0
ALLISON GRIFFIN LIBRARY DIRECTOR	35.00	41,700	0	0
DEB HUTCHINSON VICE PRESIDENT	2.50	0	0	0
M THERESE DUFFY BOARD MEMBER	2.50	0	0	0

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

Table with columns for question number, description, Yes, and No. Rows include questions 33 through 45b regarding organizational activities, financials, and reporting requirements.

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47 - 49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
47		X
48		X
49a		X
49b		

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E.

49a Did the organization make any transfers to an exempt non-charitable related organization?

b If "Yes," was the related organization a section 527 organization?

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

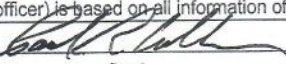
(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000. ▶

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

PAUL CULLINAN  Date 10/30/20
Signature of officer

PAUL CULLINAN, TREASURER
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name KEVIN M BRUNELLE CPA Preparer's signature Date 10-28-2020 Check if self-employed PTIN P01213384

Firm's name ▶ Milliken Perkins & Brunelle Firm's EIN ▶

Firm's address ▶ 452 Roosevelt Trail Phone no. 207-892-2234
Windham ME 04062

May the IRS discuss this return with the preparer shown above? See instructions Yes No

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization

RAYMOND VILLAGE LIBRARY

Employer identification number

32-0157339

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Table with 7 columns: (a) 2015, (b) 2016, (c) 2017, (d) 2018, (e) 2019, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received... 2 Tax revenues levied for the organization's benefit... 3 The value of services or facilities furnished by a governmental unit... 4 Total. Add lines 1 through 3... 5 The portion of total contributions by each person... 6 Public support. Subtract line 5 from line 4

Section B. Total Support

Table with 7 columns: (a) 2015, (b) 2016, (c) 2017, (d) 2018, (e) 2019, (f) Total. Rows include: 7 Amounts from line 4... 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources... 9 Net income from unrelated business activities... 10 Other income. Do not include gain or loss from the sale of capital assets... 11 Total support. Add lines 7 through 10... 12 Gross receipts from related activities, etc. (see instructions)... 13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

Table with 2 columns: Line number, Percentage. Rows include: 14 Public support percentage for 2019... 15 Public support percentage from 2018 Schedule A, Part II, line 14... 16a 33 1/3% support test - 2019... 16b 33 1/3% support test - 2018... 17a 10%-facts-and-circumstances test - 2019... 17b 10%-facts-and-circumstances test - 2018... 18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Table with 7 columns: (a) 2015, (b) 2016, (c) 2017, (d) 2018, (e) 2019, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Gross receipts from admissions, merchandise sold or services performed; 3 Gross receipts from activities that are not an unrelated trade or business; 4 Tax revenues levied for the organization's benefit; 5 The value of services or facilities furnished by a governmental unit; 6 Total. Add lines 1 through 5; 7a Amounts included on lines 1, 2, and 3 received from disqualified persons; 7b Amounts included on lines 2 and 3 received from other than disqualified persons; 8 Public support. (Subtract line 7c from line 6.)

Section B. Total Support

Table with 7 columns: (a) 2015, (b) 2016, (c) 2017, (d) 2018, (e) 2019, (f) Total. Rows include: 9 Amounts from line 6; 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 10b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975; 10c Add lines 10a and 10b; 11 Net income from unrelated business activities not included in line 10b; 12 Other income. Do not include gain or loss from the sale of capital assets; 13 Total support. (Add lines 9, 10c, 11, and 12.); 14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here.

Section C. Computation of Public Support Percentage

Table with 3 columns: Description, Value, Percentage. Row 15: Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f)) - 15 - %. Row 16: Public support percentage from 2018 Schedule A, Part III, line 15 - 16 - %.

Section D. Computation of Investment Income Percentage

Table with 3 columns: Description, Value, Percentage. Row 17: Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f)) - 17 - %. Row 18: Investment income percentage from 2018 Schedule A, Part III, line 17 - 18 - %.

19a 33 1/3% support tests - 2019. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization . . . >

b 33 1/3% support tests - 2018. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization >

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. . . . >

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

Table with 3 columns: Question, Yes, No. Rows 11, 11a, 11b, 11c.

Section B. Type I Supporting Organizations

Table with 3 columns: Question, Yes, No. Rows 1, 2.

Section C. Type II Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1.

Section D. All Type III Supporting Organizations

Table with 3 columns: Question, Yes, No. Rows 1, 2, 3.

Section E. Type III Functionally Integrated Supporting Organizations

Table with 3 columns: Question, Yes, No. Rows 1, 2, 3, 3a, 3b.

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required - explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2019			
a From 2014			
b From 2015			
c From 2016			
d From 2017			
e From 2018			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2020. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015			
b Excess from 2016			
c Excess from 2017			
d Excess from 2018			
e Excess from 2019			

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Client Copy

SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

2019

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

Name of the organization

Employer identification number

RAYMOND VILLAGE LIBRARY

32-0157339

01. General explanation attachment

THE LIBRARY PROVIDES YEAR ROUND FREE SERVICES TO OVER 1,000 FAMILIES IN OUR COMMUNITY.

THIS INCLUDES ANNUAL CIRCULATION OF OVER 23,000 BOOKS, VIDEOS, MAGAZINES AND AUDIO TAPES

AND MUSIC CDS PER YEAR. IN ADDITION, CHILDREN'S STORY TIMES AND A VARIETY OF PROGRAMS AND

OPPORTUNITIES FOR VOLUNTEER SPONSORED EVENTS.

02. Description of other expenses (Part I, line 16)

DESCRIPTION	AMOUNT
DEPRECIATION FROM 4562	5,379
OFFICE EXPENSES	7,832
INFORMATION TECHNOLOGY	623
INSURANCE	3,887
PROGRAM EXPENSE	9,535
BOOKS AUDIOS VIDEO	13,656
PAYROLL PROCESSING	1,038

03. Other changes in net assets or fund balances (Part I, line 20)

DESCRIPTION	AMOUNT
UNREALIZED GAINS	2,183

04. Description of other assets (Part II, line 24)

CATEGORY	BEGINNING OF YEAR	END OF YEAR
PREPAID EXPENSES	514	0

05. Description of total liabilities (Part II, line 26)

CATEGORY	BEGINNING OF YEAR	END OF YEAR
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For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) (2019)

Name of the organization

Employer identification number

RAYMOND VILLAGE LIBRARY

32-0157339

PPP LOAN

0

14,607

Client Copy

Depreciation and Amortization (Including Information on Listed Property)

Department of the Treasury Internal Revenue Service (99)

Go to www.irs.gov/Form4562 for instructions and the latest information.

Attach to your tax return.

Name(s) shown on return

Business or activity to which this form relates

Identifying number

FORM 990EZ - 1

32-0157339

RAYMOND VILLAGE LIBRARY

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

Table with 13 rows for Section 179 election. Columns include description, cost, elected cost, and deduction amounts.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

Table with 3 rows for Special Depreciation Allowance and Other Depreciation.

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

Table with 2 rows for MACRS Depreciation Section A.

Section B - Assets Placed in Service During 2019 Tax Year Using the General Depreciation System

Table with 7 columns: Classification of property, Month and year placed in service, Basis for depreciation, Recovery period, Convention, Method, Depreciation deduction.

Section C - Assets Placed in Service During 2019 Tax Year Using the Alternative Depreciation System

Table with 4 rows for Alternative Depreciation System.

Part IV Summary (See instructions.)

Table with 3 rows for Summary.

For Paperwork Reduction Act Notice, see separate instructions.