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## Memorandum

Date: February 13, 2015

To: Budget-Finance Committee & Board of Selectmen

From: Don Willard, Town Manager

Re: FY 15-16 Municipal Budget

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The FY 15-16 Town Manager's budget is attached. Budget review with the Budget- Finance Committee and Board of Selectmen will commence on Monday, February 23<sup>rd</sup>, and continue on Monday, March 2<sup>nd</sup>. Both meetings will begin at **6:30 pm** at the Broadcast Studio. Members of the Budget-Finance Committee and Board of Selectmen can submit questions in advance at [don.willard@raymondmaine.org](mailto:don.willard@raymondmaine.org) and answers will be sent out prior to the first meeting.

The Board of Selectmen adopted the following budget performance measures:

1. Municipal budget should reflect minimal or zero budget increases (if possible) with emphasis/increases on areas of demonstrated need
2. Evaluate new and expiring debt service budget impacts
3. Continue to invest in capital improvements and infrastructure with more financial effort on Public Works equipment and possible additions in staffing (ex. Mechanic for both PS/PW)
4. The Selectboard will continue to investigate the possibility of a merit pay system for employees
5. Consider referendum for a new recreational facility on Town-owned land off Patricia Avenue
6. Investigate/improve health care program option for employees with emphasis on stability
7. Discussion of benefits of rejoining the Maine Municipal Association (MMA)

Town should prepare a 5-10 year IT Capital Improvement Plan to keep digital systems and software progressively improving over time

In accordance with Selectmen direction, as was the case last year, all new and/or additional requests for spending are included in the first draft of the budget for consideration. The Selectmen Budget Goals were provided in advance of budget submissions to all Town departments and closely affiliated outside agencies. A change was made this year in order to provide more meaningful budget information. Staff has provided line-by-line detail showing the changes as both a percentage and dollar amount in the multi-year budget summary.

General municipal indicators, although not as robust as during the peak years, do appear to continue to be recovering from the 2007-09 recession. Building permit activity and related construction is growing and fewer business vacancies exist. Municipal revenue collections, which have remained consistent for the past several years, are strengthening, most notably in the area of Motor Vehicle Excise collections. This is also a positive sign of an improving economy.

A Community Survey, which rated the satisfaction and opinions of Raymond residents and taxpayers, was completed in 2014 and revealed support to explore the possibility of additional/increased services. The survey results indicated that 54.2% of respondents would find some level of municipal tax increase “tolerable” for additional town services, facilities, infrastructure and other projects, in comparison to 41.92% who did not support an increase and/or any new projects. For a presentation on the survey results, please see the January 6, 2015, Board of Selectmen's meeting available on Raymond TV. The report and the video are also available on the Town's website ([www.raymondmaine.org](http://www.raymondmaine.org)) or at the Town Office.

The FY15-16 budget contains several requests for new and increased spending from Town Departments, outside agencies and a Selectman-initiated request (Patricia Avenue Recreation Facility). Many of the requests for increases are in alignment with areas receiving support from the Community Survey.

At the 2014 Annual Town Meeting, the LD1 Property Tax Levy Limit for the Town was increased by \$500,000 to a new limit of \$2,721,087. A portion of this increase was to anticipate the new bond debt to be acquired this spring for the new fire truck and new sand/salt facility and related improvements, as well as the full payment on the 2013 Road Construction Bond. It is anticipated that the bond payments will be approximately \$345,000. The FY15-16 LD1 Levy Limit calculation added \$40,545, for a total spending limit of \$2,761,632. This proposed budget is \$134,036 or 3.16% above the levy limit. The current level of the Undesignated Fund Balance (UFB) is \$1,878,648. Last year, UFB in the amount of \$428,500 was used to offset one-time capital expenditures. In the FY15-16 budget, no use of the UFB is recommended in order to maintain a balance safely above \$1,776,017 in compliance with the procedure outlined in the established Undesignated Fund Balance policy.

A Consumer Price Index (CPI) wage adjustment for employees of 1.4% is included in this budget, as well as special adjustments noted for the following positions:

- Public Safety Department is proposing special adjustments for the members to more closely align their pay with other local area departments as well as a 2% negotiated union contract pay adjustment to three (3) members;
- Town Clerk as part of the original hiring agreement;
- Executive Assistant to incorporate Development Director work;
- Deputy Tax Collector to Tax Collector with appropriate compensation adjustment to reflect actual work performed;

- Code Office to include a new assistant seasonal Code Officer. This request is to meet the demands associated with the increase in permit activity.

In terms of impacts related to the State budget, staff is projecting that there will be no changes in FY15-16, based on current information. Final figures from the State are not yet available. The impact of the Governor's proposed budget changes (if approved by Legislature) would not go into effect until FY16-17 at the earliest.

I look forward to our first meeting on February 23<sup>rd</sup>.

FY2015/2016 MUNICIPAL BUDGET CALCULATOR

Proposed Gross Municipal Budget	4,371,278
Less Projected Revenues	-1,412,620
Less Estimated Homestead Reimbursement	-59,000
Less Estimated BETE Reimbursement	-5,000
 Proposed Net Municipal Budget	 2,894,658

The FY2015/2016 allowed LD1 levy limit as calculated by contract assessor, Curt Lebel, is \$2,761,632.

2,761,632	allowed net municipal budget
1,412,620	projected revenues
59,000	estimated homestead exemption reimbursement
5,000	estimated BETE reimbursement
 4,238,252	 given projected revenues and estimated homestead exemption, gross municipal budget should be no greater than this
 4,371,278	 currently proposed gross budget
-4,238,252	allowed gross budget
 133,026	 Current proposed budget exceeds(/is less than) the LD1 limit by this much
3.14	

**\*\*\* ESTIMATE ONLY \*\*\*\* ESTIMATE ONLY \*\*\* ESTIMATE ONLY \*\*\***

**2014/2015 Municipal Property Tax Limit**

Property Tax Levy Limit	\$	2,201,638.51	FY 14/15
Increased Tax Levy Limit	\$	2,721,087.00	FY 14/15

**2014/2015 Municipal Property Tax Actuals**

Core Municipal Tax Levy	\$	2,443,248.35	FY 14/15
Applicable Limit Less Core Levy	\$	277,838.65	

Notes: Levy limit increased by town meeting approval in June 2014

**Calculating Growth Limitation Factor**

Avg. Real TPI	0.86%	<i>(provided by State)</i>
Property Growth Factor	0.63%	<i>(see calculation below)</i>
<b>Growth Limitation Factor</b>	<b>1.49%</b>	

**Calculating Property Growth Factor (as of 4/01/2014)**

New Property Taxed for 1st Time ( <i>New Builds</i> )	\$	1,528,700.00	
Any Splits Assessed for 1st Time ( <i>New Splits</i> )	\$	2,163,700.00	
Net Value of Improvements ( <i>Pick up Work</i> )	\$	2,387,500.00	
New Personal Property <i>(positive increases only from each property record)</i>	\$	809,700.00	
<b>"New Value" Total</b>	\$	<b>6,889,600.00</b>	<i>(numerator)</i>
Total Taxable Value of Municipality (4/1/2014) <i>(Adjusted for Abatements &amp; Supplementals)</i>	\$	1,003,399,500.00	<i>(denominator)</i>
<b>Property Growth Factor</b>		<b>0.69%</b>	

**Property Tax Levy Limit (before "net new funding" deducted)**

2014/2015 Property Tax Levy Limit	\$	2,721,087.00
(multiplied by Growth Limitation Factor)		101.49%
Allowable Growth Subtotal	\$	2,761,631.20

**Adjustment for New State Funding ("net new funding")**

<b>Estimates from fiscal year yr 2014/2015</b>		
-Mun. Rev Sharing	\$	130,469.72
(X Growth Factor if < than '14-15 yr rev sharing)		100.00%
Total (adjusted)	\$	130,469.72
<b>Estimates for fiscal year 2015/2016</b>		
-Mun. Rev Sharing	\$	130,469.72
Net Difference	\$	-

**Final Calculation of Property Tax Levy Limit**

2014/2015 Property Tax Levy Limit	\$	2,721,087.00
Growth Limitation Factor		101.49%
Allowable Growth Subtotal	\$	2,761,631.20
<b>Deduction/Addition (net new funding)</b>	\$	-
<b>Property Tax Levy Limit</b>	\$	<b>2,761,631.20</b>

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Municipal Budget

FY 2015-16

	15/16 Budget	14/15 Budget	13/14 Budget	12/13 Budget	11/12 Budget	10/11 Budget	\$ diff last/this	% diff	
<b>Administration</b>									
Salaries	346,451	327,254	322,780	317,702	308,052	301,468	19,197	5.86609	
Code Enforcement Department	100,459	89,374	85,501	84,005	73,771	78,019	11,085	12.40294	
Supplies	6,600	4,000	4,000	4,200	4,000	4,300	2,600	65.00000	
Equipment	600	1,500	500	500	500	500	-900	-60.00000	
Service contracts	15,829	15,539	15,890	18,433	18,490	18,311	290	1.86627	
Utilities-phone	5,000	5,000	5,000	5,500	5,900	5,900	0	0.00000	
Postage	7,690	8,290	7,931	6,977	6,853	6,480	-600	-7.23764	
Audit & legal	36,875	38,000	30,000	26,000	26,000	26,000	-1,125	-2.96053	
Dues / publications/remembrances	1,465	1,505	1,305	1,355	1,155	1,205	-40	-2.65781	
Advertising	4,000	4,000	3,000	2,500	2,000	1,000	0	0.00000	
Registry of Deeds	5,000	5,000	4,000	4,500	4,500	3,500	0	0.00000	
Travel & training	10,099	9,999	10,999	11,199	9,399	9,399	100	1.00010	
Printing	3,200	3,200	2,500	2,500	2,500	3,700	0	0.00000	
Elections	11,671	8,806	7,097	8,655	7,825	8,228	2,865	32.53464	
<b>Total</b>	<b>554,939</b>	<b>521,467</b>	<b>500,503</b>	<b>494,026</b>	<b>470,945</b>	<b>468,010</b>	<b>33,472</b>	<b>6.41881</b>	
<b>Assessing</b>									
Contract Assessor	30,000	30,000	25,000	25,000	30,000	30,000	0	0.00000	
Assistant Salary	11,279	11,123	10,967	10,754	15,678	24,669	156	1.40250	
Supplies/Equipment	1,100	1,100	1,000	1,100	1,059	1,500	0	0.00000	
Legal (Assessing & BAR)	0	0	900	1,000	1,000	1,200	0	0.00000	
Software maintenance	8,800	8,575	8,360	8,456	7,350	7,100	225	2.62391	
Registry of Deeds	1,200	1,200	1,200	1,200	1,200	1,200	0	0.00000	
<b>Total</b>	<b>52,379</b>	<b>51,998</b>	<b>47,427</b>	<b>47,510</b>	<b>56,287</b>	<b>65,669</b>	<b>381</b>	<b>0.73272</b>	
<b>Town Hall</b>									
Supplies	1,200	1,586	1,640	1,100	1,700	2,220	-386	-24.33796	
Equipment	1,900	1,800	1,800	1,000	3,000	3,000	100	5.55556	
Heating oil	2,700	4,320	4,320	4,995	5,600	6,000	-1,620	-37.50000	
Utilities	9,000	9,000	7,400	11,000	13,500	14,500	0	0.00000	
Contract services	2,085	1,550	1,520	1,497	1,453	1,403	535	34.51613	
Town Hall repairs/renovations/maint	2,000	2,000	2,000	3,000	3,000	3,500	0	0.00000	
<b>Total</b>	<b>18,885</b>	<b>20,256</b>	<b>18,680</b>	<b>22,592</b>	<b>28,253</b>	<b>30,623</b>	<b>-1,371</b>	<b>-6.76836</b>	
<b>Insurance</b>									
Social Security	97,037	91,085	87,154	84,851	83,073	84,487	5,952	6.53456	
Unemployment	1,000	1,000	1,000	1,000	1,000	1,000	0	0.00000	
Liability/Vehicle Insurance	42,100	42,100	40,000	28,000	29,002	29,002	0	0.00000	
Workers Comp	24,607	24,607	26,000	28,000	29,000	30,970	0	0.00000	
Inland Marine	3,300	2,950	2,500	2,125	1,999	1,986	350	11.86441	
Public officials liab.	1,425	1,300	1,350	1,350	1,350	1,350	125	9.61538	
Health/Dental	240,000	240,000	229,000	253,671	243,201	265,867	0	0.00000	
Life insurance	5,500	5,500	5,300	4,450	4,450	4,795	0	0.00000	
ICMA Ret Corp	56,652	51,955	41,900	47,798	47,907	44,635	4,697	9.04052	
Medical Collection Fees	12,000	12,000	12,000	12,000	12,000	14,400	0	0.00000	
<b>Total</b>	<b>483,621</b>	<b>472,497</b>	<b>446,204</b>	<b>463,245</b>	<b>452,982</b>	<b>478,492</b>	<b>11,124</b>	<b>2.35430</b>	

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Municipal Budget

FY 2015-16

	15/16 Budget	14/15 Budget	13/14 Budget	12/13 Budget	11/12 Budget	10/11 Budget	\$ diff last/this	% diff	
<b>General Assistance</b>									
GA	6,000	6,000	6,000	6,000	6,000	4,000	0	0.00000	
<b>Total</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>4,000</b>	<b>2,000</b>	<b>0</b>	<b>0.00000</b>	
<b>Technology Department</b>									
Broadcast Station Salary	35,490	35,000	16,724	12,293	9,235	3,600	490	1.40000	
Cable broadcasting expenses	19,000	12,000	10,000	9,000	9,000	9,000	7,000	58.33333	
Technology Svcs Admin Salary	60,000	60,000	60,000	60,000	60,000	60,000	0	0.00000	
Technology/computers/upgrades	59,165	59,165	58,165	58,165	58,165	63,800	0	0.00000	
GIS hardware/software/maint./data svcs	14,200	14,200	13,600	13,600	28,600	13,600	0	0.00000	
<b>Total</b>	<b>187,855</b>	<b>180,365</b>	<b>158,489</b>	<b>153,058</b>	<b>165,000</b>	<b>150,000</b>	<b>7,490</b>	<b>4.15269</b>	
<b>Community Development</b>									
Planning Services	26,500	21,500	21,500	36,500	17,000	26,100	5,000	23.25581	
Secretary	10,151	10,011	9,871	9,679	11,775		140	1.39846	
Director of Development	3,000						3,000	0.00000	
Supplies	500	500	250	250	250	250	0	0.00000	
Planning Board Ordinance Updates	5,000	4,000	4,000		4,500	6,500	1,000	25.00000	
Advertising	1,500	1,500	1,500	1,500	1,500	1,500	0	0.00000	
Comp Plan implementation	0	0			0	1,500	0	0.00000	
Conservation Commission	10,000	0	0	2,000	2,000	4,000	10,000	0.00000	
Lake Region Bus	5,000						5,000	0.00000	
Community Projects using Timber Funds	0	55,000					-55,000	-100.00000	
GPCOG	0	0	0	4,699	3,869	0	0	0.00000	
<b>Total</b>	<b>61,651</b>	<b>92,511</b>	<b>37,121</b>	<b>54,628</b>	<b>40,894</b>	<b>39,850</b>	<b>-30,860</b>	<b>-33.35820</b>	
<b>Fire/EMS Department</b>									
Clothing allowance	5,000	5,000	5,000	5,000	5,000	5,000	0	0.00000	
Operations	22,000	22,000	22,000	18,000	17,000	15,955	0	0.00000	
Travel	2,400	2,400	2,400	2,400	4,400	4,400	0	0.00000	
Fire/Rescue Payroll	442,911	421,790	395,454	387,700	377,432	376,432	21,121	5.00747	
Dispatch Services	31,700	31,700	31,700	31,700	31,700	31,700	0	0.00000	
Building maint	21,900	17,000	12,244	12,244	12,244	12,244	4,900	28.82353	
New equipment	8,000	8,000	8,000	7,000	7,000	7,000	0	0.00000	
Gas/oil	16,000	18,000	18,278	17,278	15,278	15,278	-2,000	-11.11111	
Vehicle Maintenance	31,000	30,000	28,400	26,400	23,400	23,400	1,000	3.33333	
Firefighter Equipment and repair	6,000	5,700	5,700	5,700	5,700	5,700	300	5.26316	
Radio repairs & replacement	10,000	10,000	7,800	7,800	7,800	7,800	0	0.00000	
Heating of buildings	10,000	12,000	13,000	13,000	13,000	16,000	-2,000	-16.66667	
Utilities	23,966	26,966	26,966	26,966	26,966	26,966	-3,000	-11.12512	
Maintenance and License Contracts	6,000	6,000	5,721	4,721	4,721	4,721	0	0.00000	
Health & safety	7,300	7,300	4,955	4,955	4,000	4,000	0	0.00000	
Dues & publications; EMS assessment	1,200	900	900	900	900	900	300	33.33333	
Training	10,500	10,500	19,790	10,500	10,500	10,500	0	0.00000	
Fire prevention	1,000	500	500	500	500	500	500	100.00000	
Turn-out gear/equip	10,200	9,300	7,225	4,500	8,500	8,500	900	9.67742	
SCBA	4,400	4,400	4,400	2,200	2,155	1,200	0	0.00000	
<b>Total</b>	<b>671,477</b>	<b>649,456</b>	<b>620,433</b>	<b>589,464</b>	<b>578,196</b>	<b>578,196</b>	<b>22,021</b>	<b>3.39068</b>	

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Municipal Budget

FY 2015-16

	15/16 Budget	14/15 Budget	13/14 Budget	12/13 Budget	11/12 Budget	10/11 Budget	\$ diff last/this	% diff	
<b>Animal Control</b>									
Revenue	(\$4,000)	(\$4,000)	(\$4,200)	(\$4,000)	(\$4,000)	(4,000)	0	0.00000	
Salaries	7,858	7,814	7,708	7,532	6,327	6,000	44	0.56309	
Uniforms	400	400	400	400	400	500	0	0.00000	
Equipment	500	500	500	500	500	600	0	0.00000	
Mileage/Expenses	5,300	5,300	5,300	5,200	5,200	5,000	0	0.00000	
Contract services	6,122	5,856	5,856	5,856	6,160	5,671	266	4.53689	
<b>Total</b>	<b>16,180</b>	<b>15,870</b>	<b>15,564</b>	<b>15,488</b>	<b>14,587</b>	<b>13,771</b>	<b>310</b>	<b>1.95135</b>	
<b>Infrastructure</b>									
Streetlights	21,816	21,000	19,960	19,960	19,330	20,930	816	3.88571	
<b>Total</b>	<b>21,816</b>	<b>21,000</b>	<b>19,960</b>	<b>19,960</b>	<b>19,330</b>	<b>21,220</b>	<b>816</b>	<b>3.88571</b>	
<b>Public Works</b>									
Salaries	257,367	253,570	231,610	225,098	215,129	211,114	3,797	1.49742	
Supplies/uniforms	3,500	3,000	3,000	3,000	3,000	5,000	500	16.66667	
Materials	15,000	15,000	15,000	15,000	15,000	15,000	0	0.00000	
Street signs	5,500	5,500	5,500	3,000	3,000	3,000	0	0.00000	
Road salt	60,000	60,000	60,000	60,000	71,000	71,000	0	0.00000	
Equipment	4,500	4,000	3,000	3,000	3,000	1,000	500	12.50000	
Equipment maintenance	39,625	39,625	39,625	32,500	30,000	20,000	0	0.00000	
Gas/diesel	29,000	29,000	29,000	29,000	18,000	22,000	0	0.00000	
Utilities-Phone/CMP	4,000	4,000	4,000	4,000	4,000	5,600	0	0.00000	
District One-PW	5,000	5,000	5,000	5,890	5,890	6,575	0	0.00000	
Building maintenance	7,100	7,100	7,100	8,500	7,700	3,500	0	0.00000	
Travel & training	400	400	400	500	0	0	0	0.00000	
Snow removal contract	185,420	181,005	176,591	176,591	169,862	164,560	4,415	2.43916	
Striping contract	17,554	15,394	15,394	11,000	11,000	10,000	2,160	14.03144	
Roadside mowing	4,300	2,500	2,500	3,200	3,200	3,200	1,800	72.00000	
Subcontracting	6,000	6,000	6,000	6,000	6,000	6,000	0	0.00000	
Rental equipment	1,000	1,000	1,000	1,000	1,000	750	0	0.00000	
Winter Sand	41,200	41,200	41,200	41,200	41,200	41,200	0	0.00000	
<b>Total</b>	<b>686,466</b>	<b>673,294</b>	<b>645,920</b>	<b>628,479</b>	<b>607,981</b>	<b>589,499</b>	<b>13,172</b>	<b>1.95635</b>	
<b>Solid Waste</b>									
Recycling pickup & haul	126,621	124,875	121,235	121,235	117,700	114,278	1,746	1.39820	
Recycling committee	0	500	700	1,200	1,200	1,200	-500	-100.00000	
Roadside pickup	126,621	124,875	121,235	121,235	117,700	114,278	1,746	1.39820	
MMWAC	61,500	43,400	43,400	46,400	49,300	52,200	18,100	41.70507	
MMWAC debt service	0	135,527	143,821	152,115	160,409	168,703	-135,527	-100.00000	
ecomaine (RWS) demo project	0	0	20,213	20,896	20,896	20,896	0	0.00000	
<b>Total</b>	<b>314,742</b>	<b>429,177</b>	<b>450,604</b>	<b>463,081</b>	<b>467,205</b>	<b>471,555</b>	<b>-114,435</b>	<b>-26.66382</b>	



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Municipal Budget

FY 2015-16

	15/16 Budget	14/15 Budget	13/14 Budget	12/13 Budget	11/12 Budget	10/11 Budget	\$ diff last/this	% diff	
<b>Cemeteries</b>									
Contract services	16,048	12,760	12,760	11,212	11,112	11,112	3,288	25.76803	
General repair/maintenance	4,000	4,000	4,000	5,000	5,000	5,000	0	0.00000	
Raymond Hill Cemetery survey	0	2,500	0	0	0	0	-2,500	-100.00000	
Map and plot locations plan	0	0	0	8,365	0	0	0	0.00000	
<b>Total</b>	<b>20,048</b>	<b>19,260</b>	<b>16,760</b>	<b>24,577</b>	<b>16,112</b>	<b>16,112</b>	<b>788</b>	<b>4.09138</b>	
<b>Parks/Recreation</b>									
Materials/equipment	2,500	2,500	2,500	3,500	3,500	0	0	0.00000	
Contract services	8,038	6,898	6,697	6,697	6,697	6,697	1,140	16.52653	
Raymond Baseball/Softball	1,000	1,000	1,000	1,000	1,000	1,000	0	0.00000	
Raymond Rattlers Snowmobile	1,600	800	800	2,000	2,000	2,000	800	100.00000	
Agawam mowing /soccer	2,000	2,000	2,000	2,000	2,000	2,000	0	0.00000	
<b>Total</b>	<b>15,138</b>	<b>13,198</b>	<b>12,997</b>	<b>15,197</b>	<b>15,197</b>	<b>11,697</b>	<b>1,940</b>	<b>14.69920</b>	
<b>Raymond Village Library</b>									
Library	60,195	40,000	37,500	35,000	30,900	30,900	20,195	50.48750	
Maintenance expense per Agreement	500	500					0	0.00000	
<b>Total</b>	<b>60,695</b>	<b>40,500</b>	<b>37,500</b>	<b>30,900</b>	<b>30,900</b>	<b>30,900</b>	<b>20,195</b>	<b>49.86420</b>	
<b>CIP</b>									
PW-Equipment Reserve	85,000	35,000	135,000	35,000	35,000	35,000	50,000	142.85714	
PW - Road construction bond payment	0	96,731	100,086	103,263	106,297	109,213	-96,731	-100.00000	
Paving/Road Maintenance	275,000	275,000	500,000	240,000	240,000	234,838	0	0.00000	
Municipal Facilities Maint/Improvement	25,000	25,000	25,000	25,000	25,000	25,000	0	0.00000	
Public Safety Bldg bond payment	115,137	115,424	118,779	123,358	132,829	136,385	-287	-0.24865	
Fire Dept equipment bond payment	0	56,003	57,945	59,784	61,541	63,229	-56,003	-100.00000	
PW – 2013 Road Const. Bond Payment	240,000	63,000					177,000	280.95238	
Fire Department Equipment, Facilities	75,000	75,000	355,000	75,000	75,000	75,000	0	0.00000	
Bond Payment for Fire Truck, Sand/Salt Shed	105,000						105,000	0.00000	
Tank 1 and Marine One Refurbishment	91,500						91,500	0.00000	
Technology Equipment Upgrades	51,749						51,749	0.00000	
Broadcast Studio Back-up Generator	0	25,000					-25,000	0.00000	
Fire Pond Rehabilitation	0	15,000					-15,000	0.00000	
PSB Visibility/Sight distance Work	0	15,500					-15,500	0.00000	
Pole Barn to house PW & PS equipment	0	80,000					-80,000	0.00000	
Valley Road Communications Tower Facility	0	118,000					-118,000	0.00000	
Engine 2 Down Payment	0	175,000					-175,000	0.00000	
Patricia Avenue Recreational Facility	136,000	0					136,000	0.00000	
<b>Total</b>	<b>1,199,386</b>	<b>1,169,658</b>	<b>1,291,810</b>	<b>661,405</b>	<b>675,667</b>	<b>678,665</b>	<b>29,728</b>	<b>2.54160</b>	
<b>Gross Budget</b>	<b>4,371,278</b>	<b>4,376,507</b>	<b>4,325,972</b>	<b>3,689,610</b>	<b>3,643,536</b>	<b>3,646,259</b>	<b>-5,229</b>	<b>-0.11949</b>	

\*\*\* DRAFT \*\*\*  
Municipal Budget

FY 2015-16

	15/16 Budget	14/15 Budget	13/14 Budget	12/13 Budget	11/12 Budget	10/11 Budget	\$ diff last/this	% diff	
<b>County Tax Assessment</b>	649,873	617,503	627,814	589,109	589,325	544,946	32,370	5.24208	
Total	649,873	617,503	627,814	589,325	589,325	544,946	32,370	5.24208	
<b>TIF</b>									
Hydrant Rental	5,796	5,650	5,600	5,460	5,300	5,360	146	2.58407	
Waterline Bond Payment	63,905	64,064	65,926	68,467	73,724	75,697	-159	-0.24819	
Route 302 Bond Payment	43,736	43,845	45,119	46,858	50,456	51,806	-109	-0.24860	
Street Flag Maintenance	1,000	1,000	1,000	1,000	1,000	1,000	0	0.00000	
Route 302 Corridor	34,341	30,951	30,551	29,493	30,288	33,597	3,390	10.95280	
Raymond Waterways	17,500	17,500	17,500	15,000	15,000	15,000	0	0.00000	
Raymond/Casco Historical	1,800	1,800	1,800	1,800	1,800	1,800	0	0.00000	
GPCOG Dues	4,436	4,436	4,436				0	0.00000	
Economic Development	7,000	7,000	7,000				0	0.00000	
GIS contract	25,000	25,000	20,000				0	0.00000	
Sebago Lake Health: Rapid Response Team	3,000	0					3,000	0.00000	
GIS Plotter	10,000	0					10,000	0.00000	
GIS 2016 OrthoFlight	10,862	0					10,862	0.00000	
Sheri-Gagnon Park	0	0			0	4,838	0	0.00000	
Main Street Sidewalk Project grant match	0	32,000					-32,000	0.00000	
Total	228,376	233,246	198,932	168,078	177,568	189,098	-4,870	-2.08792	
<b>School</b>									
School IRT Playground Project	300,000						300,000	0.00000	
Total	300,000						300,000	0.00000	

**2015-2016  
Administration**

**Account # 0100**

**Total Appropriation Request -- \$554,939**

**Sub-accounts**

***0100 Wages* ***\$346,451*****

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Town Manager	(Salary)	\$98,744
A portion of salary is used to purchase long-term disability insurance		
Finance Director	37.70/hr @ 40hrs/week	\$78,416
Deputy Finance Director	22.63/hr @ 35hrs/week	\$41,187
Tax Collector	21.00/hr @ 32hrs/week	\$34,944
Clerk	40 hrs per week - Salary	\$55,000
Deputy Clerk/Tax Collector/Counter/ G.A. Coordinator	16.93/hr @ 25hrs/week	\$22,009
Municipal Assistant	21.69/hr @ 9 hrs/week	\$10,151
(12 hrs under Code Enforcement; 9 hrs under Community Development and 10 hrs under Assessing)		
Selectmen	5 members @ \$1,200/year	\$6,000

***0150 Code Enforcement Department* ***\$100,459*****

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Code Enforcement Officer	40 hrs per week - Salary	\$65,024
Assistant Code Enforcement Officer	May-Sept as needed, rate based on experience	\$10,000
Municipal Assistant	21.69/hr @ 12 hrs/week	\$13,535
(9 hrs under Administration; 9 hrs under Community Development and 10 hrs under Assessing)		
Supplies		\$1,000
Vehicle fuel/maintenance		\$4,000
Training/Conferences		\$1,500
Phone		\$1,400
Software-WEBQA		\$4,000

***0200 Supplies* ***\$6,600*****

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Included are paper products (forms, envelopes, labels, stickers, etc); office supplies; computer supplies  
FY 2015-2016 includes \$2,600 for Clerk software package from TRIO purchase, installation, & training

***0300 Equipment* ***\$600*****

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Chairs; desks; filing cabinets, adding machines, and other office equipment

***0325 Service Contracts* ***\$15,829*****

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Northern Data (software licenses and support fees) - \$10,251, Postage machine rental - \$760; Postage Meter maintenance contract \$110, photo copier agreements - \$788; tax billing services from Northern Data - \$2,888, Lewiston Waste Water Control-\$250 for septic site license, Androscoggin Bank-\$250 (Trust Funds administration fee), Quarterly Electronic 941 filing \$32, TRIO Clerk Pkg maint.-\$500

**0500 Telephone** **\$5,000**

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Verizon Wireless, Fairpoint, VOIP

**0600 Postage** **\$7,690**

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Tax Bills (semi-annual)	\$3,260
Tax bills – corrected re-submittals	\$24
30-day lien notices @\$6.48 (300)	\$1,944
Mortgage holder lien notices @\$6.48 (50)	\$324
45 day automatic foreclosure notices @\$6.48 (60)	\$389
Mortgage holder foreclosure notices @\$6.48 (25)	\$162
Reminder notices	\$48
Normal business mail, town wide mailings, postage due	\$1,539

**0700 Professional Services** **\$36,875**

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Audit:	\$6,875
Legal	\$30,000

**0800 Dues and Subscriptions/Publications/Remembrances** **\$1,465**

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Excise guides \$150; Affiliated Health Assoc. \$175; MTCCA \$75; MTCTA \$75; MWDA \$30; CCMCA \$10; newspapers and other publications \$200, notaries \$50, Remembrances \$ 700 –**previously eliminated MMA membership, along with TM’s ICMA & MTCMA dues**

**0900 Advertising** **\$4,000**

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Appeals Board; BAR; Selectmen; employment openings; public notices; and legal advertisements

**1000 Registry of Deeds** **\$5,000**

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Lien filings; lien discharges; and quitclaim deed filings – have to pay for each year being quit-claimed

**1100 Travel and Training** **\$10,099**

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The 2015 mileage reimbursement rate has been set at 57.5cents per mile by the IRS.

The Town of Raymond uses the IRS standard rate.

Town Manager	
Auto stipend	\$3,899
Training and meetings	\$1,500
MTCMA Conference	\$0
ICMA Conference	\$2900
MMA Conference	\$0
<b>Previously eliminated Town Manager attendance at MTCMA &amp; MMA conference</b>	
Office Staff Conferences and mileage	\$1,800

**1200 Printing** **\$3,200**

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Town Annual Reports and Town Meeting Warrants	\$3,200
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**1400 Elections****\$11,671**

Lease second voting machine		\$800
Conferences/training		\$400
Deputy Voter Register		
Payroll	200 hours @ \$8.26	\$1,652
Postage	100 @ .34	\$34
Election Worker meals	5 elections @ \$120	\$600
June Town Meeting		
Workers	4 @ 5 hours @ \$7.50	\$150
Moderator		\$100
June Town election		
Worker training	6 @ 3 hours @ \$7.50	\$135
Workers	5 @ 13.5 hours @ \$7.50	\$507
Ballot Counters	4 @ 1.5 hours @ \$7.50	\$57
Voting machine programming (municipal only)		\$400
Print color ballots (municipal only)	1,500 @ .25	\$375
Absentee ballot postage	200 @ .69	\$138
Advertising		\$144
RSU #14 Budget (assumed in conjunction with June Town Election)		
Public Hearing Workers	2 @ 3 hours @ 7.50	\$45
Voting machine programming (RSU ballot only)		\$400
Print color ballots (RSU only)	1,500 @ .25	\$375
Reimbursement by RSU 14		-\$820
RSU #14 Withdrawal (if separate election)		
Workers	5 @ 13.5 hours @ 7.50	\$507
Ballot counters	5 @ 1.5 hours @ 7.50	\$57
Voting machine programming (RSU ballot only)		\$400
Print color ballots (RSU only)	3,000 @ .25	\$750
Absentee ballot postage	200 @ .69	\$138
Advertising		\$144
November Election		
Worker training	6 @ 3 hours @ \$7.50	\$135
Workers	5 @ 13.5 hours @ \$7.50	\$507
Ballot Counters	5 @ 1.5 hours @ \$7.50	\$57
Voting machine programming (municipal only if needed) 2 machines		\$800
Print color ballots (municipal only if needed)	3000 @ .25	\$750
Absentee ballot postage	200 @ .69	\$138
Advertising		\$144
Unanticipated 1 Election		
Workers	5 @ 13.5 hours @ \$7.50	\$507
Ballot Counters	5 @ 1.5 hours @ \$7.50	\$57
Voting machine programming (municipal only if needed) 1 machine		\$400
Print color ballots (municipal only if needed)	1500 @ .25	\$375
Absentee ballot postage	100 @ .69	\$69
Advertising		\$144
Election supplies	Pens, paper, toner, etc.	\$100



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

January 23, 2015

TO: Don Willard – Town Manager  
 FROM: Sue Look – Town Clerk/Registrar  
 RE: **2015-16 Budget Proposal for Tax Collector**

Currently Sue Carr has the title of Deputy Tax Collector, works 32 hours per week, and is doing all of the responsibilities of Tax Collector with no supervision required. I would like to propose granting her the title of Tax Collector, keeping her hours per week at 32, and increasing her hourly rate from \$18.94 to \$21.00 (\$31,516.16 to \$34,944.00 annually) to be in-line with the average salary for a Tax Collector in a municipality comparable to Raymond. Following are the examples used:

Description (data from MMA's 2013 Salary Survey)	Hourly Rate	Annual Salary (32 hours per week)
Average salary for a municipality with a population between 3,500 and 4,999	\$21.00	\$34,944.00
Average of similar and neighboring municipalities (details below)	\$20.94	\$34,843.05

Municipality	County	Pop.	Position	Hourly	Annual for 32 hours per week
Belfast	Waldo	6,653	Tax Collector	\$20.45	\$34,028.80
Eliot	York	6,260	Tax Collector	\$21.63	\$35,992.32
Rumford	Oxford	6,192	Tax Collector	\$22.86	\$38,039.04
Gardiner	Kennebec	6,093	Tax Collector	\$17.83	\$29,669.12
Camden	Knox	5,259	Tax Collector	\$17.67	\$29,402.88
Harpswell	Cumberland	5,167	Tax Collector	\$19.23	\$31,998.72
Bar Harbor	Hancock	5,126	Tax Collector	\$26.69	\$44,412.16
Waldoboro	Lincoln	5,092	Tax Collector	\$20.71	\$34,461.44
Jay	Franklin	4,836	Tax Collector	\$22.62	\$37,639.68
Sabattus	Androscoggin	4,808	Tax Collector	\$19.62	\$32,647.68
Madison	Somerset	4,556	Tax Collector	\$18.50	\$30,784.00
Glenburn	Penobscot	4,526	Tax Collector	\$22.57	\$37,556.48
Millinocket	Penobscot	4,248	Tax Collector	\$17.07	\$28,404.48
Arundel	York	3,993	Tax Collector	\$23.50	\$39,104.00
Dexter	Penobscot	3,705	Tax Collector	\$23.14	\$38,504.96
			<b>Average</b>	<b>\$20.94</b>	<b>\$34,843.05</b>

**2015-2016  
Administration**

**Account # 0100**

***0150 Code Enforcement Department***

	<u>FLAT</u>	<u>CPI (1.4%)</u>
Code Enforcement Officer 40 hrs per week - Salary	\$64,126	\$65,023
Assistant Seasonal Code Officer*	\$10,000	\$10,000
Municipal Assistant \$21.39/hr @ 12 hrs/week (9 hrs under Administration; 9 hrs under Community Development and 10 hrs under Assessing)	\$13,348	\$13,534
Supplies	\$1,000	\$ 1,000
Vehicle fuel/maintenance	\$4,000	\$ 4,000
Training/Conferences	\$1,500	\$ 1,500
Phone	\$1,400	\$ 1,400
Code Software License	\$4,000	\$ 4,000
<b>TOTAL:</b>	<b>\$99,374</b>	<b>\$100,457</b>

\*Part-time help May-Sept, as needed. Rate depends on experience.



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

January 22, 2015

**TO:** Don Willard – Town Manager  
**FROM:** Sue Look – Town Clerk/Registrar  
**RE:** **2015-16 Budget Proposal for Elections and Clerk**

Attached please find 2 budget details for Elections for FY 2015-16, 1 with a 1.4% payroll increase, and 1 without.

I would like to offer some explanation for the changes to the Elections Budget:

- I have tried to capture all of the costs of Elections (while making each item more in-line with actual costs), and have therefore added lines for the cost of mailing absentee ballots, advertising, and training election workers.
- The budget is higher than last year for 2 major reasons:
  - \$800 – The addition of the lease of a 2<sup>nd</sup> voting machine. This has been added due to the lines to cast ballots at the 2014 Gubernatorial Election, as well as the fact that the election results were delayed by 2 hours while ballots which were deposited in the wooden ballot box (used to alleviate lines of voters) were processed through the voting machine.
  - \$1,994.50 – The addition of an election for RSU withdrawal. The Commissioner of Education will attempt to schedule the final withdrawal vote to coincide with a State election, but there is no guarantee of this.
- This leaves a budget increase of \$64.50 over last year for all other expenses (if there is a 1.4% payroll increase).

Also, attached please find the budget details for purchasing software to track and process dog licenses and vital statistics.



I began with asking NDS (our current vendor) for pricing and a demonstration, which they gave on December 18, 2014. They have a dog licensing program which would cost \$2,500 the first year and \$750 annually thereafter. During the demo I asked a number of questions to which I was promised answers and to which I still have no answer (even after a follow-up email). They contract with an individual for a vital statistics program, however NDS will not be maintain this program after the individual (in his 60s or 70s) retires.

At my previous Town Clerk position I used TRIO's Clerk package (which includes both dogs and vital records). I know it to be easy to use, stable and I know TRIO to be responsive to questions and issues.

The justification for each is as follows:

- Dog Licenses
  - Currently we manually:
    - Fill out a dog license form, print it, give a copy to the owner and the original to the Town Clerk.
    - The Town Clerk adds the data to a spreadsheet and adds the original to a binder with the other dog licenses on file to be ready for next year.
    - To renew a license in subsequent years the license is retrieved from the binder and manually updated to reflect the current rabies and license information. Again the Town Clerk maintains the spreadsheet with the same data.
    - Citizens have the option of licensing their dog(s) online. More are doing that as time goes on. The data is sent monthly, and line by line pasted into the spreadsheet, then each must be manually updated on the license in the binder, and then the owners are mailed their tag(s).
    - At month end a report and check must be sent to Animal Welfare reflecting all of the licenses issued. This requires verifying that the dollar amount we show in our accounting software equals the number of licenses issued and resolving any discrepancies.
    - On April 1<sup>st</sup> each year a warrant listing all dogs which have not been licensed must be produced for the ACO (who follows up with and tickets each that can be found).
    - Throughout the year we receive copies of rabies certificates and update the rabies data to both the spreadsheet and the license copy in the binder.
  - With the TRIO Clerk package we will eliminate the need to maintain a spreadsheet of data, as well as eliminate the need to search through binders to make updates. Instead we will be able to:
    - Enter the dog license information into a database.
    - Print the license for signature and keeping on file.
    - Search for the dog and update any information (rabies, renewal, status).
    - Print month end detail reports and the report for Animal Welfare.
    - Download the monthly online license information and print the licenses.
    - Print warrants for ACO.

- Vital Statistics
  - Currently we have the birth, marriage, and death certificates from about 1990 to present in the vault in our office area. The records prior to 1990 are stored in the vault room in the basement.
  - Many of the records are filed in archival quality plastic sleeves in binders. The oldest, hand-written records are in books.
    - Producing copies from the records filed in plastic sleeves requires locating the physical record, removing it from the binder it is stored in, photocopying the record onto security paper (shrinking the record as needed), validating the copy with the Town Seal and the clerk (or deputy) signing the document, and returning the record to the appropriate binder,
    - Producing copies from the hand-written records requires searching through the books to find the record, typing the data onto an extract form on security paper, validating the copy with the Town Seal, and the clerk (or deputy) signing the document.
  - A list of the month's requests are entered into a spreadsheet which is used to reconcile with our accounting system at the end of each month so the monthly report and check can be sent to the Department of Vital records.
  - With the TRIO Clerk package we will need data enter each record. In my past position as Town Clerk this took about a year. Once the data is entered we will be able to search for a record, print, seal and sign it. This means that we will no longer need to disturb or handle the original record again, and we will be able to respond to requests for copies and genealogy information more efficiently. Also, we will be able to produce a monthly report of all requests.

<b>Elections – with 1.4% payroll increase</b>		<b>FY 2015-6</b>	
		<b>Details</b>	<b>Budget</b>
<u>Conferences/Training</u>			\$400.00
<u>Lease 2<sup>nd</sup> Voting Machine</u>			\$800.00
<u>Deputy Voter Registrar</u>			
	Payroll	200 hours @ \$8.26	\$1,652.00
	Postage	100 @ \$.34	\$34.00
<u>Election Worker Meals</u>		5 elections @ \$120	\$600.00
<u>June Town Election</u>			
	Worker Training	6 @ 3 hours @ \$7.50	\$135.00
	Workers	5 @ 13.5 hours @ \$7.50	\$506.25
	Ballot Counters	5 @ 1.5 hours @ \$7.50	\$56.25
	Voting Machine Programming (municipal only)	1 machine	\$400.00
	Print color ballots (municipal only)	1,500 @ \$.25	\$375.00
	Absentee Ballot Postage	200 @ \$.69	\$138.00
	Advertising		\$144.00
<u>RSU 14 Budget (assumed in conjunction with June Town Election)</u>			
	Public Hearing Workers	2 @ 3 hours @ \$7.50	\$45.00
	Voting Machine Programming (RSU ballot only)	1 machine	\$400.00
	Print color ballots (RSU only)	1,500 @ \$.25	\$375.00
	Reimbursement by RSU 14		<b>-\$820.00</b>
<u>RSU 14 Withdrawal (if separate election)</u>			
	Workers	5 @ 13.5 hours @ \$7.50	\$506.25
	Ballot Counters	5 @ 1.5 hours @ \$7.50	\$56.25
	Voting Machine Programming (RSU ballot only)	1 machine	\$400.00
	Print color ballots (RSU only)	3,000 @ \$.25	\$750.00
	Absentee Ballot Postage	200 @ \$.69	\$138.00
	Advertising		\$144.00
<u>June Town Meeting</u>			
	Workers	4 @ 5 hours @ \$7.50	\$150.00
	Moderator		\$100.00
<u>November Election</u>			
	Worker Training	6 @ 3 hours @ \$7.50	\$135.00
	Workers	5 @ 13.5 hours @ \$7.50	\$506.25
	Ballot Counters	5 @ 1.5 hours @ \$7.50	\$56.25
	Voting Machine Programming (municipal only if needed)	2 machines	\$800.00
	Print color ballots (municipal only if needed)	3,000 @ \$.25	\$750.00
	Absentee Ballot Postage	200 @ \$.69	\$138.00
	Advertising		\$144.00
<u>Unanticipated Election</u>			
	Workers	5 @ 13.5 hours @ \$7.50	\$506.25
	Ballot Counters	5 @ 1.5 hours @ \$7.50	\$56.25
	Voting Machine Programming (municipal only if needed)	1 machine	\$400.00
	Print color ballots (municipal only if needed)	1,500 @ \$.25	\$375.00
	Absentee Ballot Postage	100 @ \$.69	\$69.00
	Advertising		\$144.00
<u>Election Supplies</u>			
	Pens, paper, toner, etc.		\$100.00

<b>Total</b>			<b>###</b>
<b>Elections – without 1.4% payroll increase</b>		<b>FY 2015-6</b>	
		<b>Details</b>	<b>Budget</b>
Conferences/Training			\$400.00
Lease 2 <sup>nd</sup> Voting Machine			\$800.00
Deputy Voter Registrar			
	Payroll	200 hours @ \$8.15	\$1,630.00
	Postage	100 @ \$.34	\$34.00
Election Worker Meals		5 elections @ \$120	\$600.00
June Town Election			
	Worker Training	6 @ 3 hours @ \$7.50	\$135.00
	Workers	5 @ 13.5 hours @ \$7.50	\$506.25
	Ballot Counters	5 @ 1.5 hours @ \$7.50	\$56.25
	Voting Machine Programming (municipal only)	1 machine	\$400.00
	Print color ballots (municipal only)	1,500 @ \$.25	\$375.00
	Absentee Ballot Postage	200 @ \$.69	\$138.00
	Advertising		\$144.00
RSU 14 Budget (assumed in conjunction with June Town Election)			
	Public Hearing Workers	2 @ 3 hours @ \$7.50	\$45.00
	Voting Machine Programming (RSU ballot only)	1 machine	\$400.00
	Print color ballots (RSU only)	1,500 @ \$.25	\$375.00
	Reimbursement by RSU 14		<b>-\$820.00</b>
RSU 14 Withdrawal (if separate election)			
	Workers	5 @ 13.5 hours @ \$7.50	\$506.25
	Ballot Counters	5 @ 1.5 hours @ \$7.50	\$56.25
	Voting Machine Programming (RSU ballot only)	1 machine	\$400.00
	Print color ballots (RSU only)	3,000 @ \$.25	\$750.00
	Absentee Ballot Postage	200 @ \$.69	\$138.00
	Advertising		\$144.00
June Town Meeting			
	Workers	4 @ 5 hours @ \$7.50	\$150.00
	Moderator		\$100.00
November Election			
	Worker Training	6 @ 3 hours @ \$7.50	\$135.00
	Workers	5 @ 13.5 hours @ \$7.50	\$506.25
	Ballot Counters	5 @ 1.5 hours @ \$7.50	\$56.25
	Voting Machine Programming (municipal only if needed)	2 machines	\$800.00
	Print color ballots (municipal only if needed)	3,000 @ \$.25	\$750.00
	Absentee Ballot Postage	200 @ \$.69	\$138.00
	Advertising		\$144.00
Unanticipated Election			
	Workers	5 @ 13.5 hours @ \$7.50	\$506.25
	Ballot Counters	5 @ 1.5 hours @ \$7.50	\$56.25
	Voting Machine Programming (municipal only if needed)	1 machine	\$400.00
	Print color ballots (municipal only if needed)	1,500 @ \$.25	\$375.00
	Absentee Ballot Postage	100 @ \$.69	\$69.00
	Advertising		\$144.00
Election Supplies			
	Pens, paper, toner, etc.		\$100.00
<b>Total</b>			<b>20###89</b>

**Software for Dogs & Vital Statistics**

**FY 2015-6**

TRIO Clerk Package

<b>Details</b>	<b>Budget</b>
Initial Cost	\$2,000.00
Installation/Training	\$600.00
Annual Maintenance	\$500.00
Total	\$3,100.00

**2015-2016  
Assessing  
Account #0125**

**Total Appropriation Request -- \$52,379**

**Sub-accounts**

**0050 Contract Assessor \$30,000**

Contracted Assessor Curt Lebel – 60 days

**0100 Salary \$11,279**

Assessor's Assistant – 10 hrs per week at \$21.69/hr  
(9 hrs under Administration, 12 hrs under Code Enforcement, 9 hrs under Community Development)

**0200 Supplies/Equipment \$1,100**

Office supplies

**0275 Software Maintenance \$8,800**

Vision annual software license, maintenance, tech support, and upgrades - \$5850;  
Website support - \$2250; NDS Bridge - \$500; Vision static database - \$200

**0300 Registry of Deeds \$1,200**

Copies of deeds for Town Office records

**2015-2016  
Town Hall  
Account #0200**

**Total Appropriation Request -- \$ 18,885**

**Sub-accounts**

***0200 Supplies*** ***\$1,200***

---

Water and water cooler rental, maintenance \$400  
Toiletries; paper goods; hardware; and misc. \$800

***0300 Equipment*** ***\$1,900***

---

Equipment purchases, copier lease

***0400 Heating Oil*** ***\$2,700***

---

1200 gallons of fuel @ \$2.25/gallon

***0500 Utilities*** ***\$9,000***

---

CMP electric

***1300 Contract Services*** ***\$2,085***

---

Mowing Town Office-\$1300, alarm monitoring-\$785

***1400 Renovation/Repairs/Maintenance*** ***\$2,000***

---

Represents monies to cover any unforeseen events that may occur for repairs or maintenance

**2015-2016  
Insurance  
Account #0400**

**Total Appropriation Request -- \$483,621**

**Sub-accounts**

***0599 Social Security* ***\$97,037*****

---

Employer's share of Social Security

***0699 Unemployment Insurance* ***\$1,000*****

---

***0749 Liability/Vehicle Insurance* ***\$42,100*****

---

General liability insurance and property/vehicle insurance

***0799 Workers Compensation Insurance* ***\$24,607*****

---

The components that comprise the rate are the number of employees, salaries, modification rate and the job classification rates

***0899 Public Officials Liability Insurance* ***\$1,425*****

---

***0900 Inland Marine* ***\$3,300*****

---

Includes rescue watercraft and other miscellaneous equipment

***1399 Health and Dental Insurance Premiums* ***\$240,000*****

---

Medical and Dental Insurance for 18 employees; pays 85% of family coverage  
This includes negotiated TM long-term disability insurance (from salary).

***1450 Life Insurance* ***\$5,500*****

---

Provided for full time employees, based on annual salary and age of employee. Also includes additional Life Insurance for TM as negotiated per contract (from salary).



***1499 ICMA Retirement Corp***

***\$56,652***

---

ICMA Retirement match benefit for 17 employees.

All full time employees are eligible for the ICMA Retirement plan.

The maximum amount allowed after 5 years of employment is a match of 5% of gross wages.

Employees eligible to receive family coverage/two person/employee with child(ren)/health care but elect NOT to take advantage are eligible to receive up to \$3454 (established in 2002 as half the cost of family coverage at that time) annually or additional life insurance benefits. The estimated cost to the Town in FY 2014-2015 for employees who elect to take the ICMA Retirement option instead of the health plan that they are eligible for will be \$9,652, for 4 employees.

***1600 Rescue Billing Services***

***\$12,000***

---

This is the cost for the Town of Raymond's billing services with Medical Reimbursement Services of Windham and is based on 8% of collected amounts. They collect from insurance companies those fees charged for rescue calls/ambulance transportation.

**2015-2016**  
**General Assistance**  
Account # 0500

**Total Appropriation Request -- \$6,000**

**Sub-accounts**

***0110 General Assistance*** ***\$6,000***

---

This account is used for aid to families with extreme levels of poverty. Expenditures for housing, food, fuel, and medical payments are issued from this account. No increase for FY 2015-16. Expenditures are currently reimbursed by the State of Maine at a 50% level.

The Town has the Community Assistance Fund for those needing assistance but not qualifying for General Assistance. At the time of this draft, that account has \$23,278 available.

**2015-2016  
Technology Department  
Account #0550**

**Total Appropriation Request -- \$187,885**

**Sub-accounts**

**0100 Cable Broadcasting Station Salary \$35,490**

Full-time position of Station Manager

**0150 Technology Services Administrator \$60,000**

Contract position for administration of network services - 8<sup>th</sup> year of same request.

**0200 Cable Broadcasting expenses \$19,000**

Supplies, software and hardware maintenance, including \$3000 subscription fee for live streaming;  
Electricity and heating expenses have been added to this line.

**0600 Technology/computer/upgrades \$59,165**

This includes annual upgrades, maintenance, replacement costs, virus protection renewals, sonic wall  
upgrades and renewals, and technical training. Upcoming are major server upgrades and overhauls.

**0900 GIS Hardware/Software/Maintenance/Data Services \$14,200**

Software upgrades & maintenance	\$5000
Town Report & Warrant creation	\$3600
Hardware upgrades & maintenance	\$5600

**2015-2016  
Technology Department  
Account #0550**

**Total Appropriation Request: \$188,865 plus \$51,749 CIP Request**

**Sub-accounts** (See breakdown on next page for details.)

**0100 Cable Broadcasting salaries** **\$36,500**  
COL increase of \$1500 over 2014-2015

**0150 Technology Services Administrator** **\$60,000**  
Contract position – unchanged since inception (2008)

**0200 Other Cable Broadcasting expenses** **\$19,000**  
Moving \$7000 here (from “Technology Services”), which is cost of electricity and fuel for the portable classroom building. Those particular costs will likely go down this year.

**0600 Technology/computer/upgrades** **\$59,165**  
Annual upgrades, maintenance, replacement costs, virus protection renewals, SonicWALL upgrades and renewals, and technical training. Upcoming for next year are major server upgrades and overhauls. A place we may be able to improve performance and reduce expenses is in the SonicWALL lines. We’re currently investigating an open source solution with what may be superior performance and flexibility for a lot less money.

**0900 GIS Hardware/Software/Maintenance** **\$14,200**  
Unchanged from last year

- Software upgrades & maintenance: \$5000
- Town Report/Warrant creation: \$3600
- Hardware upgrades & maintenance \$5600

Note: the cost of the GIS services provided by contractor Sebago Technics does not come out of the Technology budget. We support the tools.

---

<b>Technology Services</b>	<b>2015-2016</b>
<b>Technology Services</b>	
Backup media	\$500.00
Domain name renewals	\$200.00
Servers: parts, service	\$4,000.00
Servers: upgrades	\$3,500.00
Servers: drives	\$3,500.00
Enterprise backup software (Veritas)	\$1,365.00
Enterprise e-mail software (MDaemon)	\$1,000.00
Enterprise e-mail antivirus software (MDaemon)	\$1,400.00
Enterprise antivirus/antispysware software (AVG)	\$2,400.00
Enterprise defragmentation software (Diskeeper)	\$2,600.00
Enterprise surge protection software (APC)	\$200.00
Firewall upgrades (SonicWALL)	\$4,800.00
Firewall maintenance (SonicWALL)	\$2,400.00
Firewall management software (SonicWALL)	\$500.00
Disk drive replacement	\$1,500.00
Computer supplies (labels, disks)	\$300.00
UPS replacements & batteries	\$2,000.00
Server OS upgrades	\$2,000.00
Network diagnostic software	\$500.00
Office supplies	\$300.00
Microsoft Windows upgrades	\$1,000.00
Network hardware upgrades/parts/service	\$1,000.00
Network wiring supplies	\$500.00
Misc	\$300.00
Application software maintenance	\$1,500.00
Monitor replacements	\$1,000.00
PC replacements/upgrades	\$5,200.00
Printer upgrades/parts/service	\$500.00
Road Runner cable modem (\$1100/month)	\$13,200.00
<b>Total</b>	<b>\$59,165.00</b>
<b>Video &amp; Meeting Services (Cable Television Station)</b>	
Cable TV station salaries	\$36,500.00
Cable TV station supplies	\$4,000.00
Cable TV station software maintenance	\$2,000.00
Cable TV station hardware maintenance	\$6,000.00
Electricity/Fuel for Portable Classroom	\$7,000.00
<b>Total</b>	<b>\$55,500.00</b>
<b>Network Administration: Salaries</b>	
Technology Services Admin (Salary – Contractor)	\$60,000.00
<b>Total</b>	<b>\$60,000.00</b>
<b>GIS/Data</b>	
Software upgrades/maintenance	\$5,000.00
Town reports creation	\$3,600.00
Hardware upgrades/maintenance	\$5,600.00
<b>Total</b>	<b>\$14,200.00</b>
<b>2 Grand Total</b>	<b>\$188,865.00</b>

**2015-2016**  
**Community Development and Services**  
**Account #0575**

**Total Appropriation Request -- \$61,651**

**Sub-accounts**

***0025 Planning Services*** ***\$26,500***

Contracted Planning services with Sebago Technics

***0030 Secretarial Support*** ***\$10,151***

Planning Secretary – 9 hours per week @ 21.69

(9 hrs under Admin; 12 hrs under Code Enforcement; 10 hrs under Assessing)

***0100 Director of Development*** ***\$3000***

***0200 Supplies*** ***\$500***

***0800 Ordinance Updates*** ***\$5,000***

Contracted Ordinance work with GPCOG

***0900 Advertising*** ***\$1,500***

Covers the cost of Planning Board hearing notices

***1250 Conservation Commission*** ***\$10,000***

To support closure of any funding gap that may exist at the end of 2015 relative to completing the Community Forest Project

***1300 Lake Region Bus*** ***\$5000***

The Raymond Conservation Commission recommends support of the Lake Region Bus operations in the amount of \$5000



401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742  
Fax 207.655.3024

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## Memorandum

Date: February 13, 2015

To: Don Willard, Town Manager and Nancy Yates, Finance Director

From: Danielle Loring

Re: Proposed FY2015-16 Budgets for Planning and Ordinance Review

---

These are the line items that will be changing. Please carry over all existing reoccurring expenses, unless otherwise noted:

### **0575 Community Dev Services**

0025 Planning Services      Current: \$21,500.00      Proposed: \$26,500.00  
Reason: Increase due to planning contractor (Sebago Technics) hourly increase

0800 PB – Ordinance Updates      Current: \$4,000.00      Proposed: \$5,000.00  
Reason: Increase due to contractor (GPCOG) hourly increase

**Subject:** Re: Fwd: 20141219 FY2015-16 Budget Goals.pdf, Budget Schedule 2015-2016 Draft 20141217  
**From:** "John B. Rand" <jbr@fairpoint.net>  
**Date:** 1/23/2015 9:53 AM  
**To:** "Nancy Yates" <nancy.yates@raymondmaine.org>, "Don Willard" <don.willard@raymondmaine.org>

Don and Nancy - wanted to get back with two place holder requests for the upcoming budget:

1. RCC - \$10,000 to support closure of any funding gap that may exist at the end of 2015 relative to completing the Raymond Community Forest. I make this recommendation as a place holder as the RCC (and the Forest Project) meets Tuesday 1/27 and I will be able to update this recommendation following that meeting.
2. Support for the Lake Region Bus. As the benefits of the bus reach out beyond the environmental benefits of interest to the RCC, including meeting goals of the 2004 Comprehensive Plan, I suggest a planning number of \$5,000 be carried. From the August 12, 2014 update that was provided to the towns, Raymond had almost 10% of the one way rides for the period December through July. With one recent article citing a \$77,000 annual cost for the bus, \$5,000 would be a reasonable contribution to the next full year of operation. I understand RTP will be providing updated information shortly and this should allow for adjusting the above suggested contribution.

Thank you.  
John Rand  
Chair RCC

---

From: "Nancy Yates" <nancy.yates@raymondmaine.org>  
Sent: Friday, December 19, 2014 12:24 PM  
To: "John B. Rand" <jbr@fairpoint.net>  
Subject: Fwd: 20141219 FY2015-16 Budget Goals.pdf, Budget Schedule 2015-2016 Draft 20141217

Attached please find the Budget Goals/Directives and current Draft Budget Schedule for FY 2015-2016.  
Please note that budget requests are due to Town Manager, Don Willard, by January 23, 2015.  
Please include any supporting documents that help clarify requests and that will assist in budget preparation.

Thank you!  
Nancy Yates



**2015-2016**  
**Fire and EMS Department**  
**Account #0600**

**Total Appropriation Request -- \$671,477**

**Sub-accounts**

***0025 Clothing Allowance*** ***\$5,000***

---

Uniforms, badges, patches, identification tags; shirts for members

***0050 Operations*** ***\$22,000***

---

Oxygen, Medical supplies, laundry, office supplies, light bulbs, miscellaneous hardware, new EMS requirements of Capnography and EMS drug boxes, increase in EMS supply cost & Med. Control doctor.

***0075 Travel*** ***\$2,400***

---

Expense reimbursements for travel associated with training, meetings, and other functions; attendance at National Chiefs' Conference

***0100 Fire/Rescue Payroll*** ***\$442,911***

---

Chief, Full-time paramedic/firefighters, call and standby pay, administrative support, training pay

***0150 Dispatch Services*** ***\$31,700***

---

Ongoing expenses related to contract for regional dispatch services with CCRCC

***0200 Building Maintenance*** ***\$21,900***

---

General maintenance for buildings: includes electrical & building repairs, paint, floor waxing, alarm D2

***0300 New Equipment*** ***\$8,000***

---

New equipment for Fire and Rescue – Gas meters, hose roller, hydrant boost valve

***0325 Fuel – Gas, oil*** ***\$16,000***

---

Fire and Rescue vehicles – lower fuel costs expected.

***0340 Maintenance of Vehicles*** ***\$31,000***

---

All associated Fire and Rescue vehicle maintenance – adjust for expected issues in aging fleet

***0350 Firefighter Equipment and Repairs*** ***\$6,000***

---

Repairs of all equipment that breaks or is lost during fire operations - hose, hand tools, electrical cords, generators, portable pumps, portable lights, chainsaws, fittings, EMS equipment, fire extinguisher use and refill

***0355 Radio Repairs and Replacement*** ***\$10,000***

---

Radio repairs and batteries. 6 portables @ \$1100 = \$6600; 4 pagers @ \$575 = \$2300

***0400 Heating*** ***\$10,000***

---

Lower cost of propane and increased insulation  
Heating for PSB & District II Fire Station

<b>0500 Utilities - Public Safety Building</b>	<b>\$23,966</b>
CMP, Verizon, Fairpoint, Alarm Lines, TWC High Speed professional internet service-efficiency updates	
<b>0600 Maintenance Contracts and Licenses</b>	<b>\$6,000</b>
Copier services, HVAC system heat service contract, Defibrillator(s) maintenance contract, annual EMS assessment, EMS license fees, Emergency Reporting, MEMSARS; requirement to put elevator back in service, contracts on cardiac monitor, stretcher maintenance.	
<b>0700 Health &amp; Safety</b>	<b>\$7,300</b>
Hepatitis, TB, protective equipment, mask fitting HEPA 95 and SCBA, Job Placement assessments, physicals, Blood Borne Pathogen issues with laundry. 5-yr Fit for Duty; respirator clearance.	
<b>0800 Dues &amp; Publications</b>	<b>\$1,200</b>
Trade journals, professional publications, legal newsletter, and organizational dues, new EMS protocol books, NFPA guidelines	
<b>1100 Training</b>	<b>\$10,500</b>
Training class registration fees, training equipment, officer development and leadership training, curriculum updates, mandatory trainings such as EMS protocol changes and new procedure updates, EVOC, AVOC, Pumps classes, reimbursement to members for EMT and FFI, II certification classes after they meet attendance requirements, Fire Attack School	
<b>1200 Fire Prevention</b>	<b>\$1,000</b>
Support materials for educational programs; updated codes purchases; smoke detectors	
<b>1300 Turnout Gear/Equipment</b>	<b>\$10,200</b>
Need to maintain safety standards for turnout gear/inspections-need 3 new sets @ \$1700. Vapor barrier inspections due this year.	
<b>1400 Air-Packs/SCBA</b>	<b>\$4,400</b>
Annual Flow Tests and safety checks by certified technicians for each pack; batteries for pack safety devices and voice emitters	

9 February 2015

Mr. Willard, Members of the Board of Selectmen and Budget Finance Committee.

This year presented us with a challenge to write a budget which meets the goals and direction of the B.O.S. We worked diligently as we have in the past to find areas of cost control, reviewed the basic mission and needs for safety of our community, department, and members. Due to the challenges of meeting our goals, safety standards, rising raw materials costs, increasing challenges for department we are not able to present a zero increase budget.

Fuel costs appear more stable and lower so we made appropriate but cautious changes to this line item. Because we are able to take advantage of Efficiency Maine funding which provided us with LED lighting, and motion sensors at a low matching price we are projecting a significant decrease in the electrical costs. These are costs which we have successfully controlled for the last decade. Power costs were over 1000 dollars a month in 2003 and are still run on average 900 to 1300 dollars each month due to the control measures we have taken.

In the health and safety budget line we kept a flat rate even though health assessments are between years. We are addressing the issue of ongoing cancer screenings and prevention methods as this is an epidemic in the fire service.

We need to address some issues which we have discussed in the past, we are applying for grants to help provide five inch supply hose and the needed appliances. We are not interoperable with area departments using the higher volume larger diameter supply hose. This frequently creates issues in our already complex water supply systems with mutual aid companies which we frequently rely on at emergencies. We submitted a grant this year but have been declined two years in a row for the same proposed equipment. We need to plan to attain this vital interoperable water supply equipment and in so to achieve the goals should a grant not be funded we are placing a capital request for this year. If we are fortunate and are provided the award, we would only need to fund a five percent match.

The biggest challenge faced in the Fire and EMS service today is maintaining adequate staffing levels. Because of expectations on members and their required level of training, volunteers are a thing of the past. Members now are part-time or full-time employees. We have found our current pay rates are not keeping our members available in town. Members are opting to go to Frye Island, Windham or surrounding towns for on average of two dollars more per hour. (please see attached pay study) It is difficult to find new members who want to donate the hundreds of hours in orientation and certification training before they can begin responding and earning money. We have not paid for orientation or basic certification training to become a firefighter or EMT. This is donated time and can consume over 350 hours for one basic certification. Currently a member has to pay a 900 dollar course fee and is not paid for class hours, or travel, to become an EMT. We reimburse the course fee after a six month and twelve month service requirement. We use a similar agreement for firefighter certification.

We hope this helps to clarify the request needs for this year. As a reminder we invite you all to our elected official academy on March 7<sup>th</sup> at 0830 AM to 1:00 PM to learn more about the departments mission. Please R.S.V.P. at 655-1187

Sincerely  
The Management Team of Raymond Fire and Rescue

**Raymond Fire / Rescue Department  
Pay Rate Study Jan. 2015**

Starting Pay Rates	Raymond	Raymond	Raymond	Gray	Windham
Call Company	Current	Proposed	Proposed	Current	Current
Position		2015-2016	2016-2017		
Member- in training	\$7.88	\$8.50	\$9.50	\$9.50	\$9.96
Fire Police	\$9.65	\$10.50	\$11.50	\$11.50	\$12.61
FF or EMT	\$9.65	\$10.50	\$11.50	\$11.50	\$12.61
FF & EMT	\$9.98	\$11.00	\$12.00	\$13.50	\$12.61
FF2 or EMT-I	\$11.79	\$12.50	\$13.50	\$12.50	\$13.94
FF2 & EMT-I	\$12.32	\$13.50	\$14.50	\$13.50	\$15.27
Call Medic	\$14.70	\$15.00	\$16.00	\$17.00	\$16.60
Marine 1 crew	\$0.00	hourly rate			

**Windham adds -pay increases w/ years of service**

3-4 years	\$1.30
5-9 years	\$1.30
10-14 years	\$1.30
Plus 15	\$1.30

**Frye Island -**

**EMT                                \$12.00**

**Estimated Cost to RFRD payroll budget for 2015-2016 = \$4108.00**

**5200 run hours @ .79 average hour increase**

RAYMOND FIRE RESCUE 2015- 2016 PROPOSED BUDGET

Dept.	Description	2013-2014	2014-2015	2015-2016	Difference	Justification
		Actual	Actual	Proposed		
00025	<b>Clothing</b>	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	Uniforms, ID's, Badges
	Uniforms, Badges, Patches, shirts & ID tags					
50	<b>Operations</b>	\$22,000.00	\$22,000.00	\$22,000.00	\$0.00	Med. Control Dr.
	Oxygen, Medical supplies, Office, laundry, Misc. hardware					Increase in EMS supply cost due to some hospitals now not supplying
						Office Supplies
75	Travel	\$2,400.00	\$2,400.00	\$2,400.00	\$0.00	Travel. Lodging for training conferences
	Reimbursement for travel for training, meetings, Nat'l Chief Conference					Spring's Officers Conference will expend most of this
100	<b>Payroll</b>	\$395,454.00	\$421,790.00	\$442,911.00	\$21,121.00	FT payroll w/ 2% contract, Call company - hourly increase
	Chief, FT FF/medics, call company and stand-by, Admin.					Day time per diems
175	<b>Dispatch Services</b>	\$31,700.00	\$31,700.00	\$31,700.00	\$0.00	Dispatch 3% annually = \$28967 in 2014.
	CCRCC contract					Voter repairs and maintenance and radio infrastructure
200	<b>Building Maint</b>	\$12,244.00	\$17,000.00	\$21,900.00	\$4,900.00	Painting and general repairs, flooring
	general maint, includes, electrical, repairs, floors, paint, etc					Alarm D#2
300	<b>New Equipment</b>	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	New EMS protocols out in 2015- may need new EMS equipment
	New equipment for fire & rescue					Mechanical hose roller
325	<b>Gas / Oil</b>	\$18,278.00	\$18,000.00	\$16,000.00	-\$2,000.00	Expect to maintain lower fuel cost for most of year
	Fire & Rescue vehicles					
340	<b>Maint. Of Vehicles</b>	\$28,400.00	\$30,000.00	\$31,000.00	\$1,000.00	Tires for T1 & U-7, T2 exhaust catalyst, ladder service \$1000
	Maint. Of fire and rescue vehicles					Pump services \$300 X 5 = \$1500
350	<b>FF Equipment &amp; Repair</b>	\$5,700.00	\$5,700.00	\$6,000.00	\$300.00	Chain saws, K12 saw, portable pumps, hand tools
	Repairs for equipment					Maintenance of hydraulics, 6 generators on apparatus
355	<b>Radio Repairs &amp; Replacement</b>	\$7,800.00	\$10,000.00	\$10,000.00	\$0.00	Radio repairs & batteries - \$3295 in repairs last year
	Repairs, and replacement of portable radios and batteries					6 portables @ \$1100, 4 pages @ \$575
400	<b>Heating</b>	\$13,000.00	\$12,000.00	\$10,000.00	-\$2,000.00	Down due to projected cost of LPG- and due to upgrades of systems
	D#1 & D#2					& insulation added
500	<b>Utilities</b>	\$26,966.00	\$26,966.00	\$23,966.00	-\$3,000.00	Decrease expected in electricity with Efficiency Maine project savings
	Electricity, Phones, Internet, alarm lines					
600	<b>Maint. &amp; License contracts</b>	\$5,721.00	\$6,000.00	\$6,000.00	\$0.00	Contracts on cardiac monitor and stretchers maint.
	I am responding, Emergency Reporting, Copier					Copier & EMS Assessment
700	<b>Health &amp; Safety</b>	\$4,955.00	\$7,300.00	\$7,300.00	\$0.00	Resp. Clearance, physicals and cancer screenings
	Immunizations, flu shots, JPA for new members					Required vaccinations for HCW by CDC, JPA for new members
800	<b>Dues &amp; Publications</b>	\$900.00	\$900.00	\$1,200.00	\$300.00	New EMS Protocol books, NFPA Guidelines
	Trade journals, Professional publications					
1100	<b>Training</b>	\$19,790.00	\$10,500.00	\$10,500.00	\$0.00	Moved \$9000 to Payroll at request of Finance Director in 2014
	Training classes, registrations fees, Officer development					Fire Inspector Class \$1200, ACLS, ITLS, PALS Certs
	Curriculum updates, mandatory trainings					Outside Instructors cost, FF 1 & 2 Classes, Fire Attack Schools
	EMT and FF1 & 11 classes reimbursed after completion					Membership Drive for FF & FP. EMS Classes 1/2 paid for.
	and attendance requirements					Drivers Required AVOC & EVOC classes
1200	<b>Fire Prevention</b>	\$500.00	\$500.00	\$1,000.00	\$500.00	School materials, smoke detectors, educational pieces
	Supplies for schools / daycares					
1300	<b>Turn-out gear / Equipment</b>	\$7,225.00	\$9,300.00	\$10,200.00	\$900.00	Minimum of \$1500 for annual inspection @ \$35-\$50 per set
	Need to maintain safety standards for turnout gear / inspections					3 new sets \$1700 each, gloves \$85 each, boots \$400 each, hoods \$50 each
						Vapor Barrier inspections due this year
1400	<b>Air-Packs / SCBA</b>	\$4,400.00	\$4,400.00	\$4,400.00	\$0.00	Repairs, batteries- changed 4 times per year, 3 new bottles @ \$680 each
	Annual flow test and safety checks, batteries					Flow test \$35 each = \$840, Voice Emitters \$400 each
	<b>TOTALS</b>	<b>\$620,433.00</b>	<b>\$649,456.00</b>	<b>\$671,477.00</b>	<b>\$22,021.00</b>	

**2015-2016  
Animal Control  
Account #0750**

**Total Appropriation Request -- \$20,180 – Total from taxes \$16,180**

**(\$4,000 of the needed request will be taken out of the ACO account this year. State law requires that a portion of every dog license and dog fine is to go into a reserve account to be used only for Animal Control)**

**Sub-accounts**

***0025 Animal Control Account used to reduce appropriation* *(\$4,000)***

---

***0100 Salaries* *\$7,858***

---

Animal Control Officer and assistant(s) @ \$11.29 hr

***0200 Uniforms* *\$400***

---

Shirts; patches; and badges; jacket

***0300 Equipment* *\$500***

---

Traps, snare loop, gloves, and rabies virus disinfectant, etc.

***1100 Mileage/Expense* *\$5,300***

---

Mileage \$3,600

Vet Bills & postage \$1,400

Training 300

***1300 Contract Services* *\$6,122***

---

Contract with Animal Refuge League:

\$1.38 per capita x 4436 (2010 estimated census)

4 equal quarterly payments

**2015-2016  
Infrastructure  
Account #0775**

**Total Appropriation Request -- \$ 21,816**

**Sub-accounts**

***0050 Street Lights* *\$21,816***

---

Based on average monthly usage

**2015-2016  
Public Works  
Account #0800**

**Total Appropriation Request \$686,466**

**Sub-accounts**

***0100 Salaries* **\$257,367****

Public Works Director/Road Commissioner	\$69,643
Crew Person #1 (foreman)    20.98/hr @ 40hrs/week	\$43,639
Crew Person #2                    17.78/hr @ 40hrs/week	\$36,983
Crew Person #3                    17.78/hr @ 40hrs/week	\$36,983
Crew Person #4                    17.78/hr @ 40hrs/week	\$36,983
Overtime	\$13,936
125 hours per position for over time	
Seasonal labor request: 2 40-hr people for 16 weeks as summer help @ \$15/hr	\$19,200

***0200 Uniforms, Safety Shoes* **\$3,500****

***0225 Materials* **\$15,000****

Gravel, culverts, cold patch, hay, seed, erosion control, signs, and posts  
 Note: This account includes gravel, culverts and erosion control supplies that are necessary to accomplish **routine** road maintenance.

***0230 Street Signs* **\$5,500****

This account is used for street sign maintenance

***0250 Road Salt* **\$60,000****

FY2014/2015 GPCOG bid is currently \$56.93 per ton (last year was \$49.42/ton)

***0300 Shop Supplies, Safety Equipment* **\$4,500****

Shop supplies, gloves, hard hats, safety vests, office supplies, cleaning supplies & safety gear -includes chainsaws, work signs, traffic cones

***0350 Equipment Maintenance* **\$39,625****

Oil changes, tires, breakdowns, cutting edges, nuts, bolts, wiring, and other parts; subcontracted repairs

***0400 Gas/Diesel* **\$29,000****

Fuel for two heavy dump trucks, four light trucks, backhoe, and grader



<b><i>0500 Utilities-Phone/CMP</i></b>	<b><i>\$4,000</i></b>
Electricity for the Salt Shed; Telephone; Cell Phones	
<b><i>0600 District One – PW</i></b>	<b><i>\$5,000</i></b>
Heat and electricity at 47 Main Street Building	
<b><i>0700 Building Maintenance</i></b>	<b><i>\$7,100</i></b>
Electricity, heat, & routine maintenance for the Public Works building	
<b><i>1100 Travel and Training</i></b>	<b><i>\$400</i></b>
Safety training, equipment operator training, pavement management, and general maintenance programs	
<b><i>1310 Snow Removal Contract</i></b>	<b><i>\$185,420</i></b>
Budget request reflects 2.5% increase	
<b><i>1320 Striping</i></b>	<b><i>\$17,554</i></b>
Double yellow line striping and fog lines on 25 miles of road	
<b><i>1325 Roadside Mowing</i></b>	<b><i>\$4,300</i></b>
Subcontracted normal mowing of town roadsides and specific area projects requiring heavy cutting	
<b><i>1370 Subcontracting</i></b>	<b><i>\$6,000</i></b>
To accomplish necessary work that the public works crew cannot complete due to time restraints and lack of equipment - such as catch basin cleaning, mowing and bushhogging	
<b><i>1380 Rental Equipment</i></b>	<b><i>\$1,000</i></b>
Rental of special equipment not owned by the Town	
<b><i>1390 Winter Sand</i></b>	<b><i>\$41,200</i></b>
Cost includes sand and cost to truck it.	

**P & K SAND & GRAVEL, INC.**  
**234 CASCO ROAD**  
**NAPLES, ME 04055**  
**(207) 693-6765**  
**FAX (207) 693-6590**  
**CONCRETE PLANT (207) 693-7990**

**JOB NUMBER: 13S02**

**PROPOSAL**

**DATE: MARCH 12,2013**

**TO: TOWN OF RAYMOND**  
**ATT: NATHAN WHITE**  
**401 WEBBS MILL ROAD**  
**RAYMOND, ME 04071**

**TELEPHONE: 653-3641**

This is a Proposal to exten the existing snow plowing contract for a period of three years.

The terms of the existing contract paragraph 1 through 15 and Exhibit E signed January 2, 2009 shall remain unchanged as written.

The new pricing is:

2013-2014 no price change	\$176,590.00
2014-2015 a 2.5% increase	\$181,005.00
2015-2016 a 2.5% increase	\$185,420.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A PROFESSIONAL MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN AUTHORIZED EXTRA CHARGE AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKERS COMPENSATION INSURANCE.

**Please sign and return copy.**

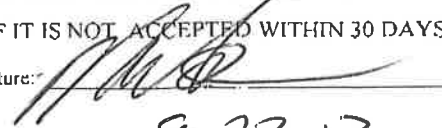
ACCEPTANCE OF PROPOSAL---THE ABOVE PRICES, SPECIFICATION AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

Authorized  
Signature

  
C. Bruce Plummer, President

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF IT IS NOT ACCEPTED WITHIN 30 DAYS

Signature:



Date of Acceptance:

8-27-13

**2015-2016  
Solid Waste  
Account #0900**

**Total Appropriation Request -- \$314,742**

**Sub-accounts**

***0400 Pine Tree Waste - Recycling Pickup and Hauling Contract* ***\$126,621*****

Per negotiation with Pine Tree – 1.4% increase for FY2015-16.  
Offers Single-Stream (Zero-Sort) & curbside cardboard recycling

***0450 Recycling Committee* ***\$0*****

Currently this committee is inactive.

***1325 Pine Tree Waste - Roadside Pickup Contract* ***\$126,621*****

Per negotiation with Pine Tree – 1.4% increase for FY2015-16.

***1335 MMWAC Tipping Fee* ***\$61,500*****

Projected increase in tipping fee from \$29.00 per ton to \$41.00 per ton



Don Willard  
Town Manager  
don.willard@raymondmaine.org

Town Office 655-4742  
Fax 655-3024

Assessing Extension 25  
Code Enforcement Extension 42

Fire/Rescue/Dispatch  
(non-emergency) 655-7851

Public Works Garage  
655-2018

February 25, 2014

Stu Axelrod  
Market Area Manager  
Casella Waste and Recycling  
87 Pleasant Hill Road  
Scarborough, ME 04074

RE: Solid & Waste Recycling Contracts

Dear Stu:

I am writing in follow up to our recent discussions regarding the revision and extension of the Solid Waste and Recycling contract between Pine Tree Waste, Inc. (Casella) and the Town of Raymond. The present five (5) year contract, which commenced on July 1, 2010 and had a termination date of June 30, 2015, shall be extended by mutual agreement of the parties for a two year period ending June 30, 2017 with the option for two (2) one-year extensions if so desired and negotiated by the parties.

The last year of the current contract will be adjusted by a 3% cost increase, as originally agreed. The two (2) one-year extensions will be adjusted annually by the actual year end CPIU Northeast Region Escalator, but not to exceed 3%. Additionally, the Town agrees to open the contract if requested to discuss service improvements including the institution of a CART (automated pickup) program and/or to adjust the days of service up to a five (5) day (Monday-Friday) collection cycle.

Thank you for your ongoing fine service. I look forward to our continued positive relationship in service to the citizens of Raymond.

Sincerely,

Don Willard  
Town Manager

Accepted by:   
Brian Oliver, Regional Vice President

Date: 2/25/14

Cc: Board of Selectmen  
Budget-Finance Committee  
Nancy Yates, Finance Director  
Nathan White, Public Works Director

## **Mid-Maine Waste Action Corporation**

*110 Goldthwaite Road  
P.O. Box 1750  
Auburn, Maine 04211-1750  
(207) 783-8805  
Fax (207) 783-9831  
www.midmainewaste.com*

December 19, 2014

Board of Selectman  
Town of Raymond  
401 Webbs Mills Road  
Raymond, ME 04071

Dear Raymond Selectboard,

As you prepare your FY16 Budget we wanted to remind you that our Board has set a not-to-exceed target for the Member MSW tip fee (disposal fee) at MMWAC of \$41/ton for FY16. This represents an increase from the \$29/ton fee that is currently in place, and which has not changed in 12 years. The new tip fee will be officially acted upon for FY16, which starts July 1, 2015, when the Board adopts its FY16 budget in the spring. This rate increase was deemed necessary to help ensure the long-term viability of MMWAC given the dramatic decrease in electric revenues that started this fiscal year. Even with this increase the new tipping fee is still well below the market disposal rate for this area, as it has been since 1997, and secondly there will be substantial annual savings for your municipality, as compared to prior years when there were debt payments plus tipping fees. Our multi-year forecast shows this tipping fee to rise no more than the CPI in FY17 and beyond.

According to our figures, which may differ slightly from yours, Raymond's debt and tipping fees expenses are as follows:

### FY15

Debt: \$135,527  
Tipping Fee (\$29/ton): \$41,499  
Total Debt and Tip Fee: \$177,026

### FY16

Debt: \$0  
Tipping Fee (\$41/ton): \$58,671  
Total Debt and Tip Fee: \$58,671  
Net Savings FY16 vs. FY15: \$118,355

This rate change does not fully make up for the lost electrical revenue. We are working to find other ways to make up the difference, but until that is successful there will be some drawdown of our Reserves. The MMWAC Board established its Reserve Policy 20 years ago to help assure that this operation would be financially self-sufficient, able to weather years with high maintenance and capital costs, as well as periods like these today where income is not meeting expenses. Their objective was to minimize the chance that MMWAC would need to incur further debt in the future, which the owner municipalities would ultimately need to guarantee. This action will help protect your investment as an owner of MMWAC, a proven technology that is an environmentally responsible and appropriate method for dealing with post-recyclable solid waste.

MEMBER COMMUNITIES:

AUBURN • BOWDOIN • BUCKFIELD • LOVELL • MINOT • MONMOUTH • NEW GLOUCESTER • POLAND • RAYMOND • SUMNER • SWEDEN • WALES

Attached to this letter is more detailed background information for your use.

Please contact me if you need more information, or if you would like me to meet with the Selectboard, or your staff to review this information.

Best Regards,

A handwritten signature in blue ink that reads "Joseph E. Kazar". The signature is stylized and cursive.

Joseph E. Kazar  
Executive Director

Enclosures

Reference No.: 03588

## MMWAC FY16 Municipal Member MSW Tip Fee Adjustment

### Background Information

#### Post PURPA Economics

We began directly selling power on the wholesale market on January 1, 2014 following the expiration of our long term contract under the federal PURPA statute which was designed to encourage domestic renewable energy sources like MMWAC. The above-market PURPA contracts are no longer available. During the 20-year PURPA contract MMWAC sold power to, and after deregulation, through CMP who acted on our behalf in the ISO New England system. MMWAC was approved by ISO New England as a direct market participant in late 2013 in anticipation of our entry into the direct sale wholesale market starting this year. The electric rates float hourly based on a complex market formula, therefore it is not possible to definitively predict our annual electric income, but historical data suggests there will be an annual loss in the neighborhood of \$400,000 - \$500,000 starting with the current fiscal year. Prior estimated losses were even higher, but recent shortages of natural gas in the winter months, leading to higher wholesale prices in the winter, may slightly dampen the impact on our electric revenue shortfall in the next few years.

Our Board has reviewed projections that showed how the expiration of the PURPA Agreement is likely to result in the large annual losses described above. These losses would need to be made up either through drawing down MMWAC's Reserve Funds and/or increasing tipping fees absent a change in the electric and/or solid waste disposal markets. Since up to 75% of MMWAC's MSW tonnage is secured in the competitive marketplace, much of it would likely disappear by being diverted to less expensive landfill and waste-to-energy facilities if significantly higher tip fees were imposed. Thus, general tipping fee increases are not seen as a viable solution at this time. The only MSW category the members control is their own MSW disposal rate.

The Board looked at different tipping fee scenarios and voted to set a not-to-exceed goal of \$41/ton in FY16 for the Member MSW tip fee. This increase will not fully offset the loss of electrical revenue, but it will reduce the amount of Reserve drawdown necessary to balance our books. This will help preserve the Reserves for future needs to maintain our 22 year old waste-to-energy operation. The actual tipping fee the members will charge themselves in FY16 will be set when that budget is adopted by the Board in the spring. The current FY15 tip fee is \$29/ton.

Even though the first full year of the electric revenue decline hits MMWAC in FY15 the Board elected to hold off on imposing an increase on themselves until FY16 because that is the first year where there will be no MMWAC related debt payment. In FY16

Member Tip fees for the 12 owner municipalities would increase by approximately \$192,396, your debt would decrease by about \$1,043,928, for a net decrease to the owners of about \$771,000 in expenses. The plan is to hold future tip fee adjustments to no more than a CPI factor.

Table 1 that follows shows Member MSW tip fees, electrical income and Reserve balances through FY19.

Table 2 shows detail for all 12 owner municipalities for MMWAC related debt and Member MSW tip fees



Table 1  
Reserve Balance Post PURPA with FY16 Member MSW Tip Fee of \$41/ton

<b>Mid-Maine Waste Action Corp.</b>							
Scenario #1	FY13	FY14	FY15	FY16	FY17	FY18	FY19
MSW Tip Fee - \$/Ton	\$ 29.00	\$ 29.00	\$ 29.00	\$ 41.00	\$ 41.82	\$ 42.66	\$ 43.51
Annual Income	\$459,882	\$464,957	\$464,957	\$657,353	\$670,500	\$683,968	\$697,596
Electrical Rate - \$/KwH	\$0.0880	\$0.0897	\$0.0536	\$0.0543	\$0.0554	\$0.0564	\$0.0574
Annual Income	\$1,386,436	\$1,508,353	\$920,602	\$896,550	\$913,281	\$930,347	\$947,754
Other Income	\$4,944,215	\$5,323,504	\$5,263,314	\$5,475,732	\$5,560,731	\$5,656,464	\$5,743,437
Total Income	\$6,330,651	\$6,831,857	\$6,183,916	\$6,372,282	\$6,474,012	\$6,586,811	\$6,691,191
Operating Expenses	\$5,894,444	\$6,250,485	\$6,200,808	\$6,296,362	\$6,389,890	\$6,485,289	\$6,582,596
Operating Profit	\$436,207	\$581,372	(\$16,892)	\$75,920	\$84,122	\$101,522	\$108,595
Typical Capital Expenses	\$378,892	\$435,143	\$300,000	\$312,000	\$324,480	\$337,459	\$350,957
Change in Cash		\$382,004	(\$325,892)	(\$236,080)	(\$240,358)	(\$235,937)	(\$242,362)
Cumulative		\$382,004	\$56,112	(\$179,968)	(\$420,326)	(\$656,263)	(\$898,625)
Reserve Balance	\$5,872,511	\$6,254,515	\$5,928,623	\$5,692,543	\$5,452,185	\$5,216,248	\$4,973,886

Table 2

Mid-Maine Waste Action Corp.

Debt re-payment for MMWAC and Post-Debt tip fee option

	FY12			FY13			FY14			FY15			FY16		
	Debt	Tip Fee @ \$29/ton	Total debt/tip	Debt	Tip Fee @ \$29/ton	Total debt/tip	Debt	Tip Fee @ \$29/ton	Total debt/tip	Debt	Tip Fee @ \$29/ton	Total debt/tip	Debt	Tip Fee @ \$41/ton	Total debt/tip
Auburn	\$914,640	\$222,285	\$882,755	\$409,531	\$222,749	\$632,280	\$206,250	\$222,749	\$428,999	\$0	\$314,921	\$314,921	\$0	\$314,921	\$314,921
Bowdoin	\$54,570	\$6,380	\$60,857	\$54,379	\$5,829	\$60,208	\$54,274	\$5,829	\$60,103	\$0	\$8,241	\$8,241	\$0	\$8,241	\$8,241
Buckfield	\$69,615	\$69,608	\$69,608	\$69,599	\$69,599	\$69,599	\$69,591	\$69,591	\$69,591	\$0	\$0	\$0	\$0	\$0	\$0
Buckfield/Sumner	\$69,615	\$23,867	\$40,681	\$69,599	\$24,795	\$38,463	\$69,591	\$24,795	\$36,245	\$0	\$35,055	\$35,055	\$0	\$35,055	\$35,055
Lovell	\$42,899	\$40,681	\$40,681	\$38,463	\$20,561	\$36,245	\$36,245	\$20,561	\$36,245	\$0	\$29,069	\$29,069	\$0	\$29,069	\$29,069
Lovell/Sweden	\$59,013	\$19,952	\$88,536	\$54,521	\$33,930	\$87,696	\$52,271	\$33,930	\$84,596	\$0	\$47,970	\$47,970	\$0	\$47,970	\$47,970
Minot	\$59,967	\$31,668	\$117,288	\$53,766	\$33,930	\$87,696	\$50,666	\$33,930	\$84,596	\$0	\$0	\$0	\$0	\$0	\$0
Monmouth	\$123,683	\$117,288	\$117,288	\$110,894	\$35,177	\$110,894	\$104,499	\$35,177	\$104,499	\$0	\$49,733	\$49,733	\$0	\$49,733	\$49,733
Monmouth/Wales	\$164,911	\$35,293	\$208,881	\$147,858	\$39,904	\$208,340	\$139,331	\$35,177	\$208,319	\$0	\$56,416	\$56,416	\$0	\$56,416	\$56,416
New Gloucester	\$168,474	\$40,426	\$228,078	\$168,436	\$40,513	\$218,372	\$168,415	\$39,904	\$208,116	\$0	\$57,277	\$57,277	\$0	\$57,277	\$57,277
Poland	\$198,374	\$188,116	\$177,859	\$177,859	\$41,499	\$185,319	\$167,603	\$40,513	\$177,026	\$0	\$58,671	\$58,671	\$0	\$58,671	\$58,671
Raymond	\$160,408	\$152,115	\$192,164	\$143,820	\$41,499	\$185,319	\$135,527	\$41,499	\$177,026	\$0	\$0	\$0	\$0	\$0	\$0
Sumner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sweden	\$16,114	\$0	\$16,087	\$16,058	\$0	\$16,058	\$16,026	\$0	\$16,026	\$0	\$0	\$0	\$0	\$0	\$0
Wales	\$41,228	\$0	\$39,097	\$36,964	\$0	\$36,964	\$34,832	\$0	\$34,832	\$0	\$0	\$0	\$0	\$0	\$0
Total Payment	\$2,143,511	\$459,882	\$2,305,905	\$1,279,769	\$464,957	\$1,744,726	\$1,043,928	\$464,957	\$1,428,352	\$0	\$657,353	\$657,353	\$0	\$657,353	\$657,353

**2015-2016  
Cemeteries  
Account #1200**

**Total Appropriation Request -- \$20,048**

**Sub-accounts**

***1300 Contract Services* *\$16,048***

Cemetery mowing	\$14,248
Pre-season clean-up	\$1,400
Veteran's flags	\$400

***1400 General Maintenance and Repair* *\$4,000***

In addition to usual repair and maintenance, stones are being straightened and repaired as the budget allows

---

**2015-2016  
Parks/Recreation  
Account #1250**

**Total Appropriation Request -- \$15,138**

**Sub-accounts**

***0300 Parks Materials, Maintenance, Equipment* ***\$2,500*****

Materials, Maintenance, Equipment

***1300 Contract Services* ***\$8,038*****

Portable toilets \$3,938

Mowing \$4,100

***1350 Raymond Baseball* ***\$1,000*****

Annual appropriation

***1375 Raymond Rattlers* ***\$1,600*****

Annual appropriation based on prior year receipts

***1400 Camp Agawam – Mowing soccer field* ***\$2,000*****

Paid to Raymond Rec. - Fields used by Raymond Soccer

**2015-2016**  
**Raymond Village Library**  
**Account #1275**

**Total Appropriation Request -- \$60,695**

**Sub-accounts**

***0100 Library*** ***\$60,195***

---

Increase of \$20,195

***0200 Library Maintenance*** ***\$500***

---

Library maintenance expenses per Town/Library Agreement

January 23, 2015

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

Dear Mr. Willard,

Please find Raymond Village Library's FY 2015-2016 budget proposal enclosed, along with our Profit & Loss statement showing actual numbers for FY'13/'14, budgeted FY'14/'15 and projected FY'15/'16. In our detailed proposal we are requesting an additional \$20,195 from taxpayers, increasing the total we are asking from the town to \$60,195. Based on a few key factors, including our statistical growth demonstrating high community demand and recent survey results exhibiting strong support for the library, we feel the time is right to ask the town to increase their contribution, bringing our library/town relationship into closer alignment with area town figures.

We are a public library, funded for and largely by the Raymond townspeople. Public demand for our services is growing exponentially and we want to better serve their requirements with the greatest efficiency and highest versatility. The people of Raymond are looking for us to be a community hub, a meeting place, a place of educational possibilities and strong connections. To be as strong as they need us to be takes money.

This year we budgeted in a \$10,775 shortfall, which will be paid for through savings. We cannot continue to do that. We must look to the future, not constantly play catch up with the past. The townspeople need us to be their small-town roots, their strong connection to each other and the world. We need a trained, efficient staff and accessible digital presence. We need to be able to afford getting out there and forming deeper local connections. All of this investment is returned to Raymond by making it a more attractive community, a more inviting place to live with more to offer. Please work with us as a team to make that happen. Please support the library for a better Raymond.

Thank you for your time and consideration.

Sincerely,

Elissa Gifford, RVL Co-President  
On Behalf of the Board of Trustees of the Raymond Village Library

Enclosure

## Raymond Village Library 2015-2016 Budget Proposal

"Public libraries play varied and dynamic roles in communities across the country. While their core mission remains information, literacy and public education, libraries can also serve as a varied asset in meeting a community's strategic goals. This can only happen when leaders of both local government and libraries think broadly and strategically about what libraries can accomplish and develop partnerships with each other in order to unleash that potential."

- International City/County Management Association

Raymond Village Library's ultimate goal is to solidify the library as a civic focal point and resource hub for Raymond, greatly benefitting the entire community. Reading, literacy and education continue to be the central focus of our library, demonstrated through an increased desire for Interlibrary Loans, new materials and educational programming, but so much more is demanded of us now. Digital literacy, access to technology, public meeting spaces, increased customer service expectations, a strong internet presence and community partnerships are all expected of libraries, requiring a versatile, efficient and adequately trained staff geared to address all manner of requests.

### Statistical Increases and Estimated ROI

\*a detailed breakdown of this ROI number will be provided at the presentation

	Jan '13 - Dec '13	Jan '14 - Dec'14	Percentage Increase
Circulation (incl. adult & kids books, audiobooks, eBooks, magazines & movies)	21,371	24,411	14.2%
Programming Attendance	2,513	3,500	39.3%
InterLibrary Loans	122	285	133.6%
Computer Use	1,011	1,199	18.6%
In-depth Reference Questions Answered	353	405	14.7%
Est. Value of Library Services Per the Maine State Library Website*	\$360,671	\$439,257	21.8%

All rates across the board are ramping up at the Raymond Village Library as we continue to build our presence, programming and accessibility via expanded connections throughout the town and with the local school system. Circulation alone is up 14.2% year-over-year, but we are also offering more free InterLibrary loans (up 133.6% YOY) and more programs (up 39.3% YOY), providing more free computer time (up 18.6% YOY) and answering more in-depth reference questions (up 14.7% YOY).

The Maine State Library estimates that these statistics, with a value placed on everything the RVL offers the community, would demonstrate a Return on Investment for January 2014-December 2014 of \$439,257.

### 2014 Raymond Community Survey Results

64.5% of Raymond Community Survey respondents "strongly or somewhat" support expanding funding for the Raymond Village Library, clearly demonstrating that townspeople are in favor of strengthening our ability to provide them with the services they require. Interestingly, 50.1% of those surveyed felt overall opportunities for adult education and enrichment in Raymond were average to poor, which is a specific niche RVL staff continue to improve at the library, most recently through strengthened connections with RSU14 Adult Education and a greatly expanded Adult Programming schedule. As the library becomes more of an education and enrichment hub of the community, and in light of the townspeople requesting more out of the library, perhaps most surprising of the survey results is that 54% of respondents would tolerate some level of tax increase in order to accomplish town improvements.

**Grants, Fundraised Monies, Maine State Library Support**

Although it doesn't show up on our P&L, the Raymond Village Library has raised about \$16,000 in grants since 2012, funding everything from new books to 3 new computers, new bean bag chairs to automation technology. Additionally, we consistently find donors for special projects and fundraisers like the new rug, new book barn, the tents/tables/bounce house/concessions for the Village Bazaar, the countless donations like the beautiful painting by a local artist for the Garden Tour, the plants, the books, the Christmas basket items. We have also consistently generated over \$10,000 in cash from those "minor" fundraisers. Year after year we raise over \$20,000 in our Annual Appeal effort and the board is currently reorganizing our process to focus on developing donor relationships and creating a marketing push/fundraising timeline that will generate more and higher donations.

Additionally, every year we receive amazing amounts of free services from the Maine State Library such as the free van service provided for InterLibrary Loans, the Marvel database which is Maine's Virtual Library housing thousands of articles and reference books, consultant services and the Maine InfoNet Download Library.

**Current FY '14-15 Budgeted Expenditures**

In the current fiscal year 2014-2015 the library received \$40,000 from the town and is projected to raise \$30,700 plus \$6,025 in investment and interest income for a total income of \$76,725.

With that money we will cover \$87,500 in expenses:

- \$66,200 in wages and affiliated taxes paying the Library Director's salary and two support staff \$9.30/hr for 35 hours of work per week plus \$200 in staff development costs.
- \$9,750 to update the collection and provide programming.
- \$6,050 in facilities, equipment and operating expenses.
- \$3,900 in utilities.
- \$1,600 in fundraising expenses.

This leaves us with a budgeted FY'14/'15 shortfall of \$10,775 for necessary operating expenses that keep the library a vibrant public space just able to meet townspeople's needs. This year we will be forced to take that shortfall from savings, which is, of course, unsustainable.

**Align Town Financial Participation With Comparable Area Libraries**

We are currently running well below how much comparable area towns support their libraries. As demonstrated by our budgeted \$10,775 shortfall for current FY'14/'15, we feel the library has not asked for enough money from the public in the past few years to keep us operating as efficiently as they are demanding from us. We believe it is now time to right-size support for the Raymond Village Library, in this case adjusting for growth to maximize the library's benefits to the community just as our neighboring towns have realized with their own libraries. Raising the town participation to \$60,195, or \$13.57 per capita still keeps us at the low end of local town support statistics.

<b>2013 Maine Public Library Statistics from the Maine State Library Website</b>			
<b>Library Name</b>	<b>Population</b>	<b>Total Local Gov. Participation</b>	<b>Per Capita Local Gov. Participation</b>
Actual 2013 RVL	4,477	\$35,000	\$7.82
Budgeted FY '14-'15 RVL	4,436*	\$40,000	\$9.02
<b>Proposed FY '15-'16 RVL</b>	<b>4,436*</b>	<b>\$60,195</b>	<b>\$13.57</b>
Casco Public Library	3,742**	\$67,797	\$18.11
Naples Public Library	3,925	\$74,000	\$18.85
Harrison Village Library	2,777	\$40,620	\$14.63
Bridgton Public Library	5,311	\$70,000	\$13.18
Fryeburg Public Library	3,396	\$73,661	\$21.74
Norway Memorial Library	4,951	\$255,103	\$55.53

\* population taken from 2014 Raymond Survey \*\* population taken from 2010 U.S. Census



This year we are budgeting an additional \$8,000 in funds raised by the library reflecting our increased and reorganized fundraising efforts and procedures, bringing the total projected fundraising budget to \$38,700, plus \$6,025 in investment and interest income for a total of \$44,725 that will be raised by the library in FY'15/'16. We are asking the townspeople to allow us to truly and efficiently meet their needs by funding the remaining projected expenses of **\$60,195**, including the projected increases in expenses needed to attain our goals, as detailed in the following chart.

Goals	Reasons	How We Will Achieve This Goal	YOY Budget Increase
Match our increases in circulation and programming participation with an appropriately funded, accurately trained and highly efficient staff, keeping wages competitive and in line with job requirements, cost of living increases and comparable local salaries.	<ul style="list-style-type: none"> <li>• Since 2012, we have raised support staff wages by \$.30, keeping them well below comparable local library wages. We need to increase their wages to be commensurate to the type and amount of work they do.</li> <li>• We need to increase the number of hours they are paid each week to better reflect how much they currently work and to meet the increasing needs of the public.</li> <li>• We need to provide staff more development opportunities so they can do their jobs more efficiently and creatively.</li> </ul>	<ul style="list-style-type: none"> <li>• Raise staff salary from \$9.30/hr. to \$10/hr. which would better align us with area libraries such as Bridgton (\$10.50/hr in 2012), Casco (\$13.72 in 2012) and Naples (\$12 in 2012).</li> <li>• Increase support staff hours by 15 hours a week.</li> <li>• Increase the staff development budget by \$150 to provide better training to our employees.</li> <li>• Provide a 1.4% COLA to our Director.</li> </ul>	\$8,920
Expand and refresh our selection of books/audio/video/magazines.	To respond to increasing circulation statistics.	Increase our Media Expenses to \$13K and add \$200 to buy supplies.	\$4,200
Provide reorganized fundraising efforts with means for development, marketing and publicity.			\$2,000
Strengthen our ability to stay up-to-date with the library-oriented technological requirements of the public, to quickly address in-house technology issues and to formulate a long-term technology plan.	Currently we are being solely supported by the town technology department which has been a wonderful partnership, but their attention is understandably not focused on the library. Due to the public's increasing need for the library to build a strong digital presence and to respond rapidly to the public's technological requirements, we need to involve a tech person whose sole attention is on the library. This person will liaise with the library and the town to release the tech department from the pressure of being the sole tech support of the library.	Hire an on-call library-centric technology liaison.	\$1,800
Align utilities expenses with forecasted increases.			\$500
Cover existing operating expense budget shortfall, projected again for FY'15/'16			\$10,775
Increase in projected amount of Fundraising the Library will accomplish in FY'15/'16			<b>-\$8,000</b>
<b>Total of how much more we are asking from the public this year:</b>			<b>\$20,195</b>

						TOTAL	PROPOSED
					13-14 Actual	FY14-15 Budget	FY15-16 Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Fund Raising</b>							
				<b>Annual Appeal</b>	20,872.44	20,000.00	28,000.00
				<b>Other Fundraising</b>	8,913.34	10,700.00	10,700.00
<b>Total Fund Raising</b>					<b>29,785.78</b>	<b>30,700.00</b>	<b>38,700.00</b>
				<b>Interest Income</b>	46.57	25.00	25.00
				<b>Investment Income</b>	7,587.54	6,000.00	6,000.00
				<b>Other Income</b>	0.21	0.00	
				<b>Raymond Funds</b>	37,500.00	40,000.00	40,000.00
<b>Total Income</b>					<b>74,920.10</b>	<b>76,725.00</b>	<b>84,725.00</b>
<b>Expense</b>							
<b>Facilities and Equipment</b>							
				<b>Building Maintenance</b>	755.95	1,000.00	1,000.00
				<b>Furniture &amp; Equipment Expense</b>	106.11	100.00	100.00
				<b>Property &amp; Liability Insurance</b>	2,438.00	2,500.00	2,500.00
				<b>Technical Support</b>			1,800.00
<b>Total Facilities and Equipment</b>					<b>2,544.11</b>	<b>3,600.00</b>	<b>5,400.00</b>
<b>Fundraising Expenses</b>							
				<b>Annual Appeal Expenses</b>	1,462.90	1,600.00	2,500.00
				<b>Development/Fundraising/Marketing Exp</b>	17.56	0.00	1,000.00
<b>Total Fundraising Expenses</b>					<b>1,480.46</b>	<b>1,600.00</b>	<b>3,500.00</b>
<b>Media &amp; Programs</b>							
				<b>Books/Audios/Videos/Magazines</b>	8,301.74	9,000.00	13,000.00
				<b>Programs</b>	680.53	750.00	750.00
<b>Total Media &amp; Programs</b>					<b>8,982.27</b>	<b>9,750.00</b>	<b>13,750.00</b>
<b>Operations</b>							
				<b>Publicity Expenses</b>	400.20	400.00	500.00
				<b>Computer Expense</b>	202.92	250.00	250.00
				<b>Postage &amp; Printing</b>	506.76	400.00	400.00
				<b>Supplies</b>	997.11	1,300.00	1,500.00
<b>Total Operations</b>					<b>2,106.99</b>	<b>2,350.00</b>	<b>2,650.00</b>
<b>Other Expenses</b>							
				<b>Miscellaneous Expenses</b>	35.00	100.00	100.00
<b>Total Other Expenses</b>					<b>35.00</b>	<b>100.00</b>	<b>100.00</b>
<b>Payroll Expenses</b>							
				<b>King Foundation Reimbursement</b>	-2,917.65	0.00	
				<b>Payroll taxes</b>	4,279.18	6,460.00	
				<b>Salary</b>	53,291.24	59,000.00	
				<b>Worker's Comp. Insurance</b>	485.70	540.00	
				<b>Payroll Expenses - Other</b>	2,646.00	0.00	

		<b>Total Payroll Expenses</b>	57,784.47	66,000.00	74,770.00
		<b>Staff Development</b>	95.00	200.00	350.00
		<b>Utilities Expense</b>			
		Electricity	1,801.27	1,800.00	2,200.00
		Heat expense	1,800.00	1,800.00	1,800.00
		Telephone Expense	569.29	300.00	400.00
		<b>Total Utilities Expense</b>	4,170.56	3,900.00	4,400.00
		<b>Total Expense</b>	77,198.86	87,500.00	104,920.00
		<b>Net Ordinary Income</b>	(2,278.76)	(10,775.00)	(20,195.00)
		<b>Other Income/Expense</b>			
		<b>Other Income</b>			
		<b>Other Changes In Net Assets</b>		0.00	
		<b>Total Other Income</b>		0.00	
		<b>Net Other Income</b>		0.00	
<b>Net Income</b>			<b>(2,278.76)</b>	<b>(10,775.00)</b>	<b>(20,195.00)</b>

**2015-2016  
Capital Improvements  
Account # 1500**

**Total Appropriation Request -- \$1,199,386**

**Sub-account**

**0250 Public Works – Equipment Reserve \$85,000**

Planned replacement of major Public Works equipment

**0350 Public Works Paving/Road Reserve \$275,000**

Appropriation for road work/paving maintenance.

**0400 Municipal Facilities Maintenance/Improvements \$25,000**

To allow for improvements/major repairs to municipal facilities

**0500 PSB Bond Payment \$115,137**

Payment # 13 to support debt service on the 2002 Series F, fifteen (15) year \$1,595,351 bond approved at a Special Town Meeting June 5, 2001 for the purpose of building the Public Safety Building. This debt will be retired FY 2017-2018.

**0650 Fire Department Equipment/Facilities \$75,000**

Reserve for replacement of Fire Department major equipment.

**0725 Tank 1 and Marine One Refurbishment; 5” LDH \$91,500**

Tank 1 and Ambar work; replacement of 5” hose

**0725 Bond Payment for Fire Truck & Sand/Salt Shed \$105,000**

Place-holder only – Bond has been authorized but has not yet been issued

**0750 2013 Road Construction Bond \$240,000**

First year of principal payments on ten year, \$2,000,000 2013 Road Construction Bond.  
Final payment is due FY 2024-2025.

**0800 Technology Equipment Upgrade \$51,749**

Play-out Server	- \$18,935
Mobile Production Switcher	- \$17,324
PTZ cameras	- \$10,000
Projector	- \$ 3,500
Aavelin MagicBox	- \$ 1,990

**0900 Patricia Avenue Recreational Facility - Proposed IRT Project \$136,000**

Phase 1: Wetland and vernal pool mapping, drawings, meetings	\$10,000
Phase 2: Deed review, prepare base plan, update concept	\$11,000
Phase 3: Design and Permitting, Boundary & Topo Survey, etc.	\$115,000

## Technology

### CIP Request for Video & Meeting Services Overhaul

*For more detail about this request, see the January 6, 2015, presentation to the Select Board.*

#### Part 1: Replace the most troubled pieces of equipment:

##### **- (Failing) Leightronix UltraNexus “Play-out Server” used to:**

- capture meetings
- organize content
- archive content for playback
- playback videos to multiple destinations as well as receive video feed from multiple sources.

This device is both a “content management solution” and a “matrix switcher,” meaning it can choose to route any input to any output without interruption while capturing. It has been showing signs of its 10-year age for the last couple years and has now become more problematic than it's worth. Errors that we experience include: randomly dropping the scheduled playback, freezing during operation, and randomly switching our input/output settings. The fix for most of these problems is to manually power down the device from in the Studio, which can be problematic during an off-site live event, such as Town Meeting, or even during a live broadcast. )

**- (Failed) ChyTV CG** overlay system was used to provide graphical meeting information during live broadcasts, but this has completely failed and is no longer operational.

#### **Solution: Create our own Play-Out Server with Xeus Media Software Suite**

\$6,750

(Xeus Media provides a large assortment of software solutions that suit our needs including but not limited to: **Play-out Software**, **IP Ingest**, **Title Manager CG**, and **HD Scheduler** software. This allows us to capture, archive and playback meetings and overlay computer generated graphics onto live or recorded video, as well as capture live-streamed video content and schedule it for daily playback at multiple destinations.)

*To integrate this equipment properly we will also need:*

##### **1) Dell Server**

\$8,000

(Needed for installation of all hardware and software to create a play-out server with flexibility for the present and into the future.)

##### **2) NVidia graphic processing card**

\$600

(Enables powerful video capture, review and CG capabilities.)

3) <b>DeckLink Quad SDI expansion card</b>	\$995
(Allows output of the scheduled and live content to both Time Warner channels and live streaming.)	
4) <b>BlackMagic Analog to SDI Converters</b>	\$600
(To convert SDI to analog until Time Warner goes live with their local SDI lines.)	

<b>Total for Play-Out Server:</b>	<b><u>\$18,935</u></b>
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**Part 2: Replace our next most problematic piece of hardware:**

**- (Failing) Sony TriCaster “Mobile Production Switcher”**

This is an all-in-one multi-camera controller and broadcast recorder that allows up to 6 video sources, including the 4 cameras, in the studio and one PC input (to display PC presentations such as PowerPoint directly to record/broadcast).

This piece of equipment is wearing down from age as well as the breakdown for the Town Meeting setup. It will often freeze up and has malfunctioning controls, making capturing the right shot at the right time difficult. There is also an issue with the cameras’ “wandering,” so presets are not remaining stable and have to be corrected before switching views.

**Solution: Replace the Sony TriCaster with a NewTek TriCaster 410 setup.**

The **TriCaster 410** is a more robust “Production Switcher” with the ability to overlay Computer Generated (CG) information on the fly as well as semi-automation capabilities (using a “MIDI” interface); integrated streaming to other devices in up to HD; SD/HD-SDI inputs and outputs, and much more. Keep in mind this is on the lower end of production switchers.

*To integrate this device properly we will need (starting with the device itself):*

1) <b>TriCaster 410</b>	\$10,000
(Centralized control for Production Camera switching.)	
2) <b>Control Surface</b>	\$4,995
(Provides tactile production controls.)	
3) <b>LCD Monitors</b>	\$800
(Allows quick controls as well as a visual layout of the TriCaster interface.)	
4) <b>iPad Air MIDI Interface</b>	\$600
(Allows for pre-programmed multi-actions, which enables a more complex set of commands to be carried out with as little as a single touch rather than several actions.)	
5) <b>Headphones</b>	\$800
(Our headphones are currently falling apart and are not mitigating room noise properly.)	
6) <b>Visca to USB adapter</b>	\$129

(Allows the Visca camera control cable to connect to the TriCaster so that all cameras are controlled directly through the TriCaster via USB.)

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<b>Total for Production Switcher</b>	<b>\$17,324</b>
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### **Part 3: Replace other problematic hardware:**

#### **- PTZ Cameras**

The remaining 4 analog PTZ Cameras are getting old and becoming unreliable, and they don't work well with current technologies.

**Solution:** Purchase 4 Sony EVI-HD1 PTZ cameras at \$2,500 each to replace remaining worn out cameras.

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<b>Total for Sony PTZ cameras</b>	<b>\$10,000</b>
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#### **- Projector**

With the old HP projector being analog, it would require heavily converted input and output to work with a digital system.

**Solution:** Purchase a new projector

##### **1) Projector**

(To allow for projected presentations during meetings.) \$3000

**2) Projector accessories** miscellaneous connectors, adapters and cables \$500

(Assures optimal operation and connection.)

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<b>Total for Projector</b>	<b>\$3,500</b>
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#### **- Aavelin MagicBox:**

This piece of equipment is used to create and display a slide show of informational images in between scheduled content.

##### Option 1:

Just switch to a new server (outlined above) but leave the Aavelin in place. To do this we will need to convert the video to SDI with a **\$300** converter, and also pay the **\$1,000** hardwired SDI license fee to Xeus Media.

##### **Option 2 (recommended):**

Retire this unit and replace with a standard PC, coupled with free signage player software, convert to IP and stream using **Teradek Cube 155**, including the proposed Xeus Media license (above)

**Teradek Cube 155** “SDI Streaming Encoder” \$1,990

(Enables the streaming of our local weather as well as informational municipal updates directly to the play-out server to be played between scheduled meeting content.)

**Total for Aavelin replacement** **\$1,990**

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**TOTAL CIP REQUEST FOR VIDEO & MEETING SERVICES** **\$51,749**



# Maine Municipal Bond Bank

## Revised Debt Payment Schedule

2002 F Raymond - 2002F - \$1,595,351.00

Payment Date	Principal	Interest	Previous Credits	Current Credits	Total
01/2003	\$0.00	\$25,180.81	\$0.00	\$0.00	\$25,180.81
01/2003	\$106,357.00	\$25,041.69	\$0.00	\$0.00	\$131,398.69
01/2004	\$0.00	\$23,961.63	\$0.00	\$0.00	\$23,961.63
01/2004	\$106,357.00	\$23,961.63	\$0.00	\$0.00	\$130,318.63
01/2005	\$0.00	\$22,881.57	\$0.00	\$0.00	\$22,881.57
01/2005	\$106,357.00	\$22,881.57	\$0.00	\$0.00	\$129,238.57
01/2006	\$0.00	\$21,735.04	\$0.00	\$0.00	\$21,735.04
01/2006	\$106,357.00	\$21,735.04	\$0.00	\$0.00	\$128,092.04
01/2007	\$0.00	\$20,522.04	\$0.00	\$0.00	\$20,522.04
01/2007	\$106,357.00	\$20,522.04	\$0.00	\$0.00	\$126,879.04
01/2008	\$0.00	\$19,109.62	\$0.00	\$0.00	\$19,109.62
01/2008	\$106,357.00	\$19,109.62	\$0.00	\$0.00	\$125,466.62
01/2009	\$0.00	\$17,497.78	\$0.00	\$0.00	\$17,497.78
01/2009	\$106,357.00	\$17,497.78	\$0.00	\$0.00	\$123,854.78
01/2010	\$0.00	\$15,885.94	\$0.00	\$0.00	\$15,885.94
01/2010	\$106,357.00	\$15,885.94	\$0.00	\$0.00	\$122,242.94
01/2011	\$0.00	\$14,141.15	\$0.00	\$0.00	\$14,141.15
01/2011	\$106,357.00	\$14,141.15	\$0.00	\$0.00	\$120,498.15
01/2012	\$0.00	\$12,329.89	\$0.00	\$0.00	\$12,329.89
01/2012	\$106,357.00	\$12,329.89	\$0.00	-\$5,781.18	\$112,905.71
01/2013	\$0.00	\$10,452.16	\$0.00	\$0.00	\$10,452.16
01/2013	\$106,357.00	\$10,452.16	\$0.00	-\$6,552.26	\$110,256.90
01/2014	\$0.00	\$8,521.25	\$0.00	\$0.00	\$8,521.25
01/2014	\$106,356.00	\$8,521.25	\$0.00	-\$5,937.43	\$108,939.82
01/2015	\$0.00	\$6,484.00	\$0.00	\$0.00	\$6,484.00
01/2015	\$106,356.00	\$6,484.00	\$0.00	-\$2,043.46	\$110,796.54
01/2016	\$0.00	\$4,340.39	\$0.00	\$0.00	\$4,340.39
01/2016	\$106,356.00	\$4,340.39	\$0.00	-\$2,121.52	\$108,574.87
01/2017	\$0.00	\$2,196.78	\$0.00	\$0.00	\$2,196.78
01/2017	\$106,356.00	\$2,196.78	\$0.00	-\$1,872.10	\$106,680.68
	\$1,595,351.00	\$450,340.98	\$0.00	-\$24,307.95	\$2,021,384.03

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PSB  
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# 2013 ROADS BOND

Dated: 11/1/2013  
 Delivered: 11/1/2013

## Debt Service Schedule Town of Raymond R&C

1  
 No Calls

Fiscal Yr	Coupon Date	Cusip #	Principal Payment	Coupon Rate	Interest Payment	Periodic Debt Service	Fiscal Debt Service	Outstanding Debt
2015	11/1/2014				42,000.00	42,000.00	-	2,000,000.00
	5/1/2015				21,000.00	21,000.00	63,000.00	2,000,000.00
2016	11/1/2015		200,000.00	2.000	21,000.00	221,000.00	-	1,800,000.00
	5/1/2016				19,000.00	19,000.00	240,000.00	1,800,000.00
2017	11/1/2016		200,000.00	2.000	19,000.00	219,000.00	-	1,600,000.00
	5/1/2017				17,000.00	17,000.00	236,000.00	1,600,000.00
2018	11/1/2017		200,000.00	2.000	17,000.00	217,000.00	-	1,400,000.00
	5/1/2018				15,000.00	15,000.00	232,000.00	1,400,000.00
2019	11/1/2018		200,000.00	2.000	15,000.00	215,000.00	-	1,200,000.00
	5/1/2019				13,000.00	13,000.00	228,000.00	1,200,000.00
2020	11/1/2019		200,000.00	2.000	13,000.00	213,000.00	-	1,000,000.00
	5/1/2020				11,000.00	11,000.00	224,000.00	1,000,000.00
2021	11/1/2020		200,000.00	2.000	11,000.00	211,000.00	-	800,000.00
	5/1/2021				9,000.00	9,000.00	220,000.00	800,000.00
2022	11/1/2021		200,000.00	2.000	9,000.00	209,000.00	-	600,000.00
	5/1/2022				7,000.00	7,000.00	216,000.00	600,000.00
2023	11/1/2022		200,000.00	2.000	7,000.00	207,000.00	-	400,000.00
	5/1/2023				5,000.00	5,000.00	212,000.00	400,000.00
2024	11/1/2023		200,000.00	2.500	5,000.00	205,000.00	-	200,000.00
	5/1/2024				2,500.00	2,500.00	207,500.00	200,000.00
2025	11/1/2024		200,000.00	2.500	2,500.00	202,500.00	202,500.00	
			<b>2,000,000.00</b>		<b>281,000.00</b>	<b>2,281,000.00</b>		

Prepared by: Dick Ranaghan  
 Prepared on: 12/13/2013 14:42 14.90 Rpt 24

:Mun-EaseMainDb  
 RAYMOND-2013-Re>C

Dear Mr. Willard

Raymond Fire Rescue Department's CIP requests encompass a five year span and includes items of ongoing replacement such as apparatus, and one time expenses like a station roof and large diameter hose. We have \$75,000 dollars annually put into our CIP for apparatus replacement. We average \$185,000 dollars per year in planned CIP expenses

In planning the replacement of our large diameter hose (LDH), for three years we have submitted a grant with the Department of Homeland Security to cover this cost and have been unsuccessful. The grants are awarded after our budgets are approved, making it necessary to budget for this expense. If we are fortunate enough to be funded we would need to pay a five percent grant match. The replacement of our large diameter hose will make us compatible with our mutual aid departments and replace hose of which 75 % is over 20 years of age. NFPA standards call to replace hose after 20 years.

We have a standing request for \$75,000 annually for apparatus replacement which was cut from \$150,000 thousand annually years ago. The funds are part of our ongoing ambulance and apparatus replacement plans. Our current regional agreement with PL Custom to replace ambulances provides a trade in value based on mileage and condition towards purchase of a new truck. This reduces our cost up to 30% and provides cost control for vehicles which are under warranty while we own them.

Building costs include for the 2016-2017 year when the bond retires for the Public Safety Building which will be 15 years old to take correct issues due to low bid. Requests include cost control measures for utilities such as solar panels and heat pumps. The metal roof request provides a 50 year product which corrects on going leaks and missing shingles.

Marine 1 is a \$250,000 dollar asset obtained through State Surplus with Senator Collins support for Manager Willard's and Chief Morse's vision. This asset is in need of paint to preserve the boat. The price quoted is over \$8400 dollars we are asking for \$7500 dollars based on many hours of department member time to prep the boat for the paint shop saving the town money.

Tank 1 is in need of rehab, to enable it to last for six more years until its planned replacement. This cost will provide LED warning lights and re wiring which place less stress on the electrical system, Pump controls and indicator lights and sensors which are in need of replacement. Some body work is required to correct a paint bonding issue causing paint to peel off the body. This will allow replacement in year 2022.

Current funding of \$75,000 dollars annually is not covering the ongoing expenses as listed, We would look for the boards guidance as to how they would like to fund these necessities.

**RAYMOND FIRE RESCUE DEPARTMENT  
PROPOSED CIP BUDGET 5 YEAR PLAN 2015-2020**

Apparatus	Make / Year	Expected Life Span	Purchased from:	Price Paid	Replacement Cost- Today	2015 – 2016	2016 – 2017	2017 – 2018	2018-2019	2019-2020	Justifications & Comments
Rescue 1	2014 Ford E450	4 years w/ Regional Contract	PL Custom	170,000.00	180,000.00				\$126,000.00		Contract w/PL for trade in- for up to 30% of purchase price
Rescue 2	2012 Ford 4500	4 years w/ Regional Contract	PL Custom	168,000.00	180,000.00		\$126,000.00				Contract w/PL for trade in- for up to 30% of purchase price
Engine 1	2004 E-1 Typhoon	20 years	E-1 Demo	375,000.00	600,000.00						
Engine 2	1990 Chevy	20 years	Rehab in 2008	145,000.00	400,000.00						New engine purchased due in Oct. 2015
Tank1	1997 International	25 years	Demo-	220,000.00	300,000.00	10,000.00					Body/mechanical/electrical work needed
Tank 2	1989 Freightliner	25 years	Tractor Trailer- rehab to	118,000.00	300,000.00					\$300,000.00	
Utility 7	2003 Ford 550	20 years	E-1	112,813.00	160,000.00						
Squad 8	1999 Freightliner	15 years from 2014 purchase	EVI Rescue	46,000.00	200,000.00						
Marine 1	28' Ambar 2 - 125 HP		State Surplus	14,132.00	250,000.00	7,500.00		\$15,000.00			Need replacement plan for engines / paint job
Marine 2	19" Whaler- 70 HP		State Surplus	600.00	15,000.00						
Service Truck 2	2005 Ford 150	15 years	State Surplus	5,500.00	28,000.00						Will need body work
Unit 10	2015 Chevy Tahoe	15 years	Quirk Augusta	34,000.00	40,000.00						Chiefs Vehicle
Utility 5	2000 Ford 250	20 years	State Surplus	5,200.00	38,000.00						Used for fire police/signage/cones
ATV	2013 Polaris		Rochester Motor Sports	7,475.00	7,500.00						For forest fire use and land access
Forestry Trailer	2012 Tailwind		Lee's Family Trailer	5,000.00	12,000.00						Holds all forest fire equipment
<b>Apparatus Totals</b>						<b>17,500.00</b>	<b>\$126,000.00</b>	<b>\$15,000.00</b>	<b>\$126,000.00</b>	<b>\$300,000.00</b>	
<b>Facility Needs</b>											
<b>District #1</b>	<b>Built in 2002</b>										
Roof Replacement							\$250,000.00				Plan for metal roof and solar energy
General Upgrades- Floors, some windows											Conversion to heat pumps
District #2	Garage doors 3 @ \$5000										
<b>Equipment Needs</b>	<b>Yearly PM Test &amp; Cost</b>		<b>Qty.</b>	<b>Replacement</b>	<b>Cost Each</b>						<b>Justifications &amp; Comments</b>
Cardiac Monitors	PM agreement in place		2	2 every 10 years	26,000						2 in 2012- 1 by RFRD Association- 10 year life
Stretchers	Annual Certification		2	w/ New Rescue					\$18,000.00		
5" LDH	Replace all LDH and associated couplings					74,000.00					\$74K Grant applied for town match of \$3523
<b>Projected CIP Needs</b>						<b>91,500.00</b>	<b>\$376,000.00</b>	<b>\$15,000.00</b>	<b>\$144,000.00</b>	<b>\$300,000.00</b>	<b>\$926,500.00</b>
											<b>Total for 5 years = \$926,500.00- Average of \$185,300 per year</b>
<b>Equipment Needs</b>	<b>Yearly PM Test &amp; Cost</b>		<b>Qty.</b>	<b>Replacement</b>	<b>Cost Each</b>						<b>Current CIP plan is \$75,000 per year</b>
	<b>Included in Fire Operations Budget</b>										
SCBA Bottles	hydro- \$30 each (48 total)		24	3 per year	\$680.00	2,040.00	\$2,040.00	\$2,040.00	\$2,040.00	\$2,040.00	Grant in 2008, 15 year lifespan
Air Packs w/ bottles	\$35 annual flow test each		24	2 per year	\$5,600.00	11,200.00	\$11,200.00	\$11,200.00	\$11,200.00	\$11,200.00	10 yr. lifespan- 5 year hydrotest required
Turnout Gear	\$30-50 per set year inspections		35	4 per year	\$1,500.00	6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	22 by grant in 2011 - 10 year max lifespan
Current CIP Plan-	\$75,000 per year into account.										
<b>Future Needs to Plan</b>											
<b>Hydrant Line Extension</b>											
<b>Rural Water System</b>	Needs for funding ongoing to maintain and expand rural water supply system for fire protection. This will include the need to have hydrologist certifications to achieve ISO credits and rating savings.										



401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742  
Fax 207.655.3024

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## Memorandum

Date: February 13, 2015

To: Don Willard, Town Manager and Nancy Yates, Finance Director

From: Danielle Loring

Re: Proposed FY2015-16 Budget for proposed IRT Project – Patricia Avenue Recreational Facility

---

At the request of Chairman Reynolds, this is a proposed phased budget compiled by the Town's engineer, Owens McCullough of Sebago Technics, to construct a public recreational facility on the town-owned Patricia Avenue property as well as land acquisition from abutters for construction of road to Webbs Mills Road. (See attached concept plan) This would utilize the IRT Program through the Air National Guard (ANG) in order to greatly reduce construction costs.

### Proposed Request for FY2014-15 Contingency:

Phase 1: Due Diligence Work

Wetland and vernal pool mapping

Preparation of presentation drawings

Site meeting and reconnaissance

Design and committee meetings

**Total:           \$10,000\***

### Proposed Request for FY2015-16:

Phase 2: Remaining Due Diligence Work

Deed review to prepare for survey work

Prepare base plan and update concept for pre-design and permitting

Coordination with Water District, CMP and Gas Company

*Subtotal:           \$11,000*

Phase 3: Design and Permitting

Engineered drawings for construction

Town PB Review and MDEP Permit Applications (~\$12,000)

Boundary and Topo Survey

Traffic Movement Permit

Utility design

ANG coordination

*Subtotal:           \$115,000*

*\*Plus \$10,000 place holder for Contingency request in case denied*

**Total               \$136,000**

**Proposed Request for FY2016-17:**

Phase 4: Construction

ANG Coordination

Survey layout and construction design

Construction coordination and oversight (periodic)

Cost of appraiser and land acquisition (~\$30,000)

*Subtotal* \$62,000

MATERIALS (See attached itemized budget)

*Subtotal* \$1,871,210

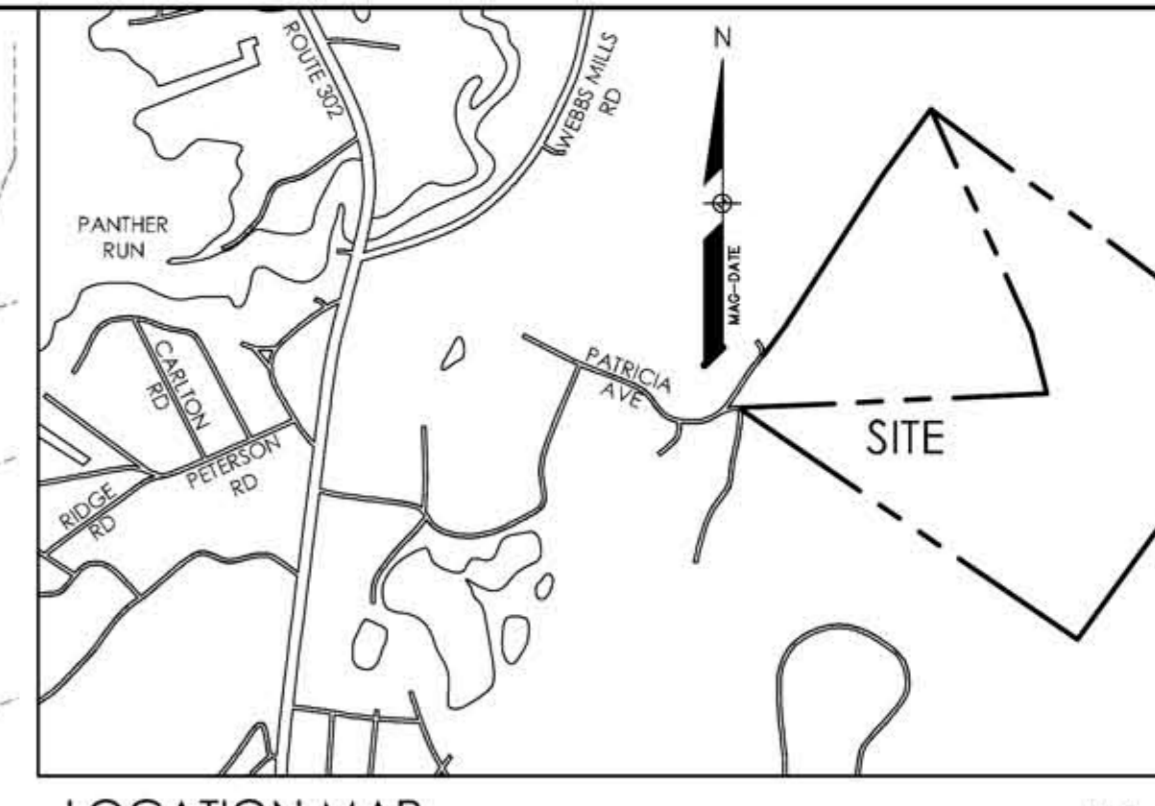
**Total** \$1,933,210

**Project total for a new recreational facility including two baseball fields, two multipurpose fields, four courts, parking area, and concession stand:**

**Town Cost:** \$2,069,210

**IRT Labor:** \$2,005,200 (plus logging, equipment and fuels costs)

**Total:** \$4,074,410+



PROGRESS PRINT

NOT FOR CONSTRUCTION

DESIGNED	CHECKED
OAM	OAM

ISSUED FOR CONCEPT PLAN REVIEW

DATE: 7/29/14  
 BY: A. OAM

STATUS:

THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.

**SEBAGO**  
**TECHNICS**  
 WWW.SEVERAGOTECHNICS.COM

75 John Roberts Rd. - Suite 1/A  
 South Portland, ME 04106  
 Tel: 207-200-5100

Suite B  
 250 Goodard Rd.  
 Lewiston, ME 04240  
 Tel: 207-783-8656

CONCEPT PLAN  
 OF:  
**ATHLETIC FIELD**  
 PATRICIA AVENUE  
 RAYMOND, MAINE

FOR:  
**TOWN OF RAYMOND**  
 401 WEBBS HILLS ROAD  
 RAYMOND, MAINE 04071

PROJECT NO. 14272 SCALE 1" = 100'

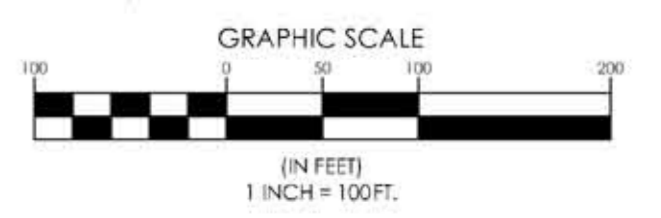
SHEET 2 OF 2

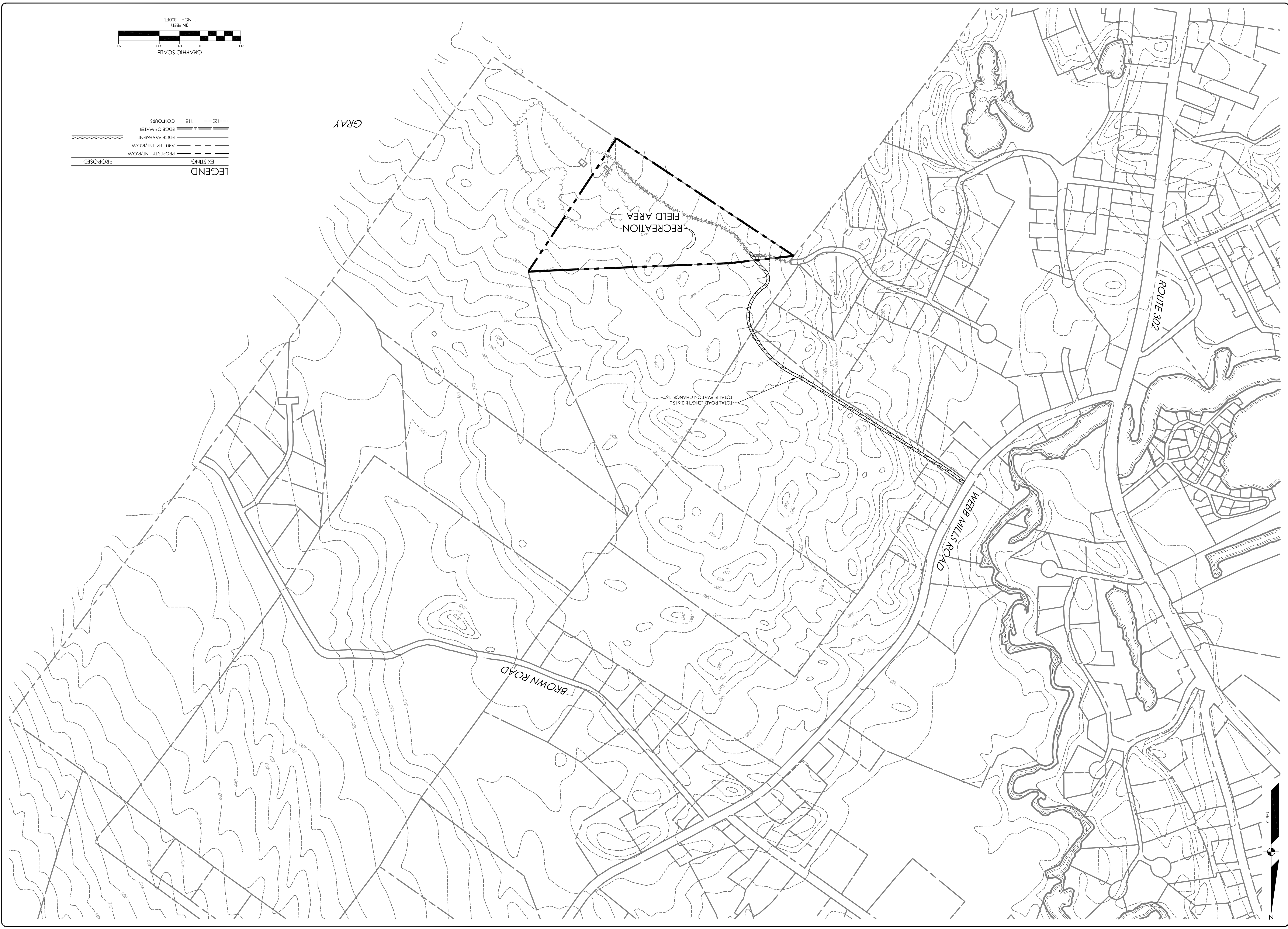
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**LEGEND**

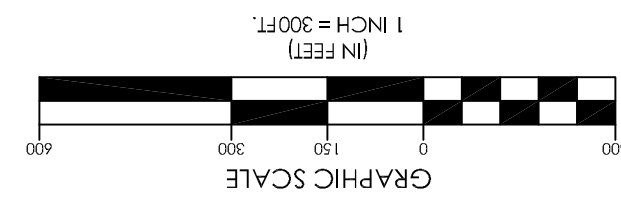
EXISTING	PROPOSED
--- PROPERTY LINE/R.O.W.	— PROPERTY LINE/R.O.W.
/// BUILDING	▭ BUILDING
— PAVEMENT PAINT	— PAVEMENT PAINT
- - - EDGE GRAVEL	- - - EDGE GRAVEL
~ TREELINE	~ TREELINE
---120---118--- CONTOURS	---120---118--- CONTOURS





**LEGEND**

---	EXISTING
---	PROPERTY LINE/R.O.W.
---	ASUTTER LINE/R.O.W.
---	EDGE PAVEMENT
---	EDGE OF WATER
---	CONTOURS
---	PROPOSED



ALTERNATE ACCESS PLAN  
OF  
ATHLETIC FIELD  
PATRICIA AVENUE  
RAYMOND, MAINE  
FOR:  
TOWN OF RAYMOND  
401 WEBB MILLS ROAD  
RAYMOND, MAINE 04071

PROJECT NO. 14272  
SCALE 1" = 300'

SHEET 1 OF 2

**SEBAGO**  
TECHNICALS

WWW.SEAGOTECHNICALS.COM

75 John Roberts Rd. - Suite 1A  
South Portland, ME 04106  
Tel: 207-200-2100

290 Goddard Rd. - Suite 8  
Lewiston, ME 04240  
Tel: 207-788-5656

DESIGNED	OAM
CHECKED	OAM
ISSUED FOR CONCEPT PLAN REVIEW	STATUS:
DATE:	7/29/14
BY:	OAM
REV.:	
A. OAM	

NOT FOR CONSTRUCTION

PROGRESS PRINT

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**PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS**

PROJECT NAME: **Recreation Improvements - Opinion of Potential Costs**  
 PREPARED FOR: **Town of Raymond - Patricia Avenue Recreational Fields**  
 DATE: **2/3/2014**

General Site and Water Main	Unit	Quantity	Unit Cost	Total	Subtotals	
					Town	ANG
Water Service - 8" Main Material w/ Hydrants	lf	2,200	\$37	\$81,400	\$81,400	\$0
Water Service - 8" Main Install	lf	2,200	\$50	\$110,000	\$0	\$110,000
Water Service - 2" Water to Rec Field	lf	1,000	\$50	\$50,000	\$20,000	\$30,000
Transformers	ea	2	\$10,000	\$20,000	\$15,000	\$5,000
Electrical Service	lf	3,500	\$30	\$105,000	\$40,000	\$65,000
Mass Site Grading - 16 Acres +/-	cy	50,000	\$10	\$500,000	\$0	\$500,000
Stormwater Ponds	ls	2	\$40,000	\$80,000	\$16,000	\$64,000
E&S	ls	1	\$30,000	\$30,000	\$22,500	\$7,500
Stump and Grubbing - 16 acres +/-	ac	16	\$5,000	\$80,000	\$0	\$80,000
Land Clearing - 10 acres +/-	ac	10	\$7,500	\$75,000	\$0	\$75,000
Water District Fees and Inspection	ls	1	\$25,000	\$25,000	\$25,000	\$0
<b>Tennis Courts</b>						
Subbase, Surface, Fence, Paint, Hoops, accessories	ea	2	\$60,000	\$120,000	\$84,000	\$36,000
Lights	ls	2	\$25,000	\$50,000	\$45,000	\$5,000
<b>Basketball Courts</b>						
Subbase, Surface, Paint, Hoops, accessories	ea	2	\$40,000	\$80,000	\$64,000	\$16,000
Lights - Each Court	ls	2	\$25,000	\$50,000	\$45,000	\$5,000
<b>Volleyball Sand Pit</b>						
Grading - Cuts/Fills	cy	200	\$10	\$2,000	\$0	\$2,000
Sand - 15"	cy	200	\$27	\$5,400	\$2,700	\$2,700
Nets/poles	ls	1	\$1,000	\$1,000	\$1,000	\$0
<b>Concession/Storage Building</b>						
Building & Site	sf	1,800	\$90	\$162,000	\$81,000	\$81,000
<b>Parking/Stone Dust Path</b>						
Subbase - 15" Gravel	cy	2,600	\$27	\$70,200	\$26,000	\$39,000
Pavement (3") - 96,000 s.f.	ton	750	\$90	\$67,500	\$67,500	\$0
Stone Dust Path (16' wide with 12" base)	cy	600	\$25	\$15,000	\$6,000	\$9,000
<b>Roadway - 2,700 L.F.</b>						
Paving - 18' width w/ 3" pavement	ton	1,000	\$90	\$90,000	\$90,000	\$0
Grading - Cuts/Fills	cy	7,500	\$10	\$75,000	\$0	\$75,000
Subbase - 18" Gravel	cy	5,000	\$27	\$135,000	\$60,000	\$75,000
Stormwater	ls	1	\$80,000	\$80,000	\$40,000	\$40,000
E&S	ls	1	\$40,000	\$40,000	\$20,000	\$20,000
Ledge Removal Allowance	ls	1	\$100,000	\$100,000	\$50,000	\$50,000
Stump & Grub	ac	4	\$5,000	\$20,000	\$0	\$20,000
<b>Multipurpose Fields</b>						
Sand Subbase and Drainage	cy	5,000	\$20	\$100,000	\$50,000	\$50,000
Loam and Seed (Screen and reuse on site material)	sy	25,000	\$5	\$95,000	\$30,000	\$60,000
Irrigation	sf	126,000	\$4	\$504,000	\$252,000	\$252,000
Bleachers	ea	4	\$2,500	\$10,000	\$10,000	\$0
Goal Posts	ea	4	\$2,500	\$10,000	\$15,000	\$0
Lighting (allowance)	ls	1	\$100,000	\$100,000	\$75,000	\$25,000
<b>New Baseball Field</b>						
Field, Fence, Infield Construction	ls	1	\$50,000	\$50,000	\$30,000	\$20,000
dugouts	ea	2	\$7,500	\$15,000	\$12,000	\$3,000
Lighting	ls	1	\$100,000	\$100,000	\$75,000	\$25,000
Irrigation	sf	60,000	\$4	\$240,000	\$120,000	\$120,000
Portable Bleachers	ea	2	\$2,500	\$5,000	\$5,000	\$0
Scoreboard	ea	1	\$20,000	\$20,000	\$15,000	\$5,000
<b>New Playground</b>						
Equipment	ls	1	\$35,000	\$35,000	\$35,000	\$0
Installation (5 days at \$1,600/day)	day	5	\$1,600	\$8,000	\$0	\$8,000
Lighting	ls	1	\$100,000	\$100,000	\$75,000	\$25,000
					\$1,701,100	\$2,005,200
		Contingency	10%		\$170,110	\$0
		Subtotal			<b>\$1,871,210</b>	<b>\$2,005,200</b>
		<b>Opinion of Project Costs</b>			<b>\$1,871,210</b>	<b>\$2,005,200</b>

Estimated project costs are based upon masterplan level evaluations. Cost estimate will need to be updated at the time of preliminary and final plan development.

**2015-2016  
County Tax  
Acct # 2000**

**Total Appropriation Request -- \$649,873**

**Sub-accounts**

***0110 County Tax Payment* *\$649,873***

Preliminary proposed County tax for 2015-2016 is an increase of \$32,370 (5.24%) over the 2014-2015 amount of \$617,503.

**FY2015 COUNTY OF CUMBERLAND-**

**Preliminary Estimate**

The tax distribution schedule describes the amount of tax required from each municipality based on their equalized valuation to provide the revenue necessary for county operations. Previous year information is provided for comparison purposes. The tax calculation table at the bottom of the schedule shows the factors of expenditures revenues, and surplus used to calculate the amount of county property tax assessed on the real and personal property in each municipality.

The State of Maine Valuation for 2015 shows overall County increase of Valuation Growth

Tax Distribution Schedule						
Town	-0.18%		0.00%	Val Change %		Percent Tax Change
	State 2014 Valuation	2014 Tax	State 2015 Valuation		2015 Tax	
Baldwin	145,100,000	95,482	145,100,000	0.0%	100,488	5.24%
Bridgton	945,550,000	622,208	945,550,000	0.0%	654,825	5.24%
Brunswick	2,026,250,000	1,333,350	2,026,250,000	0.0%	1,403,245	5.24%
Cape Elizabeth	1,685,300,000	1,108,992	1,685,300,000	0.0%	1,167,126	5.24%
Casco	614,800,000	404,562	614,800,000	0.0%	425,769	5.24%
Chebeague Island	195,900,000	128,910	195,900,000	0.0%	135,667	5.24%
Cumberland	1,057,800,000	696,073	1,057,800,000	0.0%	732,562	5.24%
Falmouth	2,091,550,000	1,376,320	2,091,550,000	0.0%	1,448,468	5.24%
Freeport	1,335,900,000	879,073	1,335,900,000	0.0%	925,155	5.24%
Frye Island	161,050,000	105,977	161,050,000	0.0%	111,532	5.24%
Gorham	1,420,400,000	934,677	1,420,400,000	0.0%	983,674	5.24%
Gray	845,000,000	556,042	845,000,000	0.0%	585,191	5.24%
Harpswell	1,797,900,000	1,183,087	1,797,900,000	0.0%	1,245,105	5.24%
Harrison	477,250,000	314,049	477,250,000	0.0%	330,511	5.24%
Long Island	140,100,000	92,191	140,100,000	0.0%	97,024	5.24%
Naples	685,950,000	451,381	685,950,000	0.0%	475,043	5.24%
New Gloucester	455,750,000	299,901	455,750,000	0.0%	315,622	5.24%
North Yarmouth	425,100,000	279,732	425,100,000	0.0%	294,396	5.24%
Portland	7,551,450,000	4,969,143	7,551,450,000	0.0%	5,229,630	5.24%
Pownal	189,200,000	124,501	189,200,000	0.0%	131,027	5.24%
<b>Raymond</b>	<b>938,400,000</b>	<b>617,503</b>	<b>938,400,000</b>	<b>0.0%</b>	<b>649,873</b>	<b>5.24%</b>
Scarborough	3,579,450,000	2,355,415	3,579,450,000	0.0%	2,478,888	5.24%
Sebago	375,800,000	247,291	375,800,000	0.0%	260,254	5.24%
South Portland	3,537,700,000	2,327,942	3,537,700,000	0.0%	2,449,975	5.24%
Standish	978,750,000	644,055	978,750,000	0.0%	677,817	5.24%
Westbrook	1,804,400,000	1,187,364	1,804,400,000	0.0%	1,249,607	5.24%
Windham	1,721,650,000	1,132,911	1,721,650,000	0.0%	1,192,300	5.24%
Yarmouth	1,436,350,000	945,173	1,436,350,000	0.0%	994,720	5.24%
	<b>38,619,800,000</b>	<b>25,413,305</b>	<b>38,619,800,000</b>	<b>0.00%</b>	<b>26,745,493</b>	<b>5.24%</b>
Tax Calculation	2012	2013	2014		2015	
Total Estimated Expense	33,401,918	34,833,918	36,691,041		37,886,885	
Total Estimated Revenue	(10,006,869)	(10,110,374)	(10,927,737)		(10,966,392)	
Designated Surplus	(350,000)	(350,000)	(350,000)		(175,000)	Net Increase
Tax Revenue Required	<b>23,045,049</b>	<b>24,373,544</b>	<b>25,413,304</b>		<b>26,745,493</b>	<b>5.24%</b>
	<b>2012</b>	<b>2013</b>	<b>2014</b>		<b>2015</b>	
Mil Rate	0.0005542936	0.0005834493	0.0006580382		0.0006925332	
Per \$1,000	0.5542936	0.5834493	0.658038215		0.69253319	
Amount for \$200,000 ↑ \$	110.86	116.69	131.61		138.51	
Increase		\$ 5.83	\$ 14.92		\$ 6.90	

**2015-2016  
TIF District  
Account #9595**

**Total Appropriation Request - \$228, 376**

**Sub-accounts**

***0175 Infrastructure – Hydrant Rental*** ***\$5,796***

***0200 Waterline Extension Bond Payment*** ***\$63,905***

Thirteenth payment on 2002 Series F, 15-year, bond issued for \$885,463. Principal- 59,031; interest- 4,874  
Debt will be retired FY 2017-2018.

***0300 Route 302 Bond Payment*** ***\$43,736***

Thirteenth payment on 2002 Series F, 15-year bond issued for \$606,000. Principal- 40,400; interest- 3,336  
Debt will be retired FY 2017-2018.

***0350 Street Flag Maintenance*** ***\$1,000***

To replace worn flags and damaged poles/brackets.

***0400 Route 302 Corridor*** ***\$34,341***

Raymond Beach	\$5,200	
Includes ground maintenance, sign replacement, fence repair, portable toilets, dock installation and removal		
Panther Run Rest Area	\$2,290	
Includes mowing and portable toilets		
Decorative Street Lights	\$4,600	
Appropriating only for electric usage & maintenance		
Spring cleanup/mulching/weeding	\$12,051	
Mowing of corridor, including Raymond Beach	\$4,500	
Sidewalk plowing/sanding	\$5,400	
Beautification Committee funding	\$300	

***0600 Raymond Waterways Protective Association*** ***\$17,500***

Money to support prevention of invasive aquatic plant growth. (Appropriation same as last year)

***0650 Sebago Lake Health: Rapid Response Team*** ***\$3,000***

Request for matching funds for Sebago Lake milfoil grant

***0700 Raymond-Casco Historical Society*** ***\$1,800***

FY2015-16 request \$1800

***0800 GPCOG Dues*** ***\$4,436***

***0850 Economic Development*** ***\$7,000***

***0875 GIS Services*** ***\$25,000***

***0900 GIS Plotter*** ***\$10,000***

***0950 GIS 2016 OrthoFlight*** ***\$10,862***



401 Webbs Mills Road  
Raymond, Maine 04071  
207.655.4742  
Fax 207.655.3024

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## Memorandum

Date: February 13, 2015

To: Don Willard, Town Manager and Nancy Yates, Finance Director

From: Danielle Loring

Re: Proposed FY2015-16 Budgets for GIS and Economic Development

---

These are the line items that will be changing. Please carry over all existing reoccurring expenses, unless otherwise noted:

### **9595 TIF**

0850 Economic Development      Current: \$7,000.00      Proposed: No Change

0875 GIS Contract      Current: \$25,000.00      Proposed No Change

NEW GIS Plotter      Proposed: \$10,000.00

Reason: The HP designjet 800 plotter that was purchased in 2004 has stopped functioning despite efforts to replace parts. This plotter is used to print tax maps, promotional materials, large scale plans, and special interest maps that are purchased by the public. Currently working with HP to get a quote on a new plotter that would also need to include shipping costs as well as a possible trade in for the obsolete plotter.

NEW GIS 2016 OrthoFlight      Proposed: \$10,862.00

Reason: The costs for the orthoimagery at the 6" L2 resolution is \$8500 with the "off-schedule" pricing being \$2362, for a total of \$10,862. This data will be used by our GIS contractor to benefit Public Works, Public Safety, Code Enforcement and Assessing. This data will also be used to amend our Resource Protection Districts and evaluate our FEMA Floodplain information.

# Maine Municipal Bond Bank

## Revised Debt Payment Schedule

2002 F Raymond - 2002F - \$606,000.00

Payment Date	Principal	Interest	Previous Credits	Current Credits	Total
05/01/2003	\$0.00	\$9,565.00	\$0.00	\$0.00	\$9,565.00
11/01/2003	\$40,400.00	\$9,512.15	\$0.00	\$0.00	\$49,912.15
05/01/2004	\$0.00	\$9,101.89	\$0.00	\$0.00	\$9,101.89
11/01/2004	\$40,400.00	\$9,101.89	\$0.00	\$0.00	\$49,501.89
05/01/2005	\$0.00	\$8,691.63	\$0.00	\$0.00	\$8,691.63
11/01/2005	\$40,400.00	\$8,691.63	\$0.00	\$0.00	\$49,091.63
05/01/2006	\$0.00	\$8,256.12	\$0.00	\$0.00	\$8,256.12
11/01/2006	\$40,400.00	\$8,256.12	\$0.00	\$0.00	\$48,656.12
05/01/2007	\$0.00	\$7,795.36	\$0.00	\$0.00	\$7,795.36
11/01/2007	\$40,400.00	\$7,795.36	\$0.00	\$0.00	\$48,195.36
05/01/2008	\$0.00	\$7,258.85	\$0.00	\$0.00	\$7,258.85
11/01/2008	\$40,400.00	\$7,258.85	\$0.00	\$0.00	\$47,658.85
05/01/2009	\$0.00	\$6,646.59	\$0.00	\$0.00	\$6,646.59
11/01/2009	\$40,400.00	\$6,646.59	\$0.00	\$0.00	\$47,046.59
05/01/2010	\$0.00	\$6,034.33	\$0.00	\$0.00	\$6,034.33
11/01/2010	\$40,400.00	\$6,034.33	\$0.00	\$0.00	\$46,434.33
05/01/2011	\$0.00	\$5,371.57	\$0.00	\$0.00	\$5,371.57
11/01/2011	\$40,400.00	\$5,371.57	\$0.00	\$0.00	\$45,771.57
05/01/2012	\$0.00	\$4,683.56	\$0.00	\$0.00	\$4,683.56
11/01/2012	\$40,400.00	\$4,683.56	\$0.00	-\$2,196.01	\$42,887.55
05/01/2013	\$0.00	\$3,970.30	\$0.00	\$0.00	\$3,970.30
11/01/2013	\$40,400.00	\$3,970.30	\$0.00	-\$2,488.91	\$41,881.39
05/01/2014	\$0.00	\$3,236.84	\$0.00	\$0.00	\$3,236.84
11/01/2014	\$40,400.00	\$3,236.84	\$0.00	-\$2,255.37	\$41,381.47
05/01/2015	\$0.00	\$2,462.98	\$0.00	\$0.00	\$2,462.98
11/01/2015	\$40,400.00	\$2,462.98	\$0.00	-\$776.22	\$42,086.76
05/01/2016	\$0.00	\$1,648.72	\$0.00	\$0.00	\$1,648.72
11/01/2016	\$40,400.00	\$1,648.72	\$0.00	-\$805.87	\$41,242.85
05/01/2017	\$0.00	\$834.46	\$0.00	\$0.00	\$834.46
11/01/2017	\$40,400.00	\$834.46	\$0.00	-\$711.13	\$40,523.33
	\$606,000.00	\$171,063.55	\$0.00	-\$9,233.51	\$767,830.04

43845  
43736  
42078  
40524

Route 302  
25950300

# laine Municipal Bond Bank

## Revised Debt Payment Schedule

202 F Raymond - 2002F - \$885,463.00

Payment Date	Principal	Interest	Previous Credits	Current Credits	Total
5/01/2003	\$0.00	\$13,976.01	\$0.00	\$0.00	\$13,976.01
1/01/2003	\$59,031.00	\$13,898.79	\$0.00	\$0.00	\$72,929.79
5/01/2004	\$0.00	\$13,299.33	\$0.00	\$0.00	\$13,299.33
1/01/2004	\$59,031.00	\$13,299.33	\$0.00	\$0.00	\$72,330.33
5/01/2005	\$0.00	\$12,699.87	\$0.00	\$0.00	\$12,699.87
1/01/2005	\$59,031.00	\$12,699.87	\$0.00	\$0.00	\$71,730.87
5/01/2006	\$0.00	\$12,063.52	\$0.00	\$0.00	\$12,063.52
1/01/2006	\$59,031.00	\$12,063.52	\$0.00	\$0.00	\$71,094.52
5/01/2007	\$0.00	\$11,390.27	\$0.00	\$0.00	\$11,390.27
1/01/2007	\$59,031.00	\$11,390.27	\$0.00	\$0.00	\$70,421.27
5/01/2008	\$0.00	\$10,606.34	\$0.00	\$0.00	\$10,606.34
1/01/2008	\$59,031.00	\$10,606.34	\$0.00	\$0.00	\$69,637.34
5/01/2009	\$0.00	\$9,711.73	\$0.00	\$0.00	\$9,711.73
1/01/2009	\$59,031.00	\$9,711.73	\$0.00	\$0.00	\$68,742.73
5/01/2010	\$0.00	\$8,817.12	\$0.00	\$0.00	\$8,817.12
1/01/2010	\$59,031.00	\$8,817.12	\$0.00	\$0.00	\$67,848.12
5/01/2011	\$0.00	\$7,848.72	\$0.00	\$0.00	\$7,848.72
1/01/2011	\$59,031.00	\$7,848.72	\$0.00	\$0.00	\$66,879.72
5/01/2012	\$0.00	\$6,843.42	\$0.00	\$0.00	\$6,843.42
1/01/2012	\$59,031.00	\$6,843.42	\$0.00	-\$3,208.71	\$62,665.71
5/01/2013	\$0.00	\$5,801.23	\$0.00	\$0.00	\$5,801.23
1/01/2013	\$59,031.00	\$5,801.23	\$0.00	-\$3,636.68	\$61,195.55
5/01/2014	\$0.00	\$4,729.52	\$0.00	\$0.00	\$4,729.52
1/01/2014	\$59,031.00	\$4,729.52	\$0.00	-\$3,295.44	\$60,465.08
5/01/2015	\$0.00	\$3,598.78	\$0.00	\$0.00	\$3,598.78
1/01/2015	\$59,031.00	\$3,598.78	\$0.00	-\$1,134.17	\$61,495.61
5/01/2016	\$0.00	\$2,409.01	\$0.00	\$0.00	\$2,409.01
1/01/2016	\$59,030.00	\$2,409.01	\$0.00	-\$1,177.50	\$60,261.51
5/01/2017	\$0.00	\$1,219.26	\$0.00	\$0.00	\$1,219.26
1/01/2017	\$59,030.00	\$1,219.26	\$0.00	-\$1,039.06	\$59,210.20
	\$885,463.00	\$249,951.04	\$0.00	-\$13,491.56	\$1,121,922.48

*Waterline  
95950200*

## **Raymond Waterways Protective Association (RWPA)**

**Who are they?** They are a group of civic-minded volunteers from Raymond who foster good waterways stewardship of the lakes, streams, and rivers within Raymond. They do this through two major efforts— Courtesy Boat Inspections(CBI) at all public boat ramps in Raymond; and, through the Invasive Aquatic Plant Control Program doing Education, Outreach, Consulting with landowners on erosion issues, and remediation of harmful plants using Diver Assisted Suction Harvester(DASH) boats to remove and control the spread of milfoil.

**Did we support them last year?** Yes. The Town of Raymond supported this organization's programs for CBI and DASH at the \$17,500 level. All the awarded funds for this past year have been obligated through their programs.

**Who else supports them?** RWPA is supported, in part, through the sale of milfoil stickers required for power boats, personal watercraft, and float planes state-wide. Last year they received a total of \$12,500 distributed from the milfoil sticker fund from the Department of Environmental Protection. Additional funding comes from RWPA's direct solicitations to landowners in Raymond.

**Should we continue to support them?** Yes. Most taxpayers believe that protection of our waterways from invasive species of plants and animals is an inherently governmental function and should be done by the government. The reality is that Maine state government is inadequately staffed and funded to do the job and without the leveraged support of organizations such as RWPA the work and the protection would simply not get done.

**How would our Taxpayers feel about supporting them?** The overwhelming anecdotal comments received about their stewardship of resources and impact has been very positive (see recent citizen survey, p 41-42). Most understand that high quality waterways free of invasive plants and animals directly contributes to the value of their properties and the enjoyment of their lake activities as well as maintaining a growing tax base.

**Decision to fund:** Yes, at \$17,500.



**2015-2016  
School  
Account #9800**

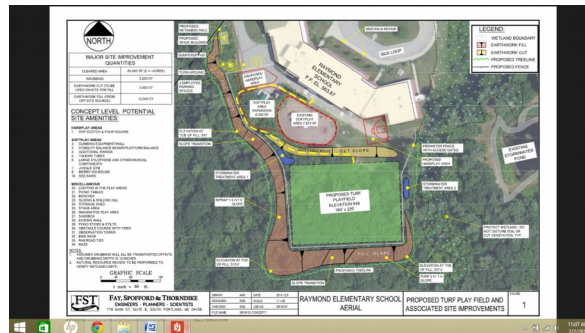
**Total Appropriation Request -- \$300,000**

**Sub-accounts**

<i>0500 School IRT Playground Project</i>	<i>\$300,000</i>
<hr/>	
Playground Safety and Security Project	

## Raymond Elementary School

### *Proposed IRT Playground project for safety and security*



**Goal** - To secure funding for the balance of the proposed project to provide a safe and secure environment for the RES student body to play. We are requesting the estimated \$300,000 balance cost for the playground safety and security project with the IRT.

**Problems** - Currently, the school's playground has a significant sloping hill that creates numerous problems, like falls and injuries, during recess time. In addition, the playground area has no fence to secure the area. Safety and security are our utmost concern.

In the proposal, the playground will become not only a safer environment, but secure as well. The project calls for grading of the soil appropriately, enlarging the play field, adding fencing around the entire area, and adding lighting to maximize security. This project will benefit our students and community by reducing falls and injury while at play on uneven ground, reducing exposure to ticks, adding security and provide an enhanced opportunity for kids to use the recess time as an outlet for energy throughout the day.

**Proposed Solution** - Prepare application for the military Innovative Readiness Training (IRT) group to address significant deficiencies in the schools playground area. **COMPLETED DEC 2014** *We are awaiting the selection process of the military to determine if we are recipients.*

With the proposed plan of the Civil Engineer, the project cost for the site development cost is \$633,879.75. Securing the IRT's assistance with this project would bring the cost down approximately 50%. RES would be responsible for an estimated \$300,000.

We have presented our plan before the RSU and had a vote for the expenditure of \$32, 000 for the permitting process and DEP needs of the project. (Passed Jan 2015) The balance of the project needs to be secured for the IRT to move forward with the project. The project could take place as soon as summer 2016. Due to the current Cost Share plan with the RSU, possible changes in that cost share formula, and the current dissolution process occurring, we are coming before the town to request the balance for the funding for this needed project because all of these factor change where funding would come from for this project. In addition to the outside resources of the military, we are currently trying to secure grants, fundraisers and other town support to make this project occur.

*(For additional information, please see attached detailed report or contact Deb Hutchinson at RES or Alissa Messer at RES)*



**Current RES playground has**

6 swings

1 basketball hoop

1 ball drop game

1 jungle gym (incorporated 2 slides, swinging bridge and small climbing apparatus)

**Proposed Raymond Elementary School Playground Project with the military IRT**

Deb Hutchinson - Vice Principle of RES

Alissa Messer- Parents Advisory Committee, Playground Project Manager

It is my pleasure to write this letter to inform you of an exciting opportunity Raymond Elementary School, (in Regional School Unit #14) has prepared for the military Innovative Readiness Training (IRT) group to address significant deficiencies in the schools playground area. Not only will the project install significant missing safety and security elements to our playground, it will also enhance safe play to help develop their success in their academic endeavors.

Currently, the school's playground has a significant sloping hill that creates numerous problems, like falls and injuries, during recess time. In addition, the playground area has no fence to secure the area. Located adjacent to a wooded forest, it's concerning to have our children run after balls into the woods out of clear sight, picking up ticks in the wooded area, and being in danger from unwanted visitors. There have been occasions when hunters and wild life (fox) have approached the playground during school hours. Safety and security are our utmost concern.



(Note the electric panel in the middle of the play field.)

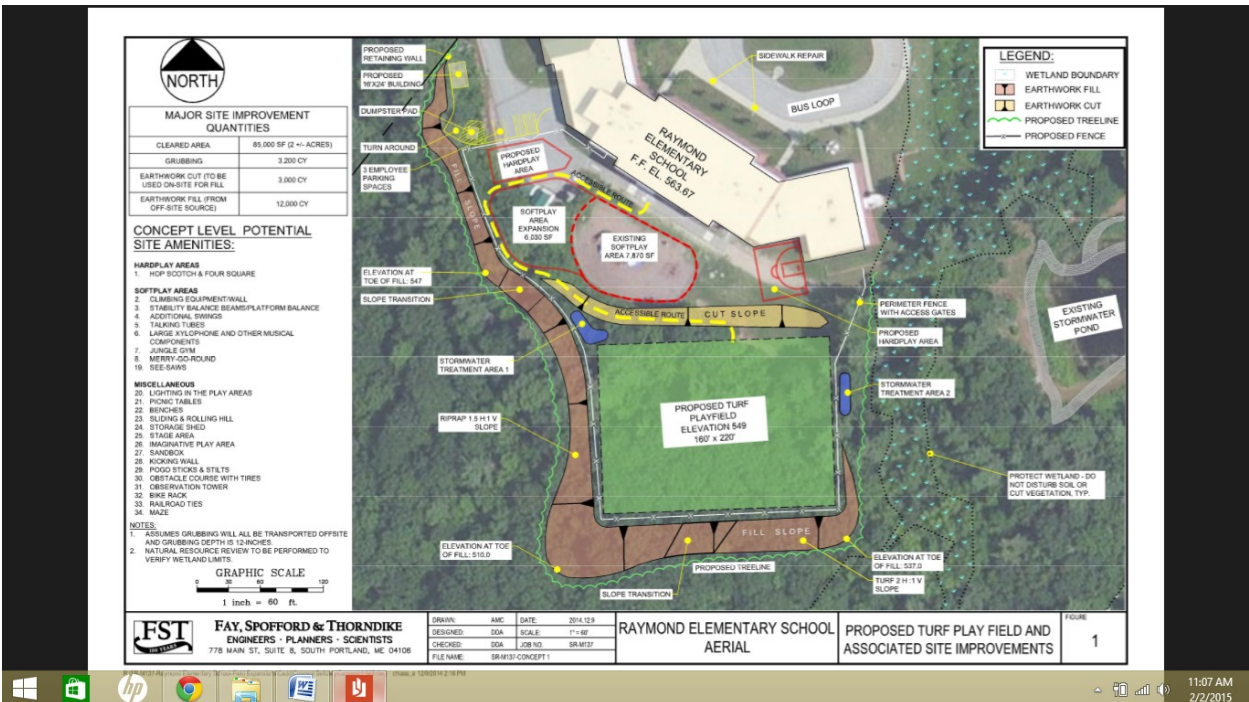


(Note the lack of fencing to the left, and less than adequate fencing in the rear. )

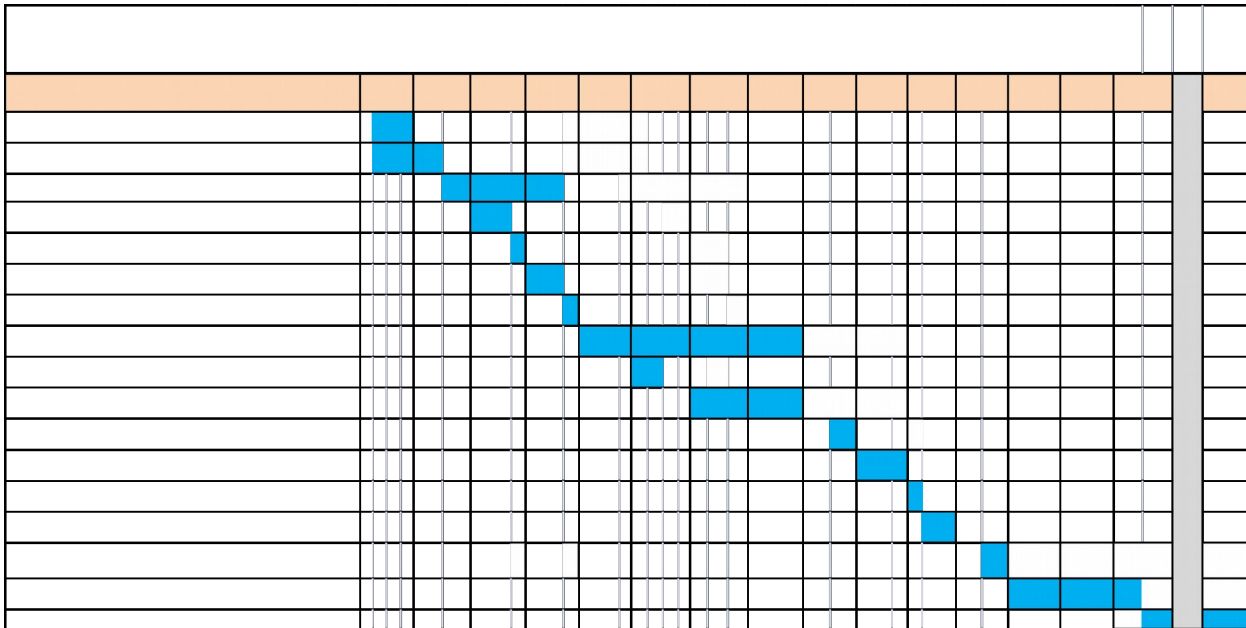


(Note the significant grading issues that have caused injuries.)

In the proposal, the playground will become not only a safer environment, but secure as well. The project calls for grading of the soil appropriately, enlarging the play field, adding fencing around the entire area, and adding lighting to maximize security. This project will benefit our students and community by reducing falls and injury while at play on uneven ground, reducing exposure to ticks, adding security and provide an enhanced opportunity for kids to use the recess time as an outlet for energy throughout the day. This play area is also used year round by community members and their families.



(Proposed Turf Play Field and Associated Site Improvements)



(Proposed Project Schedule for site Civil Design, Permitting and construction)

The Safety and Security concerns have been a long-standing issue that goes back several years. Solutions to some of the issues have been addressed as budgets allowed:

**Problem:**

Kids running on the playground right out onto the parking area where loading docks are located

**Solution** - 2013 Raymond PTO helped fund the moving of the gate fence from top of access road to the end of playground to give kids a visible safety boundary

**Problem:**

Electrical panel in the middle of the current "play field". This space was never designed to be a part of the playground. As designed 14 years ago, the only playground that is on the campus is the fenced in area behind the school. The 'play field' where the electric panel was just a side field, not designed for playground use.

**Solution** -Electric panel has plans to be moved Spring 2015.

**Problem :**

Not enough room for running around on the playground - kid played in the front of the school on the bus circle where ground was flat

**Solution**- Kids no longer play in the front circle.

**Problem:**

No upper arm strength playground equipment for older children. Specialist seeing weakness in the students in this area.

***Solution-*** *Monkey bars (currently have in holding) to be put back up Spring 2015 after delivery of wood chips; Tether Ball (currently have in holding) to be put back up Spring 2015.*

**Problem:**

2 swings on the playground for 200+ students

***Solution-*** Deb Hutchinson found grant to pay for 4 more swings to be added. One of the swings is an Adaptive Swing. Completed Fall 2014.

This Military IRT is an opportunity that will not come again. As you may know, the IRT is currently working with the Boy Scouts at Camp Hinds, and they also have several projects slotted for the Town of Raymond this next summer. With the help of both of these parties, we were able to successfully put together a complete proposal for the federal and the state IRT programs with the deadline of 31 Dec 2014. With the scope of our project, it is a relatively small project that could be added to the current projects in our town.

**Timeline of what has been completed to date to 2 Feb 2015**

September 2014 - Idea was brought forth in RES Parents Advisory Committee for utilization of the military IRT to continue to address the Safety and Security concerns of the playground

October 2014 - Several meetings with staff, teachers, parents, students and specialist to discuss needs and concerns of the playground

- meetings with the town of Raymond and Boy Scouts to determine viability of project proposal
- writing & production of video of RES kids explaining the safety and security issues. Video to be used in grant proposals that we are seeking for assistance in funding.
- Meetings with Bill Hansen, Director of RSU 14 facilities and Dwight Anderson, Principle Engineer to determine needs of IRT application

Nov. 2014

- first grant presentation for outside funding
- continued work and writing of IRT application and drawings for project

Dec 2014

- successful submission to Federal IRT program and State of Maine IRT program

Jan 2015

- 7 Jan -presentation to the RSU 14 school board to request funding , questions were asked with Bill Hansen seeking specific answers from Dwight. vote to be held 21 Jan 2015

- 21 Jan - RSU 14 vote for the expenditure of \$32, 000 for the permitting process and DEP needs of the project.  
Vote - PASSED !

- request for parental and community support for grant committee to follow up on the 70 + sites and grant opportunities that have been researched thus far

Feb 2015

- 10 Feb - proposal to the Raymond Selectmen

### **Current Status**

With the IRT applications submitted, we are awaiting the result of whether we will be selected as a project. With the proposed plan of the Civil Engineer, the project cost for the site development cost is \$633,879.75. Securing the IRT's assistance with this project would bring the cost down approximately 50%. Please be reminded that the IRT pays for the manpower and the equipment for the project and we would be responsible for the supplies of fill (estimated at 14K cubic yards), fencing, etc.

In addition, we are seeking outside grant opportunities to bring in money to address these necessary safety and security changes. We are in the process of forming a larger community/parent group to help follow through on the grants and external resources that we have identified.



**Estimated Municipal (Non-Property Tax) Revenues  
FY 2015-16**

	Account	15/16 Budget	14/15 Budget	13/14 Budget	12/13 Budget	11/12 Budget	10/11 Budget	09/10 Budget	08/09 Budget	\$diff last/this yr
R3050	Public Cable Franchise Agreement	\$38,000	\$38,000	\$39,000	\$39,000	\$37,000	\$36,000	\$34,000	\$33,974	-\$1,000
R3100	Crown Castle Tower Lease	\$0	\$0	\$0	\$42,526	\$40,000	\$38,984	\$37,812	\$35,828	\$0
R3120	Supplemental Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000	\$0
R3150	Excise Taxes	\$812,000	\$780,000	\$740,000	\$720,000	\$720,000	\$730,000	\$780,000	\$800,000	\$40,000
R3200	Municipal Revenue Sharing	\$130,470	\$130,470	\$195,000	\$205,000	\$200,000	\$200,000	\$233,163	\$240,000	-\$64,530
R3220	Local Road Assistance	\$51,000	\$54,000	\$55,000	\$54,000	\$52,000	\$52,000	\$55,000	\$61,800	-\$1,000
R3270	Tree Growth	\$8,000	\$8,000	\$10,000	\$8,000	\$7,000	\$7,000	\$6,000	\$7,000	-\$2,000
R3280	Veterans Exemption	\$2,600	\$2,500	\$2,500	\$4,000	\$2,300	\$2,300	\$1,500	\$1,500	\$0
R3300	Snowmobile Reimbursements	\$1,800	\$1,600	\$1,400	\$2,400	\$2,200	\$2,800	\$2,300	\$2,300	\$200
R3320	CEO/Planning Board Fees	\$55,000	\$50,000	\$50,000	\$50,000	\$50,000	\$55,000	\$55,000	\$95,000	\$0
R3360	Municipal Fees	\$19,500	\$19,500	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$23,000	-\$500
R3380	Public Safety Income - Town of Frye Island	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$20,000	\$30,000	\$0
R3385	Public Safety Income - Town of Gray	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0
R3400	Fire and Rescue Ambulance Collections	\$147,000	\$145,000	\$145,000	\$145,000	\$145,000	\$160,000	\$160,000	\$130,000	\$0
R3435	Solid Waste - Bag Tag Income	\$250	\$400	\$400	\$700	\$800	\$1,000	\$1,200	\$1,200	\$0
R3475	Sale of Recyclables	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$11,000	\$0
R3440	Recycling Bins	\$0	\$0	\$0	\$200	\$200	\$150	\$200	\$200	\$0
R3480	Lien Charges	\$6,500	\$6,000	\$6,000	\$5,000	\$5,000	\$4,000	\$3,500	\$3,500	\$0
R3500	Miscellaneous	\$33,000	\$33,000	\$35,000	\$60,000	\$60,000	\$55,000	\$50,000	\$60,000	-\$2,000
R3520	Interest Income - Taxes	\$35,000	\$35,000	\$35,000	\$35,000	\$30,000	\$30,000	\$30,000	\$25,000	\$0
R3530	Interest Income - Investments	\$5,000	\$2,000	\$2,000	\$5,000	\$10,000	\$20,000	\$40,000	\$85,000	\$0
R3550	Clerk Fees	\$3,200	\$3,200	\$3,500	\$3,500	\$3,900	\$3,200	\$3,200	\$3,500	-\$300
R3560	Perpetual Care	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$0
R3600	Parking Fines	\$300	\$300	\$500	\$300	\$200	\$500	\$500	\$1,000	-\$200
R3800	School Plowing Income	\$7,000	\$7,000	\$7,000	\$7,000					\$0
R3900	Luther Gulick Fund Contribution	\$3,000	\$3,000	\$3,000	\$3,000					\$0
R4000	Fund Balance Contribution	\$0	\$428,500	\$0	\$0	\$88,406	\$129,214	\$146,300	\$150,000	\$428,500
	<b>Total</b>	<b>\$1,377,620</b>	<b>\$1,766,470</b>	<b>\$1,369,300</b>	<b>\$1,438,626</b>	<b>\$1,503,006</b>	<b>\$1,566,148</b>	<b>\$1,693,675</b>	<b>\$1,813,802</b>	<b>\$397,170</b>
										\$0
R4050	Homestead Exemption Reimbursement	\$59,000	\$56,000	\$55,000	\$55,000	\$60,000	\$78,000	\$55,000	\$70,953	\$1,000
R4051	BETE Reimbursement	\$5,000	\$8,000	\$15,000	\$15,000	\$10,000	\$14,000	\$0		-\$7,000
R4052	Use of Assessing Reserve	\$0	\$0	\$0	\$70,000					\$0
R4053	Use of Tower Easement Funds	\$0	\$0	\$705,000						-\$705,000
R4054	Use of Voting Machine Reserve	\$0	\$0	\$6,500						-\$6,500
R4055	Use of Timber Sale Income	\$25,000	\$55,000							\$55,000
R4060	Use of TIF Reserve **	\$10,000	\$32,000							\$32,000
	<b>Total Anticipated Revenues</b>	<b>\$1,476,620</b>	<b>\$1,917,470</b>	<b>\$2,150,800</b>	<b>\$1,578,626</b>	<b>\$1,573,006</b>	<b>\$1,658,148</b>	<b>\$1,748,675</b>	<b>\$1,884,755</b>	
									<b>Total anticipated change</b>	<b>-\$233,330</b>