



BOARD OF SELECTMEN

Minutes

December 10, 2019

6:30pm – Regular Meeting

Broadcast Studio
423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

Select Board members in attendance: Rolf Olsen, Marshall Bullock, Teresa Sadak, Samuel Gifford

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager
Wayne Jones – Fire Inspector
Rita Theriault – Human Resource Officer
Cathy Ricker – Finance Director
Kaela Gonzalez – Assessing Assistant
Bruce Tupper – Fire Chief
Cathy Gosselin – Deputy Fire Chief
Sue Look – Town Clerk

1) **Called to order** at 6:30pm by Chair Olsen

2) **Minutes of previous meetings**

a) November 12, 2019

Motion to approve as presented by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

3) **Public Hearing**

a) Special Amusement Application – Jose Chavez Mendoza, owner of A La Mexicana

Mr Chavez has requested to have a mariachi player on Wednesdays and Saturdays from 5pm to 9pm (playing guitar and singing from table to table).

Public Hearing declared open at 6:30pm by Chair Olsen.

Mr Chavez – Wednesday & Saturday, maybe change to Wednesday & Sunday.

Fire Inspector Jones – I would ask the condition that it is someone who is moving

around or sitting at a booth. If this changes and they want to set up a specific space we would need to reinspect.

Public Hearing declared closed at 6:33pm by Chair Olsen

4) New Business

- a) Consideration of Special Amusement Application for A La Mexicana – Jose Chavez Mendoza, owner

Motion to approve the Special Amusement Application for A La Mexicana to allow a mariachi player on Wednesday and Friday nights with the condition that if they want to set up a specific space we would need to reinspect by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

- b) Consideration of Liquor License Renewal for Café Sebago – William Hines, owner

Fire Inspector Jones – There are 2 items which will be corrected in a week or so and a final inspection notice will be sent when those are complete

Motion to approve the renewal of the liquor license for Café Sebago contingent upon a favorable fire inspection by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved

- c) Public Safety Compensation Study Presentation – Rita Theriault, HR Officer; Don Willard, Town Manager; Kari Meillat, KMA HR Consulting – Compensation Consultant

Recommendations from the Study:

- Review the positions paid below the market rate for potential market adjustments.
- Annual salary increases for the surveyed towns often include COLA or are predetermined based on a CBA, creating transparency. Raymond should consider adding COLA into the annual merit process.
- An alternative to COLA, would be to implement an annual performance bonus. Typically, these are paid at the end of the year based on employee performance. Bonuses are a great hiring and retention mechanism.
- Overall, Raymond offers a competitive benefits package for their full-time employees but there is room for improvement.
 - Short-Term Disability: explore an income protection program, considering most respondents offer some type of program for FT employees.
 - Retirement match is lower than the market until they reach 5 years of employment. Raymond should consider increasing the match for earlier years of service to encourage retention.
 - Trainings should be compensated at the base rate to be competitive.

The Select Board asked about data pertaining to retention and turnover rate. Ms Meillat said that the data from exit interviews is often an incomplete view of why they

left. It costs less to retain someone than to recruit. The Select Board would like to see statistics pertaining to why people leave and where is the point where your package encourages retention.

Per Diem – is at the station working a scheduled shift

Call – will respond to a call from home

Benefits are for the 6 full-time employees, not for the part-time.

Selectman Bullock – I thought the premise of this Salary Survey was to come up with a plan to retain the part-time, on-call employees, not full-time.

Town Manager Willard – This is the first step in a multi-step process. I am looking for feedback from the Select Board to put together a plan. We are different than other municipalities by using only ICMA 457 and not MEPERS, and by having a merit system instead of COLA and/or step increases.

Ms Meillat – There are ways to offer benefits to part-time employees that would make Raymond stand out competitively. For example, allow part-time employees to buy insurance at our rates if they work so many shifts. There could be a bonus for working x number of shifts after they have completed it.

The quality of our health insurance is very good compared to MMA for out-of-pocket expense.

Town Manager Willard – The next step is to come back with a set of recommendations based on this report and the feedback tonight.

Chair Olsen – How difficult would it be to get some data pertaining to turnover to try to determine what would be the best area to focus on for retention?

Ms Meillat – That data is difficult to get because it is based on exit interviews where the employees do not always list all of the reasons.

We are in the 90 percentile for the money.

Selectman Sadak – If we offer something to one department, I want it offered to all departments. Do we offer short-term disability?

Human Resources Officer Theriault – No.

Town Manager Willard – The next step is to take the Select Board's feedback and work with KMA and come back with a detailed salary-retention plan, especially for part-time people.

There was discussion about giving a bonus for working scheduled shifts. Other departments do not have this as an option.

Fire Chief Tupper – Our internal training is paid. External training is a stipend. There is no requirement of them working for x time if we pay for their training. We do not pay for the paramedic training (which is \$12,000+).

Selectman Bullock – I think you need to bump up the 1 hour minimum. Other companies are 4 hours.

The Select Board will send any other feedback to the Town Manager.

d) Policy Discussion – Don Willard, Town Manager

The Select Board had asked for codification of the procedures we are using for:

- Hiring Process
- Performance and Salary Review
- Exit Interview
- Inter-departmental Cooperation
- Town Owned Buildings/Infrastructure

Fire Chief Tupper – We need to add to the Inter-departmental Cooperation a step to communicate the status of vehicles being worked on/fixed.

e) Revision Energy Solar Proposal at East Raymond Station – Nick Sampson, Solar Relationship Manager

Mr Sampson presented the current figures and policies. The cost and savings are about the same for East Raymond and the Central Station. Warranties: 21 years for panels and 12 years for inverter system. Any excess power we generated would offset the cost of energy used at another Town facility. Cost is just under \$140,000. Year 1 energy savings \$8,300. 15 year payback. 25 year net savings \$107,000.

Town Manager Willard – I would recommend an outright purchase, not a loan, from undesignated fund balance.

Finance Director Ricker – The balance of the excess was \$478,000. We used \$200,000 to reduce the tax commitment and \$78,000 for LED streetlights. That leaves \$200,000 left. That is the excess. We still have our 15% fund balance.

Town Manager Willard – It fits the category of major, non-recurring, capital improvements.

The environmental benefit is to reduce 67,000 pounds of carbon emissions annually.

The timing would be if approved at the next Town Meeting it would be installed by the end of the year.

f) Consideration of Budget Goals for FY 2020-2021 – Don Willard, Town Manager

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

Consensus to approve as above

- g) Consideration of Budget Schedule for FY 2020-2021 – Cathy Ricker, Finance Director

FY2020/2021 Budget Development Schedule

All meetings are Tuesday evenings at 6:30 PM at the Broadcast Studio unless noted

December 10, 2019 Board of Selectmen: Set budget goals and approve calendar

January 17, 2020 Deadline for Agency Requests to be submitted to Town Manager, Don Willard or Finance Director, Cathy Ricker

February 25, 2020 Board of Selectmen: Town Manager submits budget to Board of Selectmen and Budget-Finance Committee

March 3, 2020 Joint Meeting: Department Head Review #1 (CIP Requests will be included in the Department Reviews to which they belong)

County Tax	Administration Insurance	Assessing
Code Enforcement	Raymond Village Library	Revenues
Provider agencies	Cemeteries	Animal Control
General Assistance	TIF	Recreation/Tassel Top

March 17, 2020 Joint Meeting: Department Head Review #2

Public Works	Public Safety	Solid Waste
Technology	Town Buildings	School Discussion

March 31, 2020 Joint Meeting: Budget Workshop

April 21, 2020 Board of Selectmen: Warrant Article review & approval

April 28, 2020 Budget-Finance Committee: Vote on recommendations for each budget warrant article.

June 2, 2020 Tuesday 6:00 PM, Jordan-Small Middle School Annual Town Meeting

Consensus to approve as above

- h) Consideration of a new Tax Payment Policy – Sue Look, Town Clerk

It has always been the practice of the Tax Collector to apply any payments made to the oldest owed taxes and fees, but we have not had a formal policy. 36 MRSA §906 gives the Municipal Officers the authority to make such a policy.

Motion to approve as presented by Selectman Bullock. Seconded by Selectman Gifford.

Unanimously approved

- i) Consideration of New Road Name – Kaela Gonzalez, E911 Addressing Officer

Motion to approve the naming of Short Sticks Road by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved

- j) Consideration of General Assistance Administrator Appointment – Sue Look, Town Clerk

Motion to approve as presented by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

- k) Consideration of Winter Storm Policy – Sue Look, Town Clerk

Motion to approve as presented by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

- l) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

The committee met last night. We have sent an amended counter proposal to the RSU. We have authorized Joe Bruno and the attorney to work out any further issues. Marshall is working on the finances. We still want people to attend the meetings and give us input to the process. The PTO will be sending a survey to the parents to get input.

5) **Public Comment** – none

6) **Selectman Comment** – none

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

- a) **Confirm Dates for Upcoming Regular Meetings**

- January 14, 2020
- February 11, 2020

- b) **Reminder of Upcoming Holiday Schedule**

- Tuesday, December 24th – Christmas Eve the Town Office will close at 12pm
- Wednesday, December 25th – Christmas Day
- Tuesday, December 31st – New Year's Eve the Town Office will close at 4pm
- Wednesday, January 1st – New Year's Day

LED Streetlights – Today they began to install the lights. It will take 3 or 4 days to complete Raymond. We are the first of Gorham, Standish, Windham and Raymond. Anecdotally, the lights are focused on the ground and they do appear to not be dispersing light in other directions.

Recreation Director – We have 4 applications thus far. The deadline is December 27th.

8) Treasurer's Warrant

Motion to approve the Treasurer's Warrant for a total of \$99,138.63 by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

9) Adjournment

Motion to adjourn at 8:27pm by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk