



**Raymond Compensation Study Committee**  
Tuesday, May 21, 2013

**Present: Chairman Rolf Olsen, Robert Gosselin, Denis Morse and Norma Richard.**

**Absent: Marshall Bullock, Mike Reynolds, and Brian Walker.**

**1) Call to order:** Chairman Rolf Olsen called the meeting to order at 6:59pm.

**2) Approval of Minutes**

**a) April 17, 2013**

MOTION: Robert Gosselin motioned to accept the minutes; seconded by Norma Richard.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

**3) Review of Member Submitted Comparatives and Discussion of Final Report**

Chairman Olsen explained that he had given the committee the task of submitting their top seven towns with justification. He said that the top towns were Bridgton, Gray, Norway and Rockland and there was some agreement on Buxton, Casco, Ellsworth and Poland. He wanted to know if some of the committee members who had not responded had any comments or wanted to submit their list. Mr. Gosselin referred to the report with summer growth similar to Raymond's and without police forces and felt that those towns were best suited as comparables.

Chairman Olsen reiterated that the highest agreement was to include Bridgton and Gray, the next tier included Norway, Rockland, Casco and North Yarmouth followed by Buxton, Ellsworth, Poland and New Gloucester. Mr. Morse stated that he wanted the comparisons to stay local and agreed with including New Gloucester but was concerned that some of the towns listed included police departments. He had seen a relationship between those towns that had police departments but had a volunteer fire department and the inverse. He felt that, because of Chairman Olsen and Brian Walker's history with the Budget-Finance Committee, he was comfortable with going with their recommendation as long as it focused on benefits package and compensation.

Chairman Olsen announced that the final list of comparison towns was Bridgton, Gray, Norway, Rockland, Casco, North Yarmouth, Buxton, and New Gloucester. He added that Cumberland County was also doing a compensation study, but they do not expect it to be ready until July and he would get a copy as soon as it

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*\*Per the "Minutes Policy," reviewed and approved August 17, 2010 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the DVD. DVD's can be purchased for a nominal fee or borrowed at the Town Office*

was available. Mr. Morse wanted to know if there was a time line for getting the final report to the Selectmen, and Chairman Olsen responded that there was not because their deliberations were not going to be ready for the 2013 Town Meeting. Try to get them close to the time of elections after they know the make up of the Board.

Chairman Olsen stated that Mr. Walker had sent some notes regarding his analysis of the data. He felt that the town delivered an overall lower total compensation and wanted to know why there were certain salaried positions (Town Manager, Finance Director and Code Officer) that were compensated significantly over average. Chairman Olsen brought attention to a list that they had received that listed the positions in the town and what the individuals were cross trained to do. He stated that by looking at the list they could see what these individuals were doing in comparison in terms of coverage and overlap in positions. The next step would be to talk to their subject towns and find out how they were defining similarly titled positions.

Mrs. Loring explained that they tried to consider the different positions that someone may call about and who they would get forwarded to handle those responsibilities. The committee continued to discuss the cross training and how they felt that this may compare to other towns. They felt that the list was a good start but needed to be developed further to create questions to ask the subject towns. Mrs. Richard felt that the same person should be asking a particular subset of questions for consistency, and Chairman Olsen agreed but was afraid that they would not get good results if eight people were contacting the different towns rather than one person getting all of the questions done at once. They divided the staff up among the committee members to learn about their positions:

- R. Gosselin/ D/. Morse- Fire Department
- D. Morse- Code Officer
- N. Richard/ M. Reynolds- Clerical
- R. Olsen- Department Heads/Management

Chairman Olsen stated that the next step was to determine the positions encompassed in each job title and then figure out how they were going to question the towns then assign committee members to a town to complete the interviews with the subject towns. He asked that their work with town staff be completed and submitted by May 31<sup>st</sup>.

Mr. Gosselin wanted to know how deep do they wanted him to go within the fire department. Chairman Olsen stated that they should focus on the administrative levels and the immediate support. Mr. Morse suggested full time paramedics and those individuals that receive benefits. He also said that when he met with Code he wanted to look at the role of support staff and find out who was filling in and helping to keep things going during vacations or busy seasons.

#### **4) Confirm Next Meeting Date**

- **Tentative Date set as June 19, 2013**

#### **5) Adjournment.**

Chairman Olsen adjourned the meeting at 7:43pm.

Danielle Loring  
Recording Secretary

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