



SELECTMEN'S MEETING e-Packet
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**BOARD OF SELECTMEN
AGENDA**

Tuesday, February 24, 2009

7:00 p.m.

JSMS Broadcast Studio

SELECTMEN'S MEETING

- 1) Call to order.
- 2) Minutes of previous meeting dated February 3, 2009
- 3) New business.
 - a) Selectmen consider and vote on recommended municipal budget
- 4) Old (unfinished) business.
 - a) none
- 5) Town Manager Report and Communications.
 - a) none
- 6) Fiscal Warrants – Payroll and Appropriation Warrants – February 24, 2009.
- 7) Adjournment.

The Selectmen may take items out of order at their discretion.



**BOARD OF SELECTMEN
AGENDA SUMMARY**
Tuesday, February 24, 2009
7:00 p.m.
JSMS Broadcast Studio

SELECTMEN'S MEETING

- 1) **Call to order.**
- 2) **Minutes of previous meeting dated February 3, 2009**
- 3) **New business.**
 - a) **Selectmen consider and vote on recommended municipal budget**

The town manager will provide a brief overview of his recommended fiscal year 2009/2010 municipal budget. After this presentation the Board of Selectmen will deliberate on the budget, make amendments, and adopt a Selectmen budget.
- 4) **Old (unfinished) business.**
 - a) **none**
- 5) **Town Manager Report and Communications.**
 - a) **none**
- 6) **Fiscal Warrants – Payroll and Appropriation Warrants – February 24, 2009.**
- 7) **Adjournment.**

The Selectmen may take items out of order at their discretion.



Maine Municipal Association

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AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

February 17, 2009

Michael Reynolds, Chairman of Board of Selectmen
Rolf Olsen, Chairman of Budget Committee
Town of Raymond
401 Webbs Mills Road
Raymond, ME 04071

Dear Mr. Reynolds and Mr. Olsen:

Based on my telephone conversation with town manager Don Willard, it is my understanding the Board of Selectmen and Budget Committee are seriously considering discontinuing the Town of Raymond's membership in the Maine Municipal Association as you make many difficult decisions in the preparation of the budget for your next fiscal year.

We certainly recognize and respect the intense pressures you are facing as you strive to maintain core services while keeping taxes and fees as affordable as possible for your citizens. We appreciate the opportunity through this letter and the attached Profile of Services to outline the many ways membership in the Maine Municipal Association can assist a community in providing effective and efficient services to their citizens.

Some of MMA's services can be quantified in tangible terms (e.g., cost savings from the availability of MMA's legal advisory services). The value of other MMA services, such as our legislative representation of municipal interests, might be somewhat more difficult to quantify, but is nonetheless equally important. Although some of these services, such as the MMA Legislative Bulletin and Maine Townsman, might be generally available through our website, there are many more services and informational resources exclusively available to member municipalities. These include the on-line availability of all MMA manuals and legal information packets, and extensive information on a wide range of municipal issues. Likewise, MMA offers a broad spectrum of training programs to enable elected and appointed municipal officials and employees to keep current on ever changing legal and regulatory requirements.

Recognizing the time and budget constraints facing our members, MMA will be expanding distance learning and on-line training opportunities during the coming year. Municipalities that participate in MMA's Workers Compensation and Property and Casualty programs are currently able to have their employees take over 30 safety and human resource training programs on-line. These courses are offered free of charge and are available to employees for training whenever schedules allow, without travel. Many of the courses have been pre-approved by state agencies for continuing

education credits for license renewals and satisfaction of mandatory training requirements (e.g., Sexual Harassment).

We value the Town of Raymond's participation in the Maine Municipal Association and hope you find the attached Profile of Services helpful in outlining the various services MMA provided to the Town of Raymond during the past year. We would certainly be pleased to answer any questions you might have and would be available to meet with the Budget Committee and/or Board of Selectmen. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Lockwood", written in a cursive style.

Christopher G. Lockwood
Executive Director

Enclosure

MAINE MUNICIPAL ASSOCIATION
2008 PROFILE OF SERVICES
TOWN OF RAYMOND

Mission: The mission of the Maine Municipal Association is to provide professional services to local governments throughout Maine and to advocate their common interests at the state and national levels.

Please find below an outline of some of the key services provided to the Town of Raymond during 2008. We hope you find this information helpful. We encourage you to visit the MMA website at www.memun.org to review the many services and the wide array of information available to you as a member of the Maine Municipal Association.

MMA ADVOCACY SERVICES – A core part of MMA's mission is to advocate for municipal governments in the intergovernmental arena. Our primary focus is at the state level, advancing the legislative platform adopted by the MMA's 70-member Legislative Policy Committee. The following is a brief review of legislation MMA concentrated on in 2008:

LD 2323 – The School Consolidation “Fix-Up” Bill. The school consolidation law of 2007 was very poorly written. From the actual procedures required to reorganize as a new school system to the so-called “school budget validation referendum” process, dozens of provisions of that law were unclear, overly limiting, ambiguous, contradictory, or otherwise difficult to implement. MMA spent a good deal of time in 2008 on the bill finally enacted (LD 2323) that made it at least procedurally possible to carry out the school budget adoption process and provided several additional school consolidation models to work with (e.g., the “stretched RSU” and the “alternative organizational structure” options.)

LD 2080 – The Unified Corrections System. The quid-pro-quo at the center of the corrections unification legislation was that the property taxes used to fund county jails would be capped at their 2008 levels forevermore. Going forward, the state will have to cover all increases in costs to the state/county corrections system that exceed the \$62 million in property tax resources that were used to subsidize jail operations last year. For a variety of reasons, the impacts of that property tax cap for jails may not be felt strongly in the first year, but the long-term financial benefits in avoided future costs should be very significant.

LD 2257 – The Uniform Building and Energy Code. MMA supported the implementation of the uniform building and energy code provided the legislation did not include expensive municipal mandates regarding enforcement. That outcome was achieved. A “third party” enforcement option was created that will allow a municipality at its option to shift the enforcement obligations associated with the energy code (for example) to the individuals and developers creating new development rather than having to increase the town or city's code enforcement program.

LD 1413 – Continuing Work on the Exempt Property Issues. In 2007, MMA advanced a bill that would open up the so-called “service fee” provision of the state's property tax law to allow the assessment of fees against otherwise tax exempt charitable institutions to cover some of the costs of municipal services directly provided to those institutions. That bill was “carried over” into the 2008 legislative session. A year ago, the Taxation Committee unanimously voted to support a revised version of LD 1413 that would create a stakeholders' working group and give it the task of making the “service charge” statute currently in law a coherent, rational and useable system. As a result of its work on the Task Force, MMA is advancing some specific legislation in 2009 that would restore greater equity in Maine's property tax code.

LD 2276 – Maintenance of the LD 1 Spending Limitation System. A small issue, perhaps, but an important one, particularly in a negative economic environment. From the beginning, the “LD 1” spending limitation system required a municipality to deduct from its “property tax levy limit” any additional municipal revenue sharing the town or city received from the state during that fiscal year. Among other administrative changes, this “MMA bill” injected a level of reciprocity into the process by allowing a municipality to increase its property tax levy limit to the extent its revenue sharing suffered a decrease in the current fiscal year.

Regulatory Activities. Among other activities in the regulatory area, MMA's advocacy staff have:

- Worked closely with the groups of public works and wastewater control officials in Maine's 28 so-called "MS4" municipalities on ways to most cost-effectively obtain compliance with the stormwater control mandates in the federal Clean Water Act
- Worked at the state agency level to make sure there was a fair process in play when electric utility companies seek to preempt municipal ordinances that govern utility corridor expansion and tower construction.

MMA LEGAL ADVISORY SERVICES – The six attorneys on MMA Legal Services' staff collectively have 115 years of experience in municipal law. They respond directly to member's legal inquiries, produce manuals and legal information packets on a wide range of municipal issues and deliver many of our training programs. General legal advice is provided through legal notes and articles in the Maine Townsman; manuals explaining the responsibilities of various municipal officials; seminars and training programs; and the preparation of model ordinances and information packets. These services provide municipal officials with ready access to knowledgeable legal advice.

The Association's Legal Services Program responded to 17 inquiries from Raymond officials in 2008, including the Town Clerk, Town Manager and Finance Director. Inquiry subjects included Maine's new school budget validation process (6 inquiries), L.D. 1, tax liens, recommitment of taxes to a new collector, collection of taxes in bankruptcy, town meeting articles, the county budget process, sign issues, deeds, acceptance of donations and the "swearing in" of town officials.

The Legal Services staff also represents the interests of all Maine towns and cities in the courts. In 2008, the Maine Supreme Judicial Court decided the case, E. Perry Iron & Metal Co., Inc. v. City of Portland, finding that the City's Scrap Metal Recycling Facilities ordinance was not preempted by state statute. In its decision, the Court accepted the broad reading of "home rule" argued by MMA in its "friend of the court" brief. And, in January of 2009, MMA filed a brief in Wilcox v. City of Portland, a case that presents major challenges to the protections from liability provided to all municipal governments by the Maine Tort Claims Act.

MMA PERSONNEL SERVICES & LABOR RELATIONS – MMA has first-hand knowledge and experience in human resource management and labor relations. This program area provides a range of fee-based services to individual municipalities, including collective bargaining, mediation, grievance arbitration, executive search and recruitment, and on-site training. MMA's executive search program provides valuable assistance to elected boards during important periods of transition, while allowing MMA to develop positive working relationships with new town and city managers. In addition, MMA provides general advisory services and responds to telephone and letter inquiries on personnel and labor relations issues.

MMA COMMUNICATIONS & EDUCATIONAL SERVICES – The MMA Communications & Educational Services department has lead responsibility for developing and maintaining effective communication vehicles for MMA to provide information to our members as well as to promote MMA policy priorities and an understanding of the importance and value of municipal government to the general public. The Department is also responsible for overseeing MMA's training and professional development efforts to assist members in keeping abreast of their responsibilities and dealing with the on-going challenges facing municipal governments. Activities and functions encompassed with the Communications & Educational Services Department include: Communications and publications, training and professional development, citizen education, oversight of the administrative services provided to contracted MMA Affiliate Groups, and oversight of the Local Government Resource Center and website.

MMA provides 9 copies of the Maine Townsman, and the "Legislative Bulletin" to municipal officials in the Town of Raymond. MMA, with the assistance of municipal clerks throughout the state, develops the Maine Municipal Directory and provides a complimentary copy to each municipality.

MMA held its Annual Convention in Augusta this past October which offered both basic and advanced training, general sessions and networking opportunities. Our 2008 Training Calendar offered a number of basic and advanced training opportunities as well. We were pleased to have 2 municipal officials attend

the MMA Annual Convention and 17 municipal officials/employees from the Town of Raymond participate in these various training sessions.

MMA is in the process of developing an on-going program to enhance citizens' understanding of, participation in and appreciation for local government. MMA will be working with a group of pilot communities in 2009 to refine and develop a communications toolkit for use by individual municipalities.

The MMA website is a robust source of information, publications, documents and other materials of interest to MMA members and the public at large. Available on our home page is a blog of current municipal news articles from around the state, which MMA maintains from electronic news clippings. All MMA's publications, including the Maine Townsman and the Legislative Bulletin, are available online, as well as more than 4,000 full-text documents and over 1,500 linked resources such as the Maine statutes. Access to online resources and services is free to registered municipal officials and employees of MMA members. The Town of Raymond has 10 municipal web registrations with IDs and passwords that provide access to MMA's online resources. These resources include everything published by MMA; an opportunity to register online for MMA's training and professional development programs; and online access to Risk Management Services' claim forms and safety programs. The Resource Center is available to respond to requests for information or Internet assistance or to provide assistance with locating resources or information. MMA Today, a monthly e-newsletter, is distributed to 10 Raymond subscribers. The Resource Center offers an opportunity to participate in two cooperative purchasing programs: supplies and equipment from Office Depot and a web hosting and content management system from GovOffice. The Town of Raymond is eligible to participate in the cooperative purchasing programs offered through the Resource Center.

MMA RISK MANAGEMENT SERVICES PROGRAMS – Through our staff of insurance professionals, MMA provides comprehensive risk management services tailored to meet the needs of local governments. These services allow members to take advantage of self-insurance as a financial tool and to gain the purchasing power and efficiencies of group programs. Programs include the MMA Workers' Compensation Fund, MMA Property & Casualty Pool Fund, and the MMA Unemployment Compensation Fund. These programs provide long-term stability, cost savings and coverages geared to local government operations and exposures. MMA places a strong emphasis on quality customer service, effective claims management and underwriting, and loss control services. Risk Management Services is also licensed with the Maine Bureau of Insurance to operate as a Third Party Administrator to provide loss control services and administer claims for municipalities in the state of Maine.

HEALTH AND EMPLOYEE BENEFIT PLAN MANAGEMENT – The Maine Municipal Association serves as the Plan Administrator of the group, self-funded Maine Municipal Employees Health Trust. The Health Trust provides an array of programs to assist local government employees, retirees and dependents and employers by providing cost effective, quality employee benefit programs and superior services. These programs enable MMA members to aggregate their purchasing power, take advantage of self-insurance as a financial tool, and benefit from professional management and commitment to quality service. Each year the Board of Trustees considers benefit changes to provide high quality, affordable programs. In recent years, the Health Trust has introduced some lower cost health plan options to meet the changing needs of employer groups and their employees.

While the Town of Raymond does not currently participate in the Maine Municipal Employees Health Trust, the Town does benefit, as a purchaser of health insurance benefits for its employees, in the Trust's efforts to improve the quality, safety and cost of healthcare being delivered in Maine. Through its active support of the Maine Health Management Coalition (www.mhmc.info), the Trust is a partner with Maine public and private sector employers, hospitals and doctors to measure and publically report on the quality and cost of healthcare services which benefits all healthcare consumers in our state.

SUMMARY

The Maine Municipal Association appreciates your membership and participation. We hope this outline is helpful in conveying the value of MMA membership. We would be pleased to respond to any questions or requests for additional information. Please contact Chris Lockwood, MMA Executive Director, or Theresa Chavarie, Manager of Member Relations & Executive Office, at 1-800 452 8786 ext. 2211; (207) 623 8428; or by e-mail tchavarie@memun.org. Thank you.