



**BOARD OF SELECTMEN**  
Minutes

November 10, 2015  
7:00pm

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.*

Selectmen in attendance: Mike Reynolds, Joe Bruno, Teresa Sadak, and Samuel Gifford

Selectmen absent: Lawrence Taylor

Town Staff in attendance:

Nancy Yates – Finance Director  
Rita Theriault – Human Resource Officer  
Nathan White – Public Works Director  
Bruce Tupper – Fire & Rescue Chief  
Cathy Gosselin – Deputy Chief  
Sue Look – Town Clerk

1) **Called to order** at 7:00pm by Chairman Reynolds.

2) **Minutes of previous meetings**

a) October 20, 2015

**Motion** to approve the minutes listed above by Selectman Gifford. Seconded by Selectman Sadak.

**Unanimously approved.**

3) **New Business**

a) **Electronic Payroll Update** – Nancy Yates, Finance Director and Rita Theriault, Human Resource Officer

The offerings of two different companies were explored – ADP and Advantage Payroll (Paychex). Each offers on-line payroll, tax filing, archiving of reports, time & attendance, and human resources compliance reporting. Town staff recommends Paychex (Advantage Payroll) at an annual cost of \$7,055.64 (based on an average payroll of 40 employees per bi-weekly pay period).

Finance Director Yates – As requested we looked into outsourcing payroll and looked at the above. Both offer online time & attendance, have HR reporting and files, etc. Both were very good, ADP was more expensive. If I speak from an employee point of view I would say weekly, but it is \$2,200 more to go with Paychex weekly.

Chairman Reynolds – How do we let employees know how much sick/vacation they have?

Finance Director Yates – It is electronically on their pay-stub. It is an automatic update. We only have to change accrual rates for employees as they get to certain milestones. We have 18 employees who accrue vacation/sick. The HR function is included in the price.

Selectman Sadak – I asked them to give us a cost of in-sourcing. Outsourcing means cutting a check and sending it out. Insourcing means multi-tasking. The employee cost currently is \$4,212 for weekly and Paychex is \$9,200 for weekly. It will cost thousands more, about \$5,000 more to outsource payroll. If we go to an outsourced solution Rita will be spending a good deal of time fixing errors and training employees.

Selectman Bruno – Whenever you change anything there is a learning curve. If you do not want to modernize...

Selectman Sadak – We are modernizing.

Chairman Reynolds – How does the supervisor approval work in Paychex?

Finance Director Yates – The supervisor will sign into their portal and have to approve each employee's.

Chairman Reynolds – Currently we are doing this manually via signatures.

Selectman Sadak – I was surprised that there is that much difference between keeping it in-house and outsourcing. There is only a \$2,200 difference between weekly and bi-weekly and it is too much of a burden on the hourly employees for this little cost. I feel strongly about keeping it as is.

Chairman Reynolds – There is a savings and there is a learning curve to use the new portals. The practicality of having a portal that you can access whenever you like intrigues me. Do we require direct deposit? No, there are a few printed checks. Does Paychex require direct deposit? They will do what we want.

Selectman Bruno – I have a viewpoint on this from my business background. The prices quoted were not negotiated and if we go back to Paychex they will cut the price considerably. I know how I will be voting. If you want to go with paper legers, go for it.

Selectman Sadak – I don't think it is big enough money change to throw off the employees. We do not know everyone's situation. If you are living paycheck to paycheck, week to week, some employees may need to go get a second job to make it between paychecks the first time.

Town Manager Willard – There is a fear amongst the hourly employees about changing to bi-weekly.

Public Works Director White – I have a couple of concerns about the bi-weekly. The Public Works employees do not have PCs to enter their hours and this could mean more time on me or on Rita.

Mr Woodbrey – Paychex must have an app that can be put on their phone.

Chief Tupper – Money management is a big piece of the fear of going from weekly to bi-weekly. I have automatic payments set up with our checks as they are and I would need to modify how this worked. It would be detrimental to those employees who do not manage money well between paychecks.

Chairman Reynolds – If we switch from weekly to bi-weekly there would be change. There would be advantages and disadvantages to outsourcing. There is a learning curve to managing money from weekly to bi-weekly. I wish the document Teresa presented had been done prior to the creation of the packet, not on the day of the meeting to be sure we have information to the public.

Selectman Bruno – If you had your druthers would you keep things the same?

Finance Director Yates – I would go to the electronic and keep it weekly for the archival information electronically.

Town Manager Willard – If you want to have a high performance system it is hard to do it with our current system.

Selectman Sadak – I am all for outsourcing, I am worried about the bi-weekly.

Chairman Reynolds – In the future we will have the ability to get reports that will reduce staff time.

**Motion** to stay with a weekly payroll by Selectman Sadak. No second.

**Motion** to change to bi-weekly by Selectman Bruno. Seconded by Selectman Gifford.

People would have 30 days notice.

Selectman Bruno – I would also suggest that you go to requiring direct deposit.

Human Resource Officer Theriault – I would be concerned about the young workers at Tassel Top and Election workers.

Selectman Bruno – Are we saying that we need to handhold everyone and assume that they are not capable to do what they have to do.

Chairman Reynolds – To require direct deposit it would mean all new paperwork, which a new payroll company would require anyway.

Human Resource Officer Theriault – There are about 4 full-time employees who do not use direct deposit.

**Voted 3-1, approved.**

**Motion** to go with Paychex and begin negotiations by Selectman Bruno. Seconded by Selectman Gifford.

Chairman Reynolds – We would want to get a reduction of the price via negotiations. We do want to begin January 1, 2016.

Chief Tupper – We would have our admin enter the data for the employees who are on standby, on a call, etc. We have a system where we enter and track the hours per event and apparatus.

**Voted 3-1, approved.**

b) **“Drug Free Zones” Update** – Don Willard, Town Manager

Signage has been ordered and delivered, and is now awaiting installation by the Public Works Department, which will occur as soon as possible. Law enforcement is aware of this vote. The Raymond Village Public Library asked why they were not included on the town list and their trustees will be voting to request that the town designate them at a future Selectmen’s Meeting.

Public Works Director White – We lost multiple signs and posts on Halloween and once we get the posts delivered the signs will be put up.

c) **Raymond Fire & Rescue Solar Power Purchase Agreement (PPA)** – Geoff Sparrow, ReVision Energy and Bruce Tupper, Fire Chief

ReVision Energy is offering to finance, own, and operate a 40.8 kW solar array on the Town of Raymond’s District 2 building for a contract term of 20 years, with an option to extend to 30 years. The town would purchase all electricity from the system at \$0.107 per kWh (\$0.01 less than CMP) for the first year and increasing at 4% per year thereafter. After 6 years, the town would have an annual opportunity to buy the entire solar array at its fair market value (estimated now at \$55,248) or continue to buy the power from ReVision Energy.

The Fire Chief is recommending that the Selectmen approve this proposal.

The radio tower is live as of today and it appears that we have much better coverage, it appears that there are no longer dead-spots in town. The new tower is on Valley Road opposite Winding Way that was purchased 2 years ago and it replaces the antenna at the Town Office.

Town Manager Willard – Our Public Works Director found the back-up generator for the project.

Chief Tupper – We began looking at District 1, but due to construction of the building District 2 is a better candidate. This project is a long term project that will show savings overtime.

The system would not have batteries, it is fed directly to the utility grid. It is in everyone’s best interest for the town to buyout the equipment in the 7<sup>th</sup> year. Raymond would have 160 solar panels and under perfect conditions it would produce about 43,000 kWh. District 2 would not use all of this power and the Town could use the excess for up to 9 other meters. The panels are warranted for 25 years and they should work for about 40 years. Panels have broken if there is a roof above the panels and snow slides off. Wind and hail have not broken any panels in the past 12 years with 4,500 installations. When we put the panels on the roof the shingles do not age as quickly. If the roof is 10-15 years old we suggest reshingling before installation. Solar panels lose about a .5% performance each year. Price of solar increases after year 6 as an incentive for the town to buyout the equipment. ReVision Energy is a Maine company who is investing in towns/non-profits in Maine.

Selectman Bruno – how close have you been at estimating the cost of power?

Mr Sparrow – I would need to look that up.

Selectman Bruno – I don’t see us paying 5% more per year for the next 30 years. I would like to see the results of other project and how close the costs/savings are to the projected. I don’t care if we put up solar panels.

Mr Sparrow – This makes budgetting and payment more static.

Chairman Reynolds – Currently we are paying \$5,000 per year?

Mr Sparrow – The chart is only showing a part of the costs. This system does not produce enough power to run all of the town buildings.

Selectman Bruno – The Northeast has the highest electricity cost in the nation.

Selectman Sadak – We will also have to pick up the cost of maintenance once we own it.

Selectman Bruno – Why couldn't we simply pay \$0.01 less than CMP instead of the cost on your chart. I don't want to make a decision tonight with out more data, especially historical.

Mr Sparrow – this isolates the town against rising energy prices.

Public Works Director White – the roof is structurally sound.

Town Manager Willard – It is my understanding that the panels do not add an appreciable amount of weight and they reduce the snow load by melting it.

Chairman Reynolds – do you have anyway to look at the cost over time?

Finance Director Yates – yes, but not by kWh without looking at individual invoices.

Mr Sparrow – Tax credits expire a year from this January. I will go back and pull together some history and comparisons with other projects in Maine. This PPA structure is new. Maine is almost all PPA projects for us.

**Motion** to table this to the next meeting by Sam. Seconded by Joe.

**Unanimously approved.**

**d) Appointment of Beautification Committee Members**

Proposed new members: Mitzi Burby, 64 Spiller Hill Rd, and Jan Miller, 59 Hancock Rd

Current Chair is Sharon Dodson. Current membership: Mike Reynolds, Shirley Bloom, Stephanie Bubier, Fran Gagne, Elissa Gifford, Elaine Keith, Christine McClellan, Mike McClellan, Mary McIntire

**Motion** to appoint Mitzi Burby and Jan Miller by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved.**

**e) Draft Budget Development Schedule for FY 2016-2017** – Nancy Yates, Finance Director  
The first draft of the budget development schedule for fiscal year 2016-2017 will be presented to the Board of Selectmen for review, possible amendment, and approval.

The budget goals and directives will be added to the December 8<sup>th</sup> agenda and the remainder of the Budget Development Schedule for FY 2016-17 will be reviewed on December 8<sup>th</sup>.

**f) Tax Abatements/Supplemental Assessment** – Curt Lebel, Contract Assessor  
2 abatements and 1 supplemental assessment recommended for approval.

- \$304.73 Abatement – Timothy Pomerleau III – property overvalued in light of access and development issues
- \$57.36 Abatement – Beth Urbano – personal property disposed of prior to assessment

date

**Motion** to grant above abatements by Selectman Bruno. Seconded by Selectman Gifford.  
**Unanimously approved.**

- \$395.55 Supplemental – Allen Family LLC – assessment of taxable personal property omitted from original commitment of taxes

**Motion** to add above supplemental tax by Selectman Gifford. Seconded by Selectman Bruno.

**Unanimously approved.**

**4) Public Comment – none**

**5) Selectman Comment**

Chairman Reynolds – Library – 2015 annual appeal has been emailed. You can also go to their website to donate. Annual Holiday Gift Baskets sale will begin on the 15<sup>th</sup>. The baskets will be in the Library until mid December. Next Thursday is Lawyers in the library offering free legal answers to questions. Annual tree lighting is Nov 29<sup>th</sup> at 5pm. There will be a ham and turkey raffle coming up as well.

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

**a) Raymond Fire & Rescue Elected Official / Town Employee Academy**

- Sunday, November 22, 2015, 12:30pm to 4:30pm, at Raymond Public Safety Building

**b) Confirm Dates for Upcoming Regular Meetings**

- December 8, 2015
- January 12, 2016
- February 9, 2016

**c) Upcoming Holiday Schedule**

- Wednesday, November 11<sup>th</sup> – Closed in observance of Veterans' Day
- Thursday, November 26<sup>th</sup> & Friday, November 27<sup>th</sup> – Closed in observance of Thanksgiving

**d) Welcome to Bill Fraser our new videographer.**

**7) Fiscal Warrant – November 10, 2015**

**a) Treasurer's Warrant**

**Motion** to approve Treasurer's Warrant for a total of \$229,953.80 by Selectman Sadak. Seconded by Selectman Gifford.

**Unanimously approved.**

**8) Adjournment**

**Motion** to adjourn at 9:06pm by Selectman Gifford. Seconded by Selectman Sadak.

**Unanimously approved.**

Respectfully submitted, \_\_\_\_\_

Susan L Look, Town Clerk