



BOARD OF SELECTMEN
Minutes

December 8, 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, Lawrence Taylor, and Samuel Gifford

Selectmen absent: none

Town Staff in attendance:

Nancy Yates – Finance Director
Sue Carr – Tax Collector
Cathy Gosselin – Deputy Fire Chief
Sue Look – Town Clerk

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

2) **Minutes of previous meetings**

a) November 10, 2015

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

4-0 with 1 abstention. Approved.

3) **Old Business**

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

As requested by the Board of Selectman Mr Sparrow has assembled responses to questions that were raised during the board meeting on November 10th.

Additionally ReVision Energy has drafted a new PPA proposal based on a lower utility escalator (2%), which the board may find more in line with anticipated utility rate increases over time. A table of historical energy prices has also been provided.

Mr Sparrow – We have been working with the Town for the past 6 months or so to install a solar energy fixture on the District 2 Fire building with the Town having the option of buying the equipment in the 7th year. We have made changes to the rates from 4-5% increase to a 2% increase per year with the buy out cost remaining basically the same as the original proposal. It would be an administrative burden on our end to have a rate tied to the actual

energy increases. You had asked for the rates for other PPAs and we found that there were so many differences in the other PPAs that it would not be valuable. Instead I provided the analysis of Thomas College's system.

Chairman Reynolds – One thing to consider is that we use more power than this will generate.

Finance Director Yates – As I understand it we will get a credit from CMP and apply the credit to our electricity costs plus delivery.

Mr Sparrow – We have identified which of the Town's facilities have the highest rates and would recommend which bills to apply the credit to get the most out of those dollars.

Chairman Reynolds – So there is no increase to the budget prior to the buy out. I want to make sure that for this budget year there will be no increase.

Mr Sparrow – The Town will save money as soon as the energy is being produced.

Town Manager – It may be prudent to put money aside each year for the buy out.

Mr Sparrow – There is an annual maintenance visit each year, but the town can set a schedule of every 5 years. The inverters need to be replaced after 20 years at a cost of about \$10,000 (with today's prices) and the panels after 40 years.

Selectman Bruno – I think your assumptions are kind of wacky. Everything is getting more efficient and it is not reasonable to assume that in 30 years we will be paying \$0.40 per kwh more. This is not a good investment from a monetary point of view, only from an altruistic point of view.

Mr Sparrow – Predicting the future energy costs is volatile and we recognize that they go up and down. There is no crystal ball and even if the rates stay as they are the Town will save money.

Deputy Fire Chief Gosselin – I would like to see this go forward. I am building a new house and we are putting in solar.

Motion – no motion was put forth

b) Draft Budget Development Schedule for FY 2016-2017 – Nancy Yates, Finance Director

Nancy Yates, Finance Director, will provide a draft Budget Development Schedule for FY 2016-2017 for discussion, possible amendment, and Selectmen approval.

Selectman Bruno I will not be here on February 22nd and March 22nd. I would be available on March 29th.

Propose moving to February 29th and March 29th.

Motion to approve the Budget Development Schedule for FY 2016-2017 as amended to February 29th and March 29th by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

4) **New Business**

a) **Annual Liquor Licensing & Inspections** – applications attached

- William and Kimberly Hines of Whines Ent. Inc. DBA Cafe Sebago, 1248 Roosevelt Trail

The fire department will perform the requisite life safety and fire protection ordinance inspections within the next week. Application is attached to the ePacket. No complaints of any kind have been lodged with the Town against Cafe Sebago regarding their operations. Staff is recommending approval of this renewal liquor license contingent upon a favorable inspection report from the fire department.

Deputy Fire Chief Gosselin – some house keeping, but all else ok, no life safety issues

Motion to approve the above liquor license by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

- A La Mexicana

The fire department will perform the requisite life safety and fire protection ordinance inspections within the next week. Application is attached to the ePacket. No complaints of any kind have been lodged with the Town against A La Mexicana regarding their operations. Staff is recommending approval of this renewal liquor license contingent upon a favorable inspection report from the fire department.

Deputy Fire Chief Gosselin – We have had an issue with the smoke detectors and are working with them. We have no issues, no life safety issues. They will be inspected next week.

Motion to approve the above liquor license contingent upon a favorable inspection report from the fire department by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved.

b) **Discuss Awarding Bids for Tax Acquired Properties** – Sue Carr, Tax Collector

Beginning November 12th the bid packets were advertised and available online and in the Town Office. The bids were due back by December 3rd, giving potential bidders 21 days to submit bids. There were no bids submitted. 2 property owners paid their taxes in full prior to the close of bids. The staff is recommending that the remaining 3 properties be put up for bid again in the Spring.

Tax Collector Carr – I did have 2 people ask about 2 of the properties after the bids had closed.

Town Manager Willard – We do not have to go through a bid process, we could use a Realtor, simply put is up for sale, etc.

c) **RSU #14 Update** – Diana Froisland, RSU #14 Board of Directors, Jen Moore & Geri Keane-Dryer also attended

Ms Froisland – Vice Chairman – We are hoping to make improvements to the RES playground with the IRT. We have resubmitted and to date we have done DEP permitting. The voters approved \$150,000 in a capital reserve fund. Our estimate was \$300,000 to \$350,000. If we are selected we expect this to happen in the summer of 2017. We are

involved in fund raising with a Pickle Ball and a Pie Sale.

Ms Keane-Dryer – They are also selling wreaths.

Ms Froisland – I am on the Policy Committee and in the Fall we passes a policy about communications that we will only distribute school related information. We were sending too many emails. Another policy is for the Community Service graduation requirement at the high school. We looked to see what other schools do and went with a cap-stone project in their senior year and will be a project they select. This will be begin with this year's freshman class. We are preliminarily looking at a pre-K program and we are exploring housing it at RES and would be for the whole RSU.

Ms Moore – We are doing a non-binding referendum in November to see what the thoughts are of the voters of build verses renovate and want to have costs involved. We plan to do a board workshop to make sure the board understands the educational implications.

Selectman Bruno – I am so happy you are here, thank you! It has always been the policy in Raymond that we only pay tuition up to what we pay in Windham and we have found that this is not happening. We hope that the School Board will supportive since we are paying about \$50,000 per year. We will be working with Representative McClellan to put forth a bill to allow towns who tuition out students to cap the costs with the parents paying the difference.

Ms Keane-Dryer – I am not sure that the RSU can do more than bill for the costs. There is an intrinsic value added factor that the schools have to pay. We are not paying full cost of the tuition, only up to a certain amount. The parents do pick up the difference. It is the intrinsic value added factor that we pay over the cost of Windham.

Town Manager Willard – There will be a change to the plowing. The school decided to go out to bid on the plowing of the schools and we decided to not bid. I think some thought should be given to working together as we did under the “One Raymond” program. The school will continue to clean the Town Office through this fiscal year. I would ask that we be kept informed when changes like this happen.

Selectman Sadak – A huge Thank You for coming!

Ms Keane-Dryer – I will not be running again in the Spring and I would like to encourage people to take out papers.

Selectman Bruno – Thank you for your 20 years of service!

d) Discuss and Set FY2016-17 Budgetary Goals

The Board will review last year's budgetary goals, discuss any changes to the goals, and create new budgetary goals for FY2016-17.

Town of Raymond FY2015-16 Goals – As Changed by Selectmen (underline is addition and strikeout is deletion):

- ~~Staff can use monies over \$2,000,000 in undesignated fund balance in their budget considerations.~~
- ~~Increase appropriation for capital road improvement – based upon Road Improvement Committee report, look for increase~~
- ~~Limit the use of fund balance/surplus as revenue to reduce taxes.~~

- Develop a core services driven budget, i.e., “what are we doing that we don’t need to do?”
- Continue to explore privatization and outsourcing of services for cost savings.
- Explore working with neighboring towns and Cumberland County government to cut costs and/or improve services.
- Maintain current service levels in roadside solid waste and recycling collection.
- ~~Continue current trash contract unless it threatens LD-1 compliance.~~
- Investigate bonding for capital improvement vs. capital reserve budgeting to achieve maximum utilization of existing capital resources.
- Develop budget with the understanding that all budget areas may be considered.
- Consider department budgeting needs and anticipated needs going forward.
- ~~Discussion Topics for FY2015-16 Goal Setting as received from Selectmen by Chair:~~
- ~~Zero or minimal municipal budget increase~~
- ~~Stay within the property tax increase for new spending, if possible be cost efficient for tax payers~~
- ~~Evaluate new and expiring debt service budget impacts, provide a report to the Selectmen at the beginning of the budget meetings.~~
- Continue to invest in capital improvements and infrastructure.
- More financial effort on Public Works equipment and possible additions in staffing (ex. Mechanic for both PS/PW)
- ~~Investigate the possibility of a merit pay system for employees~~
- Consider referendum for a new recreational facility
- ~~Investigate/improve health care program option for employees with emphasis on stability~~
- ~~Discussion of benefits of rejoining the Maine Municipal Association (MMA)~~
- ~~Municipal budget should reflect minimal budget increases (if possible) with emphasis/increases on areas of need~~
- Town should prepare a 5-10 year IT Capital Improvement Plan to keep digital systems and software progressively improving over time
- ~~Study budget to ensure that citizen services and staff needs are being met~~

Selectman Bruno – Where are we with spending the monies for the Broadcast Studio?

Town Manager Willard – There was \$10,000 cut from their request and it has taken time to find a solution that will fit in the budget. There is a plan that should be made public soon.

Chairman Reynolds – We should have an update of the bond indebtedness for the 1st budget meeting.

Selectman Bruno – We want to do as much as we can with 0 tax increases.

Selectman Gifford – Leave out the “wiggle room” by taking out the “if possible”.

Finance Director Yates – We are currently ahead of projections.

Selectman Bruno – I would like to see zero tax increase, not zero for budget increases since there are monies in surplus. People are very happy with the road work that has been accomplished thus far and I think we need to continue this. We put money into Public Works above the bonding.

Selectman Sadak – I know that the Public Works Director spends time working on vehicles and we should hire someone to do this mechanic work.

Deputy Fire Chief Gosselin – Nathan does change our tires and does our oil changes occasionally.

Town Manager Willard – Nathan will do anything that is needed for the Town at any time, and I think we should bring this up with him.

Selectman Bruno – There are huge increases in health care this year.

Town Manager Willard – The reason towns are a member is the legal consulting and the health programs.

Selectman Sadak – I think that MMA would be a great resource to us as we go down the human resource path.

Chairman Reynolds – There is still an increase in the new construction which will help the budget.

Town Manager Willard – We are seeing an optimism.

Deputy Fire Chief Gosselin – Could we get some guidance pertaining to the merit pay and how it will effect our budgets?

Town Manager Willard – It will come from the consultant.

b) Fee Schedule Annual Update – Sue Look, Town Clerk

The Tassel Top Board of Directors have set their fees for next season and their fees are included in the Town's Fee Schedule (changes to which must be approved by the Board of Selectmen). There are no fee changes to Town of Raymond fees.

Motion to approve the Fee Schedule as presented by Selectman Bruno. Seconded by Selectman Sadak.

Selectman Taylor – When we update fees we should increase the Animal Control fees, they are too low. Electrical fees have been said to be very high. We may want to monitor the ball field on Mill Street, there is trash, dog feces, etc.

Selectman Bruno – I agree that the dog fees need to be raised.

Town Clerk Look – The only difficulty with raising the fees is there are still no “teeth” in the law to force people to pay other than taking them to court.

Unanimously approved.

2) Public Comment - none

3) **Selectman Comment**

Selectman Bruno – Merry Christmas and Happy New Year. Thank you for the RSU #14 School Board for coming tonight.

Selectman Sadak – Condolences to the Hartley family on the passing of Tacy Hartley.

Selectman Taylor – I think the Town Report was very nice this year. Great pictures.

Selectman Gifford – Library programs – winter health with bees & herbs tomorrow night, gift basket sale, Dec 13th bake sale 10am-4pm, and Attorney Pongrats at the Library for free advice. I am now a board member of the Library.

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

a) **Remembering Tacy Hartley**

She served on many committees over the years and will be missed. We would like to send our condolences to the family.

b) **Welcome to New Employee – Cynthia Davenport, part-time counter clerk**

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

- January 12, 2016
- February 9, 2016
- March 8, 2016

d) **Upcoming Holiday Schedule**

- Thursday, December 24, 2015 – Close at noon in observance of Christmas
- Friday, December 25, 2015 – Closed in observance of Christmas
- Thursday, December 31, 2015 – Close at noon in observance of New Year's Day
- Friday, January 1, 2016 – Closed in observance of New Year's Day

5) **Fiscal Warrant – December 8, 2015**

a) **Treasurer's Warrant**

Motion to approve the Treasurer's Warrant for \$70,609.62 by Selectman Taylor. Seconded by Selectman Sadak.

Unanimously approved.

6) **Adjournment**

Motion to adjourn at 8:50pm by Selectman Taylor. Seconded by Selectman Sadak.

Unanimously approved.

Respectfully submitted, _____
Susan L Look, Town Clerk