



**BOARD OF SELECTMEN  
Agenda**

March 29, 2016

7:00pm – Budget Workshop

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

Budget-Finance Committee in attendance: Marshall Bullock, Debra Duchaine, Robert Gosselin, Rolf Olsen, Brian Walker, Brien Richards, Abigail Davis, Stephen Crockett

Budget-Finance Committee not in attendance: Nicholas Pitarys

Town Staff in attendance:

Don Willard – Town Manager  
Nancy Yates – Finance Director  
Nathan White – Public Works Director  
Bruce Tupper – Fire Chief  
Sue Look – Town Clerk

Presenters:

Russ Hutchinson – Raymond Conservation Commission  
Sheila Bourque – Raymond Conservation Commission & Raymond Village Library  
Emily Allen – President Raymond Village Library Board of Directors

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

**2) Review of FY 2016-2017 Budget**

**a) Adjustments – Expenses**

- - \$2,400 – decrease Administration Payroll (2 Selectmen Stipends)
- + \$4,400 – increase Fire Dept Payroll: Chief put on Salary (step 1 of 2 step adjustment to bring this position's pay in line with the Compensation Study, step 2 will be \$6,266 and will bring it consistent with the other Department Heads)
- - \$350 – decrease Fire Dept Building Maintenance (type in 1<sup>st</sup> draft)
- + \$220 – increase Fire Chief Salary – ICMA
- + 337 – increase Fire Chief Salary – SS match
- - \$4,148 – decrease Merit Increases line item for those whose salary is over 100% of the Compensation Study (\$841 total for 5 employees) there will be no increase as well as those already budgeted a pay adjustment – 0.6% increase for those not already budgeted a pay adjustment and/or under 100% of Compensation Study average

- + \$5,000 – increase Employee Training – for Human Resource Consultant training

b) Adjustments – Revenues

- + \$4,579 – increase estimated Municipal Revenue Sharing from \$130,000 to \$134,579
- + \$18,000 – increase estimated CEO Fees from \$75,000 to \$93,000

c) Adjustments – NET

- - \$19,520
- These adjustments result in the current proposed municipal budget being \$279,538 under the LD1 levy limit.
- The FY 2016-17 net municipal budget as proposed is \$52,489 less than the FY 2015-16 approved net municipal budget.

d) Possible addition as a warrant article of \$6,800 from Open Space Reserve Fund (from Tree Growth) for the Raymond Community Forest to purchase land.

Russ Hutchinson – Raymond Conservation Commission – We need to close the gap with the Raymond Community Forest. We would like the remaining \$700 not used in our budget for this year and a little over \$6,800 from Open Space Reserve Fund to be released for us to close the final gap.

Chairman Reynolds – If your board has minutes showing that the \$700 has been voted to be used for the purchase of land, then a copy of the minutes needs to be provided to Finance Director Yates for a check to be issued. The \$6,800 request would need to be voted at Town Meeting and would not be available until July 1<sup>st</sup>.

Sheila Bourque – Loon Echo Land Trust Board Member – we are about \$5,000 from being able to close. The boundary survey is underway. We may have a few title issues with roads. We have volunteers who are doing preliminary trail planning and marking. We would like to provide periodic updates to the Select Board going forward. Thank you for allowing us to bring this at the last minute and thank you for Nancy's help.

Selectman Bruno – We have not budgeted any monies for the Raymond Conservation Commission since 2013. Where is the \$700 going to come from?

Finance Director Yates – At the end of 2013 the Raymond Conservation Commission requested that their balance be carried forward and they have \$1,640.

Ms Bourque – we do have the purchase price. We want to build a reserve fund to be able to get a clear title and to begin making the land ready to be used (parking, trails, signage, etc.). We have 2 outstanding grants that we have not heard back on.

Selectman Bruno – These are private roads. My biggest concern is that you have the money for the sale and you need to be honest with the town's people that you are building a reserve fund.

Ms Bourque – The President of the Crescent Lake Road Association has joined our efforts. We are reaching out to abutters and people in the surrounding area to get them involved and engaged. We will need to monitor the boundaries. From our preliminary walks there is a significant bog area and we will need to protect this area. Loon Echo Land Trust is providing the attorney.

Selectman Bruno – Have you looked for an attorney or surveyor from Raymond who would work pro-bono.

Mr Olsen – So we are just looking at this to include it on the Town Meeting Warrant.

Mr Walker – Is there any other parcel you are looking at?

Mr Hutchinson – Not at this point. We are basically requesting that we deplete the funds in the Open Space Reserve Account.

Chairman Reynolds – Are there any concerns about putting this on the Town Warrant?

Mr Bullock – I would like to see what makes up the \$680,000 for the total project. How much is the Town in for?

Ms Bourque - \$50,000. I will resend the presentation that was given to the Select Board.

e) Library – Emily Allen – Raymond Village Library Board of Trustees President

Ms Allen – After the last meeting we went back and put together a clearer picture of our finances and found that \$60,000 is half of our budget.

Louise Lester – My mother and her friend Eleanor Plummer began it for children and adults, as well as a town gathering place. I think we have come to a time when people want more – computers, large print books, ebooks, etc. The library is struggling to maintain the services that people want. I hope that the Selectmen put forth the \$60,000 request.

Chairman Reynolds – I am guessing that the Library will raise about \$40,000, not the \$50,000. I would like to propose that the Library have the opportunity to get the \$60,000, but not guaranteed. I think we should budget \$42,500 guaranteed money and then the town would match up to the \$60,000 of monies raised.

Mr Walker – I think the Library is the best example of “The Raymond Way” that there is. It is a public-private partnership that creates and fosters community. Raymond provides a wonderful way of life and does it in a very cost effective way. A big part of the Raymond Way is volunteerism. It used to be that there was 1 bread winner in the household and another with time to volunteer. That is no longer the case. Looking around the room there are familiar faces volunteering their time and the Library brings in new faces, this we need to promote. Other towns spend much more than Raymond, a fully paid staff is an expensive endeavor. Casco spent \$66,770 in 2013-14, Windham spent \$381,829 in 2015-16, Gray spent \$263,930, New Gloucester spent \$92,440. I am concerned with the concept of limiting the % to 50–50 split or it must become a town organization. Let’s not kill the goose that lays the golden eggs. I like the proposal and would like to see the dollar figure more around \$50,000 than \$42,500.

Mr Olsen – One of the big differences in the budget is \$5,000 for building repairs. I think the Selectmen should authorize a loan for this amount to take it out of the budget.

Mr Gosselin – I want to echo what Brian said. The library is the closest thing to a community center we have. The services the library provides are valuable.

Selectman Sadak – The library is great. The comments at the last meeting seemed to be saying that the payroll was more important than new material.

Mr Bullock – I think that matching dollar for dollar would be an incentive for the library.

Selectman Bruno – They are a private entity and we are public. We should not be matching dollars for them (which would require us to look at their books). They got a 40% increase last year. I am good for a 3% increase. They went this past week and miraculously found a \$120,000

budget.

Mr Bullock – They have provided their budget voluntarily. I do not want to micromanage. Has the library ever considered a capital improvement fundraiser?

Selectman Bruno – I like the idea of the town loaning them the money for capital improvements.

Ms Allen – What I meant by the payroll being my priority is that with the staff we currently have in place we are able to keep our programs going and we need to keep them. We have been working hard to identify our income. We get so much donated time, for example. We have spent the last 2 months getting our financials in order. We are trying to show how much “money” we are making. We are not pulling expenses and income out of thin air. We are not inventing numbers.

Selectman Bruno – All we get is a P&L statement. What is your balance in your reserves?

Ms Bourque - \$102,000 in reserve accounts.

Ms Allen – we are working on our balance sheet. We found that grants were held off the balance sheet. Any money that we get is welcome. We do not think we are ready for capital improvement yet. We need to get our fund raising better.

Ms Bourque – We are working with Key Investments with our reserve accounts.

Mr Bullock – How much of your income is non-cash income? Non-cash expense? We need either a cash statement or an accrual sheet.

Ms Bourque – Our trustees and some private citizens are writing checks to pay for some of the services like snow shoveling. We are working diligently to have better accounting practices. The Library is serving all the citizens of Raymond and we are seeing \$5 donations, not \$20,000.

Chairman Reynolds – You are about \$5,000 short this year. Last year you were projecting \$52,000 in income. How do we pick a number based on history? Each board will be picking a number. I would not want volunteer time to be counted in any match.

Mrs Lester – We have a furnace behind the building and an exit door in back that we shovel. Public Works shovels the front.

Selectman Bruno – most government grants allow non-cash donations to count toward matching funds. How much have you dipped into your reserve fund in the past 5 years?

Ms Allen – We were at \$170,000. Some is due to market changes. We had an interim treasurer who did not get all of the information.

Shelia – There was a withdrawal 3 years ago and we are looking through the minutes to see where the money went.

Chairman Reynolds – I attended the Board meetings during that time period. The board was pulling out \$20,000 per year to make up for shortfalls to maintain operations.

Ms Bourque – We will be about \$5,000 short this year. We will need to use reserves in either July or August.

Selectman Bruno – You can get all \$55,000 in July.

Chairman Reynolds – Historically they were told that they could not get the money until tax money is coming in in November. Last year I went to Nancy and we decided to give them \$15,000 in

July and the remainder in November.

Kim Allen – Vice Chair of the Raymond Village Library Board of Directors – I am a new resident of Raymond. The library is 14 years old, it is growing, we are fixing the budget.

Ms Allen – Our board members are very skilled and we are supporting our librarian who is driving the positive changes. Sally is a skilled librarian.

Mrs Lester – Listening to the discussion tonight makes me feel that we are adversaries and that concerns me. The library is an important part of our community. Our budgets are not cooked up. We know where we are and where we need to be and it takes money. We want to preserve what we have and go on from there. We depend on our citizens and summer residents for support. There is no way that we have the power to draw it out of them. By limiting what the town wants to pay for the library is put in a precarious position.

Selectman Sadak – I do not think we are adversaries. You are trying to dig out from a mess and we are trying to get to the bottom of this.

Ms Allen – It is not a mess; we are trying to get the figures in a clearer presentation. I hope you can trust us with our backgrounds.

Selectman Bruno – This is not adversarial at all. As a Selectman it is my role to be sure that the monies of the Town of Raymond are being spent responsibly. I get that the library is working toward. The Library has been around for at least 40 years that I know of.

Ms Allen – Every penny should be wisely spent and I appreciate what your boards are trying to do.

Chairman Reynolds – I do not think there are any questions about the programs. One of my concerns is that if we give you \$50,000 you will still keep spending the reserves. At some point there may be hard decision to make concerning programming. I say this from my history with your board. It is programming that is eating your savings.

f) Administration

- Decrease in payroll \$2,400

Mr Bullock – What is the \$5,000 for training?

Chairman Reynolds – It is to train managers in how to review and evaluate. Mock interviews, giving feedback, rating, etc.

Mr Richards – So you do not do reviews, etc.?

Town Manager Willard – We do that, but it is not using the same forms and we have not used merit pay before. It is new to me. I have confidence in the consultant we have engaged. He will be teaching us how to use this system. The challenge is that we are a public group.

Chairman Reynolds – We have had reviews, but no pay ranges.

Mr Walker – Can we take out the unanticipated election?

Town Clerk Look – Yes, if there is a need for an unanticipated election the Selectmen would need to call for it and could use Selectmen's Contingency funds.

g) Assessing – No changes nor discussion

h) Code Enforcement

- \$18,000 increase in revenues from fees

Mr Walker – are there any expenses associated with the increase in CEO fees?

Town manager Willard – generally those expenses lag behind the increase.

Selectman Bruno – When are we voting on these?

Chairman Reynolds – Next Tuesday

i) Town Hall – No changes nor discussion

j) Insurance

Selectman Bruno – Have we gotten figures yet?

Finance Directory Yates – I asked for trends and have not heard back as yet.

k) General Assistance

Finance Directory Yates – the State reimbursement is now 70%, not 50%. The reimbursement goes into a revenue account and the \$6,000 covers what we spend with the reimbursement.

l) Technology

Mr Crockett – Technology goes up SO much every year. What are we spending to put on these meetings? What is the % of increase for this building?

Chairman Reynolds – we went from full time to part time in this building. We must video tape the meetings because that is the official record. The broadcast cost is relatively small.

Mr Bullock – we are spending \$80,000 for administration, should we be looking at a competitive bid process?

Selectman Bruno – we did and most other bids are more than twice that.

Mr Gosselin – Are we exclusive?

Town Manager Willard – He has other clients and he is right on the spot whenever we have any need.

m) Community Development – No changes nor discussion

n) Fire Department – No changes nor discussion

o) Animal Control – No changes nor discussion

p) Street Lights

Public Works Director White – CMP says we own the Mill Street light. I have been told that the school put it up and am looking into getting it fixed.

q) Public Works

Mr Crockett – should we do some bonding with the price of asphalt?

Public Works Director White – 1,029,000 in reserve with this next year's budget and we will use about half of that. We have a good deal of work to get roads ready for pavement. The price is going up again. It is about twice as much to pay someone else to do the preparation work. We lose control of some of the materials used and the quality. We would need to hire another crew and that would require getting another set of trucks for them to use. Snowplowing, I am waiting to hear from them. We are picking up 6 miles between Plains Road to Route 302 on Webbs Mills Road. The school will be plowing Mill Street next year.

r) Solid Waste – No changes nor discussion

s) Training

- \$7,500 for lynda.com
- \$2,500 for HR Officer certification
- \$5,000 for implementing the Compensation and Classification Study

Selectman Bruno – Is it your intent to get all employees to be at 100% of the average after x amount of time?

Town Manager Willard – Yes. People who are below the 100% will get the 0.6% this year and any who are at or above will not get an adjustment.

t) Cemeteries

Selectman Gifford – Why is the budget up \$5,000?

Chairman Reynolds – Mowing is accurately represented this year.

Mr Walker – This is a growing expense.

Public Works Director – Mowing is ballfields, Route 302 corridor, Veterans' Memorial Park, Town Office, 4 cemeteries, road side mowing, and bush hogging the Patricia Ave old dump site and the one on Egypt Rd.

u) Parks & Recreation – No changes nor discussion

v) CIP – No changes nor discussion

w) TIF

Chairman Reynolds – Lake Region Bus – the draft budget reflects the full amount requested. They are getting a grant to provide 927 10-ride passes to General Assistance Administrator.

Mr Gosselin – Recently I saw an email that passes will be bought for low income. It could increase ridership.

Mr Olsen – The fares on the passes are half. Essentially what this has done is cut their income line. We are taking a system that is losing money and now they will be losing more money.

Ms Duchaine – Has there been a count of how many people from Raymond ride the bus?

Mr Walker – Very few. I have used the bus about 20 times. There are people who are using the bus by some people with no cars. There is quite a variety of people who ride the bus. I have suggested that they branch out with their marketing. Do we want to be a part of the Lakes Region? I think we do, but I don't think we need to spend quite that much.

Mr Crockett – We need to look at what is right and what we can do.

Mr Olsen – I don't see them having a good sustainable business model. The bus does not have enough seats to be sustainable. I see nothing in their data that shows a long term plan.

Mr Richards – Do we want to send the message that Raymond is not a team player? Are they locked into Route 302?

Selectman Gifford – We are talking branding and economic development.

Town Manager Willard – This is only controversial in Raymond. They are looking at different marketing. Public transit never makes money.

Chairman Reynolds – They have 1 bus and 1 route.

Selectman Bruno – It is the same amount to ride from Bridgton to Portland as it does from Raymond to Portland.

Mr Bullock – At one point in time the State allowed a zoning regulation to change the number of parking spaces required.

Mrs Lester – The bus is a good thing to keep going for a while anyway. The pass program will be a carrot to get people to try the bus.

x) Revenues

- \$18,000 increase from CEO fees
- \$4,579 increase from Municipal Revenue Sharing

Chairman Reynolds – how are we tracking on excise?

Finance Directory Yates – I am comfortable with the projection.

Ms Duchaine – Why are we not looking at the Deputy Chief to be a salaried employee?

Chairman Reynolds – We are.

Fire Chief Tupper – It is on the docket to change the Deputy Chief to salaried. It will not change the total bottom line to make this change so it was not listed as a change.

Mr Gosselin – LD1, what does this do to the tax rate?

Chairman Reynolds – It brings it down by about \$.03.

Mr Richards – I am surprised that we spend an inordinate amount of time on \$5,000.

Chairman Reynolds – Welcome to town government. Next week the Select Board will vote on the actual warrant articles with our recommendations and the following week the Budget-Finance Committee will meet to vote on their recommendations.

Mr Richards – Would the town take over the library if they cannot meet their expenses?

Chairman Reynolds – That is something that the library as a private entity would need to ask us to do.

Mr Bullock - \$75,000 out of undesignated funds?

Town Manager Willard – For the roof.

Mr Olsen – I think that don and his group did a great job putting all of these documents together. It is what we don't know, like the school budget for example.

Mr Crockett – Are we looking at property assessment in the next few years?

Chairman Reynolds – we are at around 100%, so we will not need to reassess for quite some time.

Mr Walker – The town staff is dedicated and hardworking, and I hope the Town Manager will pass on our appreciation for their efforts.

Selectman Sadak – Why is the Selectmen's Contingency not in the budget?

Chairman Reynolds – It is taken from undesignated fund balance and we will see the balance last year.

Selectman Bruno – We were delivered a very solid budget. Our votes will come to what is of value to the town, the library, the bus, etc. What is the town of Raymond like? Other towns have mill rates double ours with less services.

Selectman Gifford – I agree with Selectman Bruno; we were given a solid budget.

Chairman Reynolds – The next steps are for the Selectmen to vote on the Annual Town Meeting Warrant Articles next Tuesday (April 5<sup>th</sup>) at 7pm, and then the Budget-Finance Committee will vote on the warrant on the following Monday (April 11<sup>th</sup>) at 6:30pm.

Town Manager Willard – Thank you everyone and thank you to the staff for all their hard work and effort in putting this together.

**3) Adjournment**

**Motion** to adjourn at 9:47pm by Selectman Gifford. Seconded by Selectman Sadak.  
**Unanimously approved.**

Respectfully submitted,

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Susan Look, Town Clerk