

Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071

BUDGET/FINANCE COMMITTEE & SELECTMEN
Broadcast Studio, 423 Webbs Mills Road

Tuesday, February 26, 2013

MINUTES

ATTENDANCE: Budget Committee: Rolf Olsen, Chairman; Steve Linne; Dana Desjardins; Brian Walker; Peter Dunn; Bob Gosselin; Marshall Bullock; and Tacy Hartley.

Selectmen: Sam Gifford, Chairman; Joe Bruno; Charles Leavitt; and Mike Reynolds.
Town Manager Don Willard.

ABSENT: Steven Crockett, Budget/Finance and Lawrence Taylor, Selectman.

Also present: Nathan White, Public Works Director; Bruce Tupper, Fire Chief; Cathy Gosselin, EMS Director; Nancy Yates, Finance Director; Norma Richard and Marie Connolly Library; Sally Holt Raymond Village Librarian; Betty Williams, Raymond Waterways Executive Director; and a few citizens.

1. Call to order. Rolf Olsen called the meeting to order at 7:00 pm at the Broadcast Studio.
2. Review of the 2013-2014 Municipal Budget.

Mr. Olsen opened by saying this was a joint meeting with the Selectmen so that everyone heard the same testimony from the Department Heads and others. This is to save time and effort for those who are testifying. There was discussion as to how the meeting would proceed. It was noted that much information had been received today by email relative to questions asked yesterday that not everyone had time to read. It was stated that information would be helpful in the deliberations to be conducted during subsequent meetings. Mr. Olsen read the budget directive from the Selectmen. There was a comment that the directives were from the Chairman of the Board and not the whole board. The town manager assured everyone that the entire Select Board had been asked for their opinion on the budget goals and the Chairman of the Board had used that list. Mr. Olsen declared the discussion at an end.

MOTION: There was a motion and second to sustain the ruling of the chair. Carried

PUBLIC WORKS

Cost per mile of road was discussed.

Road salt budget by GPCOG bid process.

The overage in the equipment line was for repairs and tires which shouldn't have to be repeated this year.

The overage in the equipment maintenance line was for the purchase of a life gate.

Winter sand is budgeted by P&K's average system.

Gas and diesel are bid annually.

Electricity at Plains Rd facility runs an exhaust fan in the sand/salt building and a security light which is on year round. There are no phones at that building.

Logs are kept for usage hours on 2 dump trucks, the 5500 pickup, and the crew pickup. The hours are on the vehicle and not the job. Hours on the sweeper are available. Mr. White said he would provide a list of vehicles, their hours and primary use.

Scheduling of staff work is possible to avoid overtime and is done as long as it's in the same pay period for plowing etc.

Running the backhoe instead of carrying it on a trailer to job sites is not feasible because it usually works its way to the different jobs i.e. sweeping. It saves time and effort not to haul, and the town doesn't have to own and maintain a large trailer.

Privatizing and outsourcing work is arranged when necessary like heavy tree work but emergency work is done by Public Works.

We purchased our winter sand and had P&K transport it and we rented a bulldozer from P&K to stack it.

Grader and sweeping work could be subcontracted for about \$175/hr and Raymond would have to supply a staff member, dump truck, and water for dust control. It has been tried rather unsuccessfully in the past. A leased sweeper would be about \$150/hr plus transportation of the equipment to and from Raymond. Raymond has a good used sweeper which can be used at any time. Sweeping has to be done for liability at the least at intersections, curbing cleanup and areas around storm water catch basins.

CIP for equipment is necessary to have some funds available when an opportunity to purchase a piece of equipment arises instead of purchasing all new equipment.

We need to grade the road shoulders and our dirt roads as well as possible plowing snow thought we try to avoid that and use plow trucks.

We purchased loader tires this year for \$5,500 which is the customary price. By driving the loader instead of hauling it, Raymond saves time and effort going from one job to another making it more cost effective. We also don't have to own and maintain a trailer or tie up Nathan White hauling it around because he's the only person with a Class 1 license.

The Tassel Top pickup truck and suburban will be sold and hope that the revenue from those sales will go into the Public Works account.

The community service work by Public Works is not charged and done for the good of Raymond endeavors. It was felt that these jobs should be publicized so that the citizens know why those types of work are being done by Public Works.

Mr. Olsen asked that they stick to the budget.

NOTE: Raymond's mil rate is less than most of our neighboring towns so is this a satisfactory budget? There was concern about the \$222,000 increase in this budget. That amount was disputed.

Mr. Leavitt commented that the Public Works policy for using the town equipment for use for private citizens i.e. hauling manure to the Community Garden. Mr. White replied that it was a favor to the Community Garden and making loam for town use at the Plains Road facility. Mr. Olsen said that this discussion was diverting from the budget. Mr. Walker thanked Public Works for its creativity in doing its job. Mr. Bruno said that he didn't have any complaints and have not heard of any from his constituents. Mr. Olsen asked that they not divert from the budget. Mr. Walker thanked Public Works for its creativity in doing its job. Mr. Bruno said that he doesn't have any complaints nor has he received any from constituents. Mr. Olsen stopped any comment not directly bearing on the budget.

At Sheri Gagnon Park Public Works just does work using time and equipment on its Public Works budget. The porta potties are subcontracted. Raymond Beach dock movement is now subcontracted and Public Works will maintain the docks i.e. new decking.

The sale of our used vehicles has so far equaled or increased revenue over the original purchase price. A cost analysis was requested.

Mr. Leavitt wished to talk about previous purchases. Mr. Willard began reviewing past purchases. Mr. Olsen asked that they not divert from this budget discussion.

The CIP equipment reserve of \$35,000 was necessary in case of an emergency need to purchase a replacement piece of equipment.

It was noted that purchasing new equipment with a warranty had an advantage. It was said that this might become a necessity because the availability of used heavy equipment with a useful life was becoming harder to find.

The CIP level for the purchase of new big trucks would be advisable because it's impossible to find used vehicles at a good price.

P & K Sand and Gravel has just renegotiated our contract with 0% increase the first year, 5% the second year, and 0% the third year. This is thought to be an acceptable cost so Mr. White didn't think it necessary to go to bid at this point.

RAYMOND VILLAGE LIBRARY

This year's budget has a higher cost for salaries as the new head librarian is being compensated more because she doesn't want medical insurance where her predecessor did. Ms. Richard agreed that the 75% of their budget for salaries was high and that they would be working to change that trend. The Youth Director now has a full-year part-time program. The library had \$37,500 from fund raising with the town contributing 48% of their total budget. They are preparing a second appeal for donations and will do another next summer. They are going to have an energy audit to see what they can do to save heating/cooling cost. They are also working on grants such as the new storage shed donated by Hancock Lumber and

Shed Happens with the site work done by Public Works. They were looking at several ways to increase their revenues including charging for memberships. Mrs. Connelly said that their fiscal year is July-June and their auditor is a volunteer. Their book sales among their other forms of outreach gain the most revenue. They have a savings account with about \$100,000 which is being put aside for future building expansion. It was felt that \$9,000 is high for compensation in lieu of medical insurance. It was asked whether the library would ever entertain coming under the auspices of the town. Ms. Richard said it might be considered in the future.

It was felt that asking for \$5,000 this year after receiving \$4,100 last year is a lot. Ms. Richard said that the library was moving toward more automation and better programming. It was asked if they would count in-kind work as part of their budget request. It was noted that Public Works and Technology already did gratis work for them. They were asked to provide a profit and loss spreadsheet to Mr. Olsen for distribution to the boards.

Sally Holt, Head Librarian, noted that they work with the interlibrary loan program and our surrounding towns. She believed in collaboration with all groups especially for children services. She offered numbers on their circulation. She felt it was important to keep technology up to date and wanted to provide more computers for the public to use and be trained on. It was necessary to meet the community's needs.

RAYMOND WATERWAYS

Betty Williams, Executive Director, explained that they had one harvesting boat and now have a donated boat which they want to retrofit for that work. They now have a campaign to fund that endeavor. Would it be possible to hire the boat(s) to gain revenue? The question was asked as to whether the RWPA collaborated with other Sebago Lake associations i.e. Lakes Environmental Association. She said that eventually they want representatives from all 7 towns around Sebago. She said that they were looking forward to individual cove shoreline owners from other towns to help fund the work. She said that at this point there were only representatives from Raymond. Currently they are looking for a replacement Raymond area representative for the Sebago Lake shoreland. Currently the RWPA is only working in Raymond but might expand its territory in the future. She added that Portland Water District oversees areas like Standish. She thought there were about 12 sites around the lake being worked by other organizations like the Muddy River in Naples. Everyone around our lakes needs to be involved. She reported that one boat is losing ground so the use of a second boat will help uncover areas faster. They are looking for prevention with the boat inspectors and more publicity of the problem.

Their budget is \$17,900 for inspections, \$21,000 per boat for milfoil removal. Their current season is the second week in June to the third week in August but she would like to go from May 1st to September 30th.

Mr. Leavitt , questioning whether he would be out of order, wanted to acknowledge the untimely passing of Peter Walgreen and how much he will be missed. He was a long time worker for the RWPA and Mr. Olsen added Raymond Recreation.

She said they don't have a boat inspection fee but they do get funds from the state through the boat registration milfoil program. Boat inspection will be from May 1st through the 3rd of September with 8 employees working at 4 locations.

NOTE: There was question about recessing the meeting or continuing. Mr. Leavitt recommended adjourning at 10:00 pm. Mr. Olsen declared to proceed because the Selectmen needed this information before their next meeting March 5th.

ADMINISTRATION

The 2% CPI was from the NE Region which has been used historically and is consistent with other towns. In order to give merit raises it's necessary to have a designed process for that type of program and dedicated funding. That decision would be made by the Selectmen. It was noted that there would be only 13 people involved in this type of program. Years ago there was a study done about compensation and the Selectmen at that time wanted to match the school's level. It was noted that the Compensation Study Committee was looking at our current policy.

Electricity usage was felt to be understandable for a commercial usage and the amount of need here. So far the "standard offer" was the best price but it is always being considered. It was felt that the kilowatt usage should be studied. The Selectmen salary would be adjusted by Selectmen usage i.e. which Selectmen chose to be paid. This might save as much as \$3,600.

The possibility of a budget referendum vote was originally used in 2009 when the RSU #14 school budget went to referendum. However it was decided that town meeting was the deciding vote and that a referendum wouldn't be valid. A request for a legal opinion on this was made.

Question on what will be the impact of the Affordable Health Care Act. It was said that there will be fees and taxes involved but no appreciable effect on the plan known at this time.

There was a vehicle liability increase because of some accidents this year. Northern Data is for our software programs i.e. motor vehicle. A few years ago outsourcing payroll was investigated, but it was found to be more expensive than in-house. It could be studied again but the complexity of fire/rescue employees might make it more expensive than a normal business. Staffing of the town office was at the lowest it can be and still serve the town. Everyone in the town clerk's office is cross-trained but also has certain responsibilities assigned to them including but not limited to: initially dealing with complaints, registering cars, MOSES sales for IF&W, cash receipting, vital statistics, elections, counter work, General Assistance, cemetery lot sales, tax collection and tax record keeping for non-payment of taxes, payroll and employee records.

Mr. Olsen asked they move along on the budget. Mr. Leavitt said there was a question of employee morale. Mr. Bruno asked to move along. Mr. Olsen asked that they as a question and not editorialize. Mr. Leavitt replied yes sir.

The cost of allowing a 2% increase would be \$40,000. One percent probably would be around \$20,000 but that information can be determined. In the past there had been a zero percent increase at least once for the town staff and possibly as many as 3 times for the Fire Department.

Mr. Leavitt questioned the \$10,000 increase. Mr. Willard replied that this wasn't answered until late in the day and was sent out. Mr. Hanson replied to the question.

The reason the Code Enforcement Officer received a large increase, approximately \$10,000, was because he had another attractive CEO job offer and Raymond increased his salary in order to keep him. The staff has also been reduced by one full-time and one part-time position. There was an explanation of the increases of income and work from the CEO's office since Mr. Hanson's job began and how much responsibility he has taken on. The CEO fees are set by the state and some by the Selectmen. He has been effective in enforcing state and local ordinance which has resulted in some \$25,000 in fines which went into the undesignated fund balance. Electrical permit fees are mostly commercial permits but there could be some residential which could be collected.

The ACO vehicle fuel and maintenance is paid for by the town in order to give the ACO an official presence and appearance as well as provide him with a vehicle which can traverse the private roads in Raymond year round. Mr. Hansen explained that \$18/wk is taken out of his pay for the use of the vehicle for transportation to and from his home.

Mr. Willard reported that he does not belong to any of the state or national town managers groups but does attend the ICMA convention annually which is an educational venue. He was asked to provide what the town managers budget for this type of benefit in our surrounding towns. Mr. Willard also noted that he has a car, purchased by the town, which he maintains. He gets a \$300/mo stipend for travel.

Legal services are higher this year because of ordinance review. The past planner was an attorney and could do some of that work himself where our present planner is an engineer. There is also expense for legal questions which are requested by the Selectmen.

FIRE/RESCUE

With our policy of not bonding beyond the life of the purchased item, why are there two Fire Department vehicles which were. It was explained that those vehicles were partially paid for with CIP money and the rest with bonding because that would keep Raymond from having a tax increase that year. The needed repairs to the Public Safety Building are necessary because of the original cost savings on the expense of the new building. We now have repairs which must be made. Currently the Fire Department budget is ahead by \$64,000 because the department is waiting to make equipment purchases until the year is mostly finished and they

know they won't need any of the money for emergency expenses. The fire fighter equipment seems realistic at \$5,700.

Training requirements are increasing and most towns pay personnel for their time and expenses for training. Vehicle drivers now have to train and keep a time log for proficiency. Currently they must train initially for 18 hours and then 10 hours per apparatus they will drive and maintain a certain number of hours after that. EMTs and Fire Fighter 1s classes are paid by the fire fighter for their training courses and after 6 months working with Raymond FD they will be reimbursed after working 6 months at 50% and the other 50% at the end of a year. EMT's are required to do 200 hours and costs \$950 and update their license every 2 years for 68 hours which adds \$4,000 to the Fire Department budget beginning May 1, 2013.

Vehicle maintenance seems too low but it's because last year there were several big repairs which should not happen this year. They are following a maintenance plan.

The Fire/Rescue payroll depends on the call volume and weather. How much of the budget is fixed. Chief Tupper said it was hard to determine but he would say 1/3 or a little more is variable.

There was a question as to whether the medicines kept on the ambulance can be reimbursed. Cathy Gosselin replied that they hope to share the expense of a prescribing doctor with other towns. They cannot bill out for the medications to Medicare, MaineCare, government insurances and Anthum Insurance. The Department bills at a higher level than Medicare/MaineCare pays. Private insurance will pay for medications. They can do inclusive billing. They are hoping to be able to purchase medications through the hospitals. Mr. Bruno said that he would research the pricing of the medications.

Dispatch service cost is going down a little this year about \$900. There is an amount in the budget for infrastructure maintenance i.e. radio tower/repeater which hasn't been used because there hasn't been a need but it's necessary to have on hand in case something does become damaged.

The Town of Gray is still hoping to get some service from Raymond but doesn't want to pay the \$10,000. We are negotiating on territory coverage i.e. North Raymond Rd vs. Brown or Gore Roads. Mr. Willard isn't in favor because of the \$4,000 apparently in the Gray budget and the liability involved. If Raymond does get a Gray call, Chief Tupper said that if the patient is in dire need Raymond would respond, but there would be no obligation to do so. He hoped that Raymond would not be called. There might be a possibility of having a per call price. They also might swap for equal response services.

Frye Island coverage should still have a \$15,000/year contract based on call volume. They will have their own EMT coverage on the island.

The Tri-Town consolidation seems to be defeated. Raymond may work with Casco and will be combining Raymond's forestry truck equipment with Casco's forestry truck chassis. Our old truck will be decommissioned.

The \$37,000 for the renovation of District II came from the CIP. It was felt that the CIP should be used for the purpose it was established. Chief Tupper said that the original plan for the renovation with Gray fell through. The Department made a

request to use the CIP funds. It was asked how solid our CIP definitions are. The CIP can be manipulated within an account.

ASSESSING

Supplies and equipment might be scrutinized next year. The Assistant Assessor is budgeted for 10 hours/week. Is there any GIS component? Yes, working with the mapping.

TOWN HALL

This year's mold remediation will come from the CIP Facilities Maintenance Account.

INSURANCE

Any unfunded liability will affect our bond rating. Raymond does cover all employees for the first \$3,000 and family coverage for \$6,000 of their deductible. There was a request to know the amount of deductible reimbursed last year. It was requested that we negotiate our vehicle deductible.

GENERAL ASSISTANCE

Raymond is reimbursed 50% of the funds given out annually. The Raymond Community Assistance Fund is donated money which is given to people who cannot qualify for General Assistance but are in need. Donations are tax deductible.

TECHNOLOGY

There was a concern about having microphones set over the audience, and it was noted that the videographer could control them when those microphones were turned on. The purpose is to capture comments to the boards/committees from spectators who don't move to the podium for their comments and questions. It was felt that if this was used there should be a disclaimer posted in the room to let the audience know that they might be recorded.

There was a question what the \$58,000 covered and the reply was that it was in the diagram provided by Laurie Forbes, Technology Committee Chairman. The increase in broadcasting salaries would allow more paid hours for the video technician. There was a question about the committee and its job to prepare their budget. He had concern that they weren't an official town department and they didn't have agenda's and minutes, nor do their meetings get broadcast like other town boards/committees.

Mr. Olsen asked if there was a question and did he need a value here. Mr. Leavitt replied that he didn't know where this budget came from. Mr. Willard responded that it came from the Technology Committee because there is a Technology

Administrator who is paid by the town and therefore didn't create their budget but did review it. There isn't a dedicated employee to create the budget. Mr. Olsen said they had a budget comparable to last year's with a 3.8% increase which covers additional employee hours for taping meetings. There was a request to move forward. Mr. Olsen moved the meeting forward.

There was a question on GIS being funded in 2012 with Sebago Technics, but it wasn't in that budget. Mr. Willard offered to research. GPCOG is covering our Community Development and Sebago Technics our GIS and planning. Economic Development was questioned and answered that the Raymond Revitalization Committee was supported by GPCOG under Community Development. Comps were requested from surrounding towns. It was stated that GPCOG was very useful to Raymond in many ways through planning and other areas like municipal purchasing.

ANIMAL CONTROL

No questions.

INRASTRUCTURE

No questions.

SOLID WASTE

It was noted that Raymond could save money by not doing recycling and putting all our trash into biomass energy. It was stated that he felt it was questionable whether recycling was efficient. It was noted that our amount of recycling was increasing and being considered as environmentally friendly.

CEMETERIES

Question as to whether the work on Daily Annex would be completed this year.
Answer - this spring.

PARKS AND RECREATION

It was felt that the mowing fund for the soccer field at Agawam was a good expense. Agawam should have consideration for the ongoing support of town recreation. Materials and equipment were for the upkeep at Sheri Gagnon Park and was managed by Public Works. Tassel Top Park has an enterprise account directed by the Tassel Top Board of Directors. The town office helps with the bookkeeping and payroll part of their work and Public Works some maintenance. Tassel Top is owned by the State and managed by the town. There was a question as to whether this budget has figured on taking from the Luther Gulick Fund for part of this expense.

PROVIDER AGENCIES

No questions.

CIP

Noted that there is no line item for municipal facilities maintenance i.e. mold remediation in the town office. Mr. Willard will look into the ambulance purchase.

COUNTY TAX

The breakdown of this year's increase is \$38,705 of which 60% is for the Civic Center. This increase had nothing to do with the Civic Center renovation.

TIF

The TIF Development Plan is forth coming.

ESTIMATED REVENUES

Excise tax revenues might be more optimistic with an improved economy. However, interest is not a good income producer. Mrs. Yates said that she has moved to a new bank, Androscoggin Bank, for most of our business because there are no fees. Our only business with Key Bank is using the local branch for our cash business.

Crown Castle cell tower property on Patricia Avenue might be sold by the end of the fiscal year for about \$900,000. It was asked whether the Budget Committee can make suggestions where that revenue will go. The fact that if the town sells the tower Raymond will not be receiving the rent at \$46,000/year which would have to come out of the revenue column. Any decision would have to be approved at a town meeting. We don't know where the budget will be until the State makes their decisions on Revenue Sharing etc which might be May.

NEXT MEETINGS

Selectmen will meet on March 5, 2013.

Budget/Finance Committee will meet on March 25, 2013. [The Selectmen may meet with the Budget Committee on 3/25/13 if necessary.]

MOTION: Bob Gosselin motioned to adjourn. Seconded by Charles Leavitt.

VOTE: Carried

ADJOURNMENT: Rolf Olsen adjourned the meeting at 12:14 am.

Louise H. Lester
Town Clerk