



**BUDGET-FINANCE COMMITTEE
& BOARD OF SELECTMEN
JOINT MEETING**

Minutes

February 23, 2015

6:30 pm.

Broadcast Studio

423 Webbs Mills Road

Members in attendance: Marshall Bullock, Stephen Crockett, Abigail Davis, Debra Duchaine, Robert Gosselin, Rolf Olsen, Nicholas Pitarys, Peter Dunn, Brian Walker

Member(s) not in attendance: none

Selectmen in attendance: Joe Bruno, Sam Gifford, Teresa Sadak, Lonnie Taylor

Selectmen not in attendance: Mike Reynolds

Presenters:

- Elissa Gifford & Emily Allen – Raymond Village Library Co-Presidents
- Don Willard – Town Manager
- Nancy Yates – Finance Director
- Kevin Woodbrey – Technology
- Dominic Dymond – Station Manager
- Bruce Tupper – Fire Chief
- Cathy Gosselin – EMS Deputy Chief
- Danielle Loring – Executive Assistant
- Bob Chapin – RWPA
- Wayne Holmquist – Raymond/Casco Historical Society

1. Called to order at 6:30pm by Chairman Olsen

2. Accept minutes from January 12, 2015

Motion to approve by Bob Gosselin. Seconded by Steve Crockett.
Unanimously approved.

3. Review Draft budget submitted

a) Raymond Village Library – Elissa Gifford – Co-President of Raymond Village Library Trustees

	15/16	14/15	13/14	12/13	11/12	10/11	\$ diff	% diff
Library	60,195	40,000	37,500	35,000	30,900	30,900	20,195	50.4875%
Maintenance expense per Agreement	500	500	0	0	0	0	0	0
Total	60,695	40,500	37,500	35,000	30,900	30,900	20,195	49.8642%

There were several Library Trustees, the director (Sally Holt), and most of the audience in attendance to support the Library. Elissa Gifford provided a packet which contains letters from patrons. With technology changes and the way that people want to access information, there are new expenses required.

Mr Dunn – If the Town contributes to the Library, then no one gets the benefit of the income tax deduction.

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

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Chairman Olsen – It increases the property tax deductions.

The Library would like to hire their own outside tech support to keep up with the demands of a changing environment.

Ms Holt– we have an open source system. We do not have Minerva which larger libraries use. We may add ebooks, for example, and this will need to be managed. The Town's techs have helped the library for many years.

Mr Woodbrey – As a part of my contract the Town does not support the Library. I, my son & Laurie Forbes have supported the Library on a volunteer basis. The Library needs software/application use support, we are volunteering hardware support.

Ms Davis – How was the estimate arrived at?

Mr Woodbrey – The Library needs someone on staff with the expertise to use the software.

Ms Holt – There is a person we have been in contact with who gave us the prices quoted.

Mr Walker - \$1800 for tech support, is this for someone outside of the Library or for a staff member?

Ms Holt - It is for a person who is currently working with other area libraries and he is going to teach us to do reports.

Mr Walker – The Library documented their needs very well. Is the 50% budget increase a 1 time increase or is the strategic plan to ask for a large percentage increase again next year?

Ms Allen – This large of an increase (+50%) is a one-time 'bump' and that future requests will build from this new base, but not have a similar percentage increase.

Chairman Olsen – is there any thought to users fees?

Mrs Gifford – we are a public library open to everyone and we do not anticipate ever charging fees.

Mr Gosselin – Payroll has increased by \$8000. Is it more hours, more staffing.

Ben Crowder, Library Trustee – add hours to current staff members or a part time position. Also, we are underpaying our staff and are trying to catch up a gap.

Mr Bullock – Fund raising - \$8000 increase?

Jessica Fay, Library Trustee – we are increasing our fund raising goals by \$8000. We are working with professional fund raisers to become more efficient. We are going to be trying to cultivate larger donors.

Mr Bullock – chart at bottom of pg 56. Other libraries have a lower expense for salaries vs their total expenses.

Mr Crowder – Our overall budget is much smaller than other libraries.

Mr Dunn – pg 58 Investment income is less than last year?

Spencer Hathaway, Library Treasurer – We have less funds to invest with the cuts in our budget. The stock market did quite well last year.

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

b) Insurance – Town Manager Don Willard

	15/16	14/15	13/14	12/13	11/12	10/11	\$ diff	% diff
SSA	97,037	91,085	87,154	84,851	83,073	84,487	5,952	6.5346%
Unemployment	1,000	1,000	1,000	1,000	1,000	1,000	0	0
Liability/Vehicle Insurance	42,100	42,100	40,000	28,000	29,002	29,002	0	0
Workers Comp	24,607	24,607	26,000	28,000	29,000	30,970	0	0
Inland Marine	3,300	2,950	2,500	2,125	1,999	1,986	350	11.8644%
Public Officials Liability	1,425	1,300	1,350	1,350	1,350	1,350	125	9.6154%
Health/Dental	240,000	240,000	229,000	253,671	243,201	265,867	0	0
Life Insurance	5,500	5,500	5,300	4,450	4,450	4,795	0	0
ICMA Ret Corp	56,652	51,955	41,900	47,798	47,907	44,635	4,697	9.0405%
Medical Collection Fees	12,000	12,000	12,000	12,000	12,000	14,400	0	0
Total	483,621	472,497	446,204	463,245	452982	478,492	11,124	2.3543%

Health Insurance has been budgeted flat. The Health Insurance changes have been a bit chaotic. We are not able to get an insurance that coincides with our fiscal year.

Mr Bullock – when are the insurances paid?

Mrs Yates – Health is monthly.

Mr Dunn – Do you go out to bid on the Public Officials Liability?

Mrs Yates – Yes.

Selectman Taylor – do we take advantage of paying annual premiums to save costs?

Mrs Yates – I investigate to see if there is such an offer.

c) GA – Town Manager Don Willard

	15/16	14/15	13/14	12/13	11/12	10/11	\$ diff	% diff
GA	6,000	6,000	6,000	6,000	6,000	4,000	0	0

We are reimbursed 50% from the State. We also have the Community Assistance Fund and we do not normally use this for anyone qualified for GA.

Mr Walker – When we are reimbursed from the State where does the money go.

Mrs Yates – Miscellaneous revenue.

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

d) Technology – Kevin Woodbrey & Dominic Dymond

	15/16	14/15	13/14	12/13	11/12	10/11	\$ diff	% diff
Broadcast Station Salary	35,490	35,000	16,724	12,293	9,235	3,600	490	1.4000%
Cable Broadcasting Expenses	19,000	12,000	10,000	9,000	9,000	9,000	7,000	58.3333%
Technology Services Admin Salary	60,000	60,000	60,000	60,000	60,000	60,000	0	0
Technology/computers/upgrades	59,165	59,165	58,165	58,165	58,165	63,800	0	0
GIS hardware, software, maintenance, data services	14,200	14,200	13,600	13,600	28,600	13,600	0	0
Total	187,855	180,365	158,489	153,058	165,000	150,000	7,490	4.1527%

Mr Gosselin – CIP – this is the 1st time you have asked for CIP monies?

Mr Woodbrey – we are using 10 year old equipment and things are failing. We need to replace the analog with internet broadcasting. We are at the point where if we have a major issue the station would be shut down.

Mr Dymond – With the newer equipment we can replace components rather than then whole device.

Ms Duchaine – how long will the newer equipment last?

Mr Woodbrey – we buy 5 to 6 year old servers on eBay and then get 10 years out of it. The new equipment allows us to make repairs without taking the systems completely down.

Selectman Sadak – pages 27 & 28 seem to have the same items but different \$ amounts?

Mr Dymond – typo

Mr Bullock – do you really need ptz cameras? They are very expensive.

Mr Dymond – We are looking less expensive of those.

Selectman Bruno – Is this an all or nothing?

Mr Woodbrey – we can not piece meal with some analog and some digital. They will not converse with each other properly.

Chairman Olsen – are there any grants available?

Mr Dymond – I am open for anything.

Mr Gosselin – Is this an area where GPCOG may help us?

Town Manager Willard – with grants, possibly if there are grants available.

Mr Gosselin – Group bidding?

Town Manager Willard – yes. The Western Cumberland towns are talking about banding together.

Ms Davis – If we buy this new equipment will we have the internet speeds to use it?

Mr Woodbrey – Don is working with the surrounding towns on this.

Mr Pitarys – Will the new equipment be really a band-aid?

Mr Dymond – No.

Mr Walker – If we do the CIP for \$60,000, does this affect the ongoing budget?

Mr Woodbrey – No, it provides the infrastructure.

Mr Gosselin – Franchise fees?

Mrs Yates – we have received half and the other half will be in July.

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

e) Fire Department/ EMS – Fire Chief Bruce Tupper & EMS Deputy Chief Gosselin

	15/16	14/15	13/14	12/13	11/12	10/11	\$ diff	% diff
Clothing allowance	5,000	5,000	5,000	5,000	5,000	5,000	0	0
Operations	22,000	22,000	22,000	18,000	17,000	15,955	0	0
Travel	2,400	2,400	2,400	2,400	4,400	4,400	0	0
Fire/Rescue Payroll	442,911	421,790	395,454	387,700	377,432	376,432	21,121	5.00747
Dispatch Services	31,700	31,700	31,700	31,700	31,700	31,700	0	0
Building maint	21,900	17,000	12,244	12,244	12,244	12,244	4,900	28.82353
New equipment	8,000	8,000	8,000	7,000	7,000	7,000	0	0
Gas/oil	16,000	18,000	18,278	17,278	15,278	15,278	-2,000	-11.11111
Vehicle Maintenance	31,000	30,000	28,400	26,400	23,400	23,400	1,000	3.33333
Firefighter Equipment and repair	6,000	5,700	5,700	5,700	5,700	5,700	300	5.26316
Radio repairs & replacement	10,000	10,000	7,800	7,800	7,800	7,800	0	0
Heating of buildings	10,000	12,000	13,000	13,000	13,000	16,000	-2,000	-16.66667
Utilities	23,966	26,966	26,966	26,966	26,966	26,966	-3,000	-11.12512
Maintenance and License Contracts	6,000	6,000	5,721	4,721	4,721	4,721	0	0
Health & safety	7,300	7,300	4,955	4,955	4,000	4,000	0	0
Dues & publications; EMS assessment	1,200	900	900	900	900	900	300	33.33333
Training	10,500	10,500	19,790	10,500	10,500	10,500	0	0
Fire prevention	1,000	500	500	500	500	500	500	100
Turn-out gear/equip	10,200	9,300	7,225	4,500	8,500	8,500	900	9.67742
SCBA	4,400	4,400	4,400	2,200	2,155	1,200	0	0
Total	671,477	649,456	620,433	589,464	578,196	578,196	22,021	3.39068

Payroll is increased because most have not had more than COLA for the past few years. We have certified EMTs who are making less than \$11 per hour. We did some studies and found that cashiers are higher paid than some of our employees.

Ambulances are being replaced on a schedule.

Engine 1 is 10 years old. Tank 1 needs all of the piping replaced because it is 15 to 20 years old.

District 2 station has 2 students living at it and it makes response time quicker. District 2 station does not have a fire alarm system.

We did 3 programs with the Library.

EMS Deputy Chief Gosselin – Our salaries are about \$2 per hour less than surrounding towns. We are losing employees to other towns. We bill for rescue calls for car accidents because insurances pay this.

Mr Bullock – the last 3 years there have been increases in building maintenance.

We have focused on a different piece each year.

Selectman Sadak - \$75,000 in reserve each year with a total of about \$425,000. is there a plan for this?

Chair Olsen – the CIP will be next time. Are we about the same with number of runs? Mutual aid?

EMS Deputy Chief Gosselin – yes on both.

Ms Duchaine – mileage on the vehicles?

The hours are more pertinent. We travel on average 3-4 miles per call and then the equipment sits running.

Mr Gosselin – March 7?

Elected Officials Academy to see what we do.

Mr Dunn – how do you manage fuel for the vehicles?

Via the Town Garage. We have our own key for our trucks.

Ms Davis – Regular maintenance on vehicles?

It depends on which components need to be worked on.

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

Selectman Sadak – Have you considered hiring a mechanic?

With all of the technology it is difficult to have 1 person who can repair all components.

Ms Duchaine – Radio \$10,000?

The walkie-talkies are \$1,000 a piece. We are trying to standardize our communication systems to have consistency and stability.

f) Infrastructure – Town Manager Don Willard

	15/16	14/15	13/14	12/13	11/12	10/11	\$ diff	% diff
Streetlights	21,816	21,000	19,960	19,960	19,330	20,930	816	3.8875%

Utility cost increases are reflected in this.

g) Solid Waste – Town Manager Don Willard

	15/16	14/15	13/14	12/13	11/12	10/11	\$ diff	% diff
Recycling Pickup & Haul	126,621	124,875	121,235	121,235	117,700	114,278	1,746	1.3982%
Recycling Committee	0	500	700	1,200	1,200	1,200	-500	-100%
Roadside Pickup	126,621	124,875	121,235	121,235	117,700	114,278	1,746	1.3982%
MMWAC	61,500	43,400	43,400	46,400	49,300	52,200	18,100	41.7051%
MMWAC Debt Service	0	135,527	143,821	152,115	160,409	168,703	-135,527	-100%
Eco Maine (RWS) Demo Project	0	0	20,213	20,896	20,896	20,896	0	0
Total	314,742	429,177	450,604	463,081	467,205	471,555	-114,435	-26.664%

MMWAC is increasing their tipping fees to \$41. They are still the least expensive option.

Mr Walker – With no Recycling Committee what can the Town do to encourage recycling especially in light of increasing tipping fees?

With our increased summer population we have higher trash without higher recycling. Pay per bag has been shown to increase recycling rates.

h) County Tax – Town Manager Don Willard

	15/16	14/15	13/14	12/13	11/12	10/11	\$ diff	% diff
County Tax Assessmen	649,873	617,503	627,814	589,109	589,325	544,946	32,370	5.2421%

Actual is 4.93% \$30,461 over last year.

i) Revenues – Town Manager Don Willard

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

	15/16	14/15	13/14	12/13	11/12	10/11	\$ diff
R3050 Public Cable Franchise Agreement	\$38,000.00	\$38,000.00	\$39,000.00	\$39,000.00	\$37,000.00	\$36,000.00	\$0.00
R3100 Crown Castle Tower Lease	\$0.00	\$0.00	\$0.00	\$42,526.00	\$40,000.00	\$38,984.00	\$0.00
R3120 Supplemental Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R3150 Excise Taxes	\$812,000.00	\$780,000.00	\$740,000.00	\$720,000.00	\$720,000.00	\$730,000.00	\$32,000.00
R3200 Municipal Revenue Sharing	\$130,470.00	\$130,470.00	\$195,000.00	\$205,000.00	\$200,000.00	\$200,000.00	\$0.00
R3220 Local Road Assistance	\$51,000.00	\$54,000.00	\$55,000.00	\$54,000.00	\$52,000.00	\$52,000.00	-\$3,000.00
R3270 Tree Growth	\$8,000.00	\$8,000.00	\$10,000.00	\$8,000.00	\$7,000.00	\$7,000.00	\$0.00
R3280 Veterans Exemption	\$2,600.00	\$2,500.00	\$2,500.00	\$4,000.00	\$2,300.00	\$2,300.00	\$100.00
R3300 Snowmobile Reimbursements	\$1,800.00	\$1,600.00	\$1,400.00	\$2,400.00	\$2,200.00	\$2,800.00	\$200.00
R3320 CEO/Planning Board Fees	\$55,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$55,000.00	\$5,000.00
R3360 Municipal Fees	\$19,500.00	\$19,500.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
R3380 Public Safety Income - Town of Frye Island	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
R3385 Public Safety Income - Town of Gray	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
R3400 Fire and Rescue Ambulance Collections	\$147,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$160,000.00	\$2,000.00
R3435 Solid Waste - Bag Tag Income	\$250.00	\$400.00	\$400.00	\$700.00	\$800.00	\$1,000.00	-\$150.00
R3475 Sale of Recyclables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R3440 Recycling Bins	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$150.00	\$0.00
R3480 Lien Charges	\$6,500.00	\$6,000.00	\$6,000.00	\$5,000.00	\$5,000.00	\$4,000.00	\$500.00
R3500 Miscellaneous	\$33,000.00	\$33,000.00	\$35,000.00	\$60,000.00	\$60,000.00	\$55,000.00	\$0.00
R3520 Interest Income - Taxes	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$30,000.00	\$30,000.00	\$0.00
R3530 Interest Income - Investments	\$5,000.00	\$2,000.00	\$2,000.00	\$5,000.00	\$10,000.00	\$20,000.00	\$3,000.00
R3550 Clerk Fees	\$3,200.00	\$3,200.00	\$3,500.00	\$3,500.00	\$3,900.00	\$3,200.00	\$0.00
R3560 Perpetual Care	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
R3600 Parking Fines	\$300.00	\$300.00	\$500.00	\$300.00	\$200.00	\$500.00	\$0.00
R3800 School Plowing Income	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00		\$0.00
R3900 Luther Gulick Fund Contribution	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00		\$0.00
R4000 Fund Balance Contribution	\$0.00	\$428,500.00	\$0.00	\$0.00	\$88,406.00	\$129,214.00	-\$428,500.00
Total	\$1,377,620.00	\$1,766,470.00	\$1,369,300.00	\$1,438,626.00	\$1,503,006.00	\$1,566,148.00	-\$388,850.00
R4050 Homestead Exemption Reimbursement	\$59,000.00	\$56,000.00	\$55,000.00	\$55,000.00	\$60,000.00	\$78,000.00	\$3,000.00
R4051 BETE Reimbursement	\$5,000.00	\$8,000.00	\$15,000.00	\$15,000.00	\$10,000.00	\$14,000.00	-\$3,000.00
R4052 Use of Assessing Reserve	\$0.00	\$0.00	\$0.00	\$70,000.00			\$0.00
R4053 Use of Tower Easement Funds	\$0.00	\$0.00	\$705,000.00				\$0.00
R4054 Use of Voting Machine Reserve	\$0.00	\$0.00	\$6,500.00				\$0.00
R4055 Use of Timber Sale Income	\$25,000.00	\$55,000.00	\$55,000.00				-\$30,000.00
R4060 Use of TIF Reserve **	\$10,000.00	\$32,000.00	\$32,000.00				-\$22,000.00
Total Anticipated Revenues	\$1,476,620.00	\$1,917,470.00	\$2,150,800.00	\$1,578,626.00	\$1,573,006.00	\$1,658,148.00	-\$440,850.00
Total anticipated change							-\$233,330.00

Mr Dunn – Can we get a break down off the franchise fees?

Mrs Yates – it is basically a count of the cable TV buyers.

Mr Gosselin – timber harvest – is it an ongoing endeavor?

We can only sell so much per fiscal year.

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

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j) TIF – Danielle Loring – Executive Assistant

	15/16	14/15	13/14	12/13	11/12	10/11	diff	
Hydrant Rental	5,796	5,650	5,600	5,460	5,300	5,360	146	2.5841%
Waterline Bond Payment	63,905	64,064	65,926	68,467	73,724	75,697	-159	-0.2482%
Route 302 Bond Payment	43,736	43,845	45,119	46,858	50,456	51,806	-109	-0.2486%
Street Flag Maintenance	1,000	1,000	1,000	1,000	1,000	1,000	0	0.0000%
Route 302 Corridor	34,341	30,951	30,551	29,493	30,288	33,597	3,390	10.9528%
Raymond Waterways	17,500	17,500	17,500	15,000	15,000	15,000	0	0.0000%
Raymond/Casco Historical	1,800	1,800	1,800	1,800	1,800	1,800	0	0.0000%
GPCOG Dues	4,436	4,436	4,436	0	0			0.0000%
Economic Development	7,000	7,000	7,000	0	0			0.0000%
GIS contract	25,000	25,000	20,000	0	0			0.0000%
Sebago Lake Health: Rapid Response Team	3,000	0	3,000	0				0.0000%
GIS Plotter	10,000	0	10,000	0				0.0000%
GIS 2016 OrthoFlight	10,862	0	10,862	0				0.0000%
Sheri-Gagnon Park	0	0	0	4,838	0	0		0.0000%
Main Street Sidewalk Project grant match	0	32,000	-32,000	0				0.0000%
Total	228,376	233,246	198,932	168,078	177,568	189,098	-4,870	-2.0879%

Our current plotter has died. Am trying to negotiate a lower price for the plotter.

Town Manager Willard – There is another group working on removing milfoil from Sebago Lake.

Mr Walker – The current plotter is only a printer, but the new is also a scanner and copier – is this needed ?

Yes. We create 78 tax maps, 2 26 X 34” sets. Staples charges \$50 per set.

Wayne Holmquist – The historical society uses the town's donation to buy and lease buildings. They owe no money. Our income is donations and gifts.

Bob Chapin – RWPA – has 2 boats, but only have funds to pay 1 crew. They get monies from the sale of milfoil stickers. A couple of times per year we fine someone for milfoil on their boats. We know we can not completely get rid of milfoil, but we can keep it at bay. We do mainly focus on Sebago Lake.

GPCOG provides only area maps and map layers, but our GIS is from Sebago Technics.

Town Manager Willard – We have a grant to add a vehicle charge station at the Town Office. Use of this will be an expense to the Town.

4. Public Comments on Budget items reviewed in meeting (3 minute limit per person)

Alex Jacobino – in favor of the library. The staff is good and they really need this money. It is an asset to Raymond.

Debra Clark – in favor of the library. The library has grown from a ladies' book club to a fully functioning library with a librarian and technology. The library provides public services.

Coco Oiler – live in South Casco and Casco has so much more space, technology, etc. The Raymond Library needs more money and more space.

Diana Froisland – in favor of the library – I can't believe what they accomplish with so little money.

Suzanne Jacobino – in favor of the library – a library speaks for a community. Building a \$600,000 salt shed and only giving \$40,000 for the library says that the library is grossly under funded.

Wayne Holmquist historical guy – we need a grant writing committee in Raymond.

Mr Crowder – in favor of the library. The library has gone from a fully volunteer to a professional organization. The library is a community center and can help us to keep a sense of community.

Neil Johnson – we have more information about our waterways and milfoil.

5. Adjournment

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

Motion to adjourn at 9:04pm by Chairman Olsen.
Unanimously approved by consensus.

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

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