



**Budget-Finance Committee
& Selectmen Joint Meeting
Agenda**

February 29, 2016
6:30pm

Broadcast Studio

423 Webbs Mills Road

Members in attendance: Marshall Bullock, Stephen Crockett, Debra Duchaine, Robert Gosselin, Rolf Olsen, Brian Walker, Brien Richards

Member(s) not in attendance: Nicholas Pitarys, Abigail Davis

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

Selectmen not in attendance: Lonnie Taylor

Presenters:

Emily Allen – Raymond Village Library Trustee President
Don Willard – Town Manager
Bruce Tupper – Fire Chief
Bob Chapin – RWPA
Ingo Hartig – Raymond-Casco Historical Society

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

2) Approval of Minutes of Past Meetings

a) April 13, 2015

Motion to approve as presented by Mr Gosselin. Seconded by Mr Crockett.
Unanimously approved.

b) September 14, 2015

Motion to approve as presented by Mr Crockett. Seconded by Mr Bullock.
Unanimously approved.

c) January 4, 2016

Motion to approve as presented by Mr Crockett. Seconded by Mr Gosselin.
Unanimously approved.

3) New business

a) Review Proposed Municipal Budget Expenditures and Projected Non-Property Tax Revenues (Department Head Budget Review # 1)

- Administration – Town Manager Don Willard

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*** Items taken out of order*

Town Manager Willard gave a summary of the Selectmen's FY 2016-2017 Budget Goals.

Town Manager Willard – The CEO said that we could be looking at \$13-14 million in growth, we did not include this in the budget. We continued to grow during the recession and now are growing at a pre-recession rate.

We have a strong Fund Balance (Surplus) \$2,121,047 currently. \$216,000 under LD1 level.

Our mill rate is the lowest around based on the current survey.

We have outsourced payroll.

Mr Bullock – It appears that we are going back to levels of a few years ago for legal fees. Is this enough?

Town Manager Willard – Legal fees are hard to predict and I think we are OK with the requested level.

Chairman Olsen – Where are we with ordinance reviews?

Town Manager Willard – That is more of a question for the CEO. We will get that answer for next week.

Mr Walker – Service contracts – payroll – where did the time saved go?

Town Manager Willard – To Human Resources, we have gone from nearly no hours dedicated to HR, and now we have Rita Theriault (who is doing a wonderful job).

Mr Walker – Have we considered eliminating the unanticipated election?

Town Clerk Look – That could be eliminated with the understanding that the Selectmen would need to decide how to pay for one if needed.

Mr Richards – Have we looked at stamps.com to save monies?

Town Manager Willard – We will look at that

Chairman Olsen – The mileage rate has gone down, but the stipend has remained the same.

Finance Director Yates – The stipend is a set amount for the Town Manager. Mileage for training classes are included under training.

Mr Walker – Employee training?

Town Manager Willard – We have not had dedicated funds for training, especially annual training. We just went through a Bureau of Labor Standards review and came out favorably. We are beginning a more formalized training.

Mr Walker – To have computerized training we will need a bit more technology and we may want to go with less than 50 licenses as a trial run. Possibly we could use some non-

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computer based training.

Town Manager Willard – We are trying to have all employees trained in what they need to use and there are certifications that some employees need to use.

Mr Gosselin – 50 employees who could participate under the license. Could we partner with other towns?

Deputy Chief – Fire Department has 35 employees.

Town Manager Willard – We have migrated to the Microsoft products. I do not think that Kevin was wrong because other states are going to open source, but it is not prevalent in Maine and with outside vendors. One of my goals is to also have customer services training and emergency situation training.

Mr Bullock – There are videos out there to watch that are helpful.

- Village Library – Emily Allen – President of Board of Trustees

Thank you for your increased support over this past year.

We have more than doubled the adult participants in our Adult Programs.

The Children's programs figures do not include the events held offsite and would be about 500 more if those were added.

We are continuing to expand our community collaboration and fund raising.

We have increased staff and are now able to run the functions fully. We are creating a donor database and have been able to send out appeals via email to save costs.

We want to increase our audio books and dvds.

We have some capital improvements needed to the building to correct structural and fire code issues.

We will be joining the Maine State Library Network for higher internet speeds.

We want to explore expansion options. We have outgrown our current space.

We want to get our salaries up to competitive levels.

Mr Walker – Thank you for all that you do with the Library. As I looked at the revised budget. What is the depreciation amount?

Ms Allen – The tax accountant found that we had not been depreciating at all.

Sheila Bourque – We are catching up for 4 years of not depreciating.

Mr Bullock – This amount belongs below the income line.

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Mr Walker – It looks like the Library is behind with income.

Ms Allen – We took some money out of our investments with the intent to reinvest and that has not happened as yet. Most expenses have happened for the year.

Ms Duchaine – How many full time? 1 How many part time? 3

Mr Bullock – You are still in excess of 70% salary to other expenses. This limits your ability to buy new books, etc.

Ms Allen – Most of our programming costs are funded by grants and donations. We feel confident that our current staff can handle the circulation demand from the public. I think it is more important to maintain circulation than to buy new things.

Chairman Olsen – Your offset would be increasing on the fund side. Part of the intent is looking at expansion. Fund raising is the heart of the budget.

Ms Allen – We are trying to get to the point that expansion is possible.

Mr Walker – Do you think you will hit your fund raising goals this year?

Ms Allen – It is a very aggressive goal and we have a couple of new fund raisers coming.

Mr Bullock – Do you pay for your guest speakers?

Ms Allen – Sometimes they donate their time and other times we pay.

We have a motivated board.

We are closer to \$5,000 for restricted donations and most are for specific programs.

Chairman Reynolds – Last year we were 50-50 town to library. This year you are not even close.

Ms Allen – I don't think we could raise all the money ourselves and if we went with only 50-50 we would need to close the library. Are any of our increases over the top?

Chairman Reynolds – We do not care how you spend your money. You are a separate board and are not accountable to us. We only care about the money you raise.

Mr Walker – We do like to see where the money goes.

Selectman Bruno – I have said in the past that if the town is paying more than half of the cost of the library that the library should be a part of the town. I would rather see you come close to your goals and be more realistic.

Ms Allen – We are trying to be realistic. We have made a number of changes to make the library more attractive and more useable. We are confident that we will be able to meet our goals and do not think that our goals are unrealistic.

Mr Bullock – The next time we look at this budget is March 29th. Could we have an updated set of budget figures a week prior to that meeting?

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Ms Allen – Yes, we will. I think we are proving that we can make this fund raising happen.

Mr Walker – Thank you for all you do. The library is a great asset.

Selectman Bruno – When this library was begun in the 1970s the library did not want any help from the town and now it is slowly increased to \$60,000.

Ms Allen – The library could be a town department, but we would lose our non-profit status and would not be able to apply for many of the grants that we currently get.

Ms Duchaine – I think the library is great. It is not wholly volunteer.

Ms Allen – The board is all volunteer.

Mr Gosselin – You have also added 40 days of open time which increases the cost.

- Assessing – Town Manager Don Willard

Town Manager Willard – Request for increased hours for administrative support. We have gone from 1 full time person to 2 part-time people. We are going back to the basics and will be providing more support for the Assessor.

I am reducing my time that I need from the administrative support and am suggesting that there be more time given to the Public Works Director.

Having 2 people we will have some overlap and will have more cross training.

- Fire/Rescue – Bruce Tupper – Fire Chief

Chief Tupper – We did address the 2nd phase of the payroll – 2% for the union members and the upgrade of the members. We reduced fuel due to fuel costs being down. Our heat is markedly lower and thanks to Finance Director Yates for her negotiations. We did go over last year in the maintenance line item. \$13,000 or 2% overall increase. We are attending more events for fire prevention and are spending more on the pens, hats, etc. to give out. 177 incidents and 128 were 2 at the same time and 50 were 3 at the same time. We have only needed mutual aid on the bigger incidents.

Ms Duchaine – The radio repair, is that for the tower just built.

Chief Tupper – Yes, it is a part of it, it is also for all other radios we have. We are still working out a few bugs, but it is up and running.

Mr Gosselin – Why is the increase in payroll so much less than the increase last year?

Chief Tupper – We had \$15,000 from payroll left over and this has helped us for the upcoming year and we are going to try to absorb the cost this year.

Mr Walker – Fire prevention – as of Jan 31st is over budget. Is the increase for this year enough?

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Chief Tupper – Probably not, but we are trying to keep the budget down.

Ms Duchaine – Vehicle Maintenance?

Chief Tupper – The new equipment is covered under warrantee, but the rest is getting older and costs more to maintain. We had 2 valves fail that were \$6,900 each. Last year it was \$38,000.

Mr Richards – How much does it cost you to lose trained employees since we are not paying to today's levels since you have said that this year's increase takes us to 2012 levels? Why are we not maintaining to current levels?

Town Manager Willard – We have just completed a pay study which will be reviewed at next Tuesday's Selectmen's Workshop.

Selectman Sadak – Why are we not doing our maintenance for some of the trucks (non-fire and non-ambulance)?

Chief Tupper – More of our stuff goes out due to the maintenance needed is fire specific.

Public Works Director – We would not be able to keep a mechanic busy for the whole year and I am waiting to see what happens with the plowing contracts this year and may put forth this idea next year.

Selectman Sadak – I would like us to be more proactive. Are there certifications needed?

Public Works Director – Anything special is more cost effective to send out to be fixed.

Chief Tupper – There are 20 different certifications needed to service the fire and ambulance components of our vehicles. There are only 4 people certified in the state of Maine.

Mr Bullock – Are we experiencing high turnover?

Chief Tupper – Average stay is 8 years. There is a burnout factor. It is about \$10,000 to train. We do lose to other departments that pay more.

Mr Bullock – What are utilities?

Chief Tupper – Cable TV bill – high speed internet, phones, lights, cellular devices, electrical costs of tower and an additional phone line.

- GA – Town Manager Don Willard

Town Manager Willard – The change is for hours under Administration. Community Assistance is more flexible than the GA.

- Infrastructure – Town Manager Don Willard

Town Manager Willard – Street lights.

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Chairman Olsen – Are any new proposed?

Town Manager Willard – No.

Selectman Sadak – What about the one that was broken?

Town Manager Willard – It is covered by insurance and will be fixed when the insurance monies come in.

- Solid Waste – Town Manager Don Willard

Town Manager Willard – Pine Tree Waste is a very good company to deal with.

Mr Gosselin – We are in the last year of our contract. Are there other competitors?

Town Manager Willard – The other competitor was bought by Pine Tree Waste.

Mr Walker – We have to pay tipping fees for all garbage. We do not pay tipping fees for recycled material and the town saves money and taxes are reduced when we recycle more.

- Insurance – Town Manager Don Willard

Town Manager Willard – I will know more about where we are going with Social Security match until the Selectmen's Workshop next week.

Mr Gosselin – Staffing wise, is there a decrease in full time staff members? Yes. Wouldn't we see a lower figure for insurance?

Finance Director Yates – Insurance rates are not only based on number of employees, but also on age and we have an aging employee population. I added a bit of an increase (7%).

Chairman Olsen – Rescue billing?

Finance Director Yates – I do not like to have them be equal. I can change it if you want me to.

Selectman Olsen – Do we collect on Mutual Aid calls?

Deputy Chief Gosselin – If we transport.

- Revenues – Town Manager Don Willard

Town Manager Willard – We have had an increase in excise tax (list those with increases).

The School decided to outsource their plowing. It does free us up to utilize our crews on more of our roads.

Mr Walker – What is BETE?

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Town Manager Willard – Business Equipment Tax Exemption

Mr Gosselin – Difference in Homestead Exemption?

Town Manager Willard – The State went from \$15,000 to \$10,000. We have 2 towns who have made requests to merge with us – a neighborhood in Gray and Frye Island.

- TIF – Jack DeBeradinis – Executive Director of RTP (Lakes Region Bus), Ingo Hartig – Raymond-Casco Historical Society, Bob Chapin – President of Raymond Waterways Protective Association

Town Manager Willard gave a summary of the decreases and increases for TIF.

Mr DeBeradinis – Dec 2013 RTP commenced the service between Naples and Portland. Last year we added a Bridgton stop. The bus is equipped with bike racks and wi-fi. This is a network activity. It is funded by the ME DOT, Federal monies, Cumberland County bought the bus and the towns it goes through. We have increase ridership by 20% over prior year. We are making efforts to get the word out about the bus. We have applied through Windham and Bridgton for Community Block Grants. We are asking each town for \$9,600.

Selectman Gifford – How many people from Raymond use the bus per week?

Mr DeBeradinis – We are only tracking the number of trips. 557 in the past year originated in Raymond. There are not many individuals. Probably 3-5 per week.

Selectman Bruno – Raymond is subsidizing by \$9 per trip. The cost for riders is \$3 per trip. So the total cost is \$12 per trip?

Mr DeBeradinis – Last year we also asked for \$9,600 and the Town of Raymond chose to donate \$5,000.

Mr Hartig – Raymond Casco Historical Society – Frank McDermott asked me today to speak and ask for money \$1,800.

Mr Walker – How many members? Less than 20 and only 1 under 70. 10 members cover during the summer when they are open.

The following was received via email from Frank McDermott, President of the Raymond-Casco Historical Society:

Presently we have less than twenty members. Since we have only one member under 70 we check the local obits, on a daily basis, to track our membership. Dues are \$15 for a single and \$20 for a family. \$5 dollars of the dues is placed in the Endowment fund. The rest is used for expenses. Hopefully by the time we open we will have more paying members. The museum is open Saturdays and Sundays during the summer. We have about 10 members to cover the days we are open. We need 3 members to cover the museum, barn and car barn. Most of us are there at least every other weekend.

We are a well-kept secret as we do not have many visitors from Raymond or Casco. Most of our visitors are from out of the area or summer visitors. How many of the committee

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members have visited us? Hands please. Our summer programs attract 20 -25 people, mostly summer people and members. I would guess that we get no more than \$100.00 in donations at the door.

Our annual budget us around \$5,500.00. The majority of the money is spent on insurance, upkeep and lights. The bulk of the operating budget is from the towns of Raymond and Casco. The rest is from dues, donations at the door and fundraising. Our endowment fund has just north of \$35,000.00. We hope to continue to build it to the point what we are self-supporting. As far as major outlays we did buy a lawn tractor (used) to keep the grounds presentable.

Any of the members of your committee or the selectmen that wish to join the Society can send a check payable to the RCHS.

President Chapin – Raymond Waterways – We are asking for \$2,500 more. We have had a couple good years of milfoil mitigation. We based the increase on cooperative work with LEA. They will provide their boat with a crew and get an area to the maintenance status which is easier to keep up. We would send our crews to other areas for the same amount of time that LEA gave us. We will now need to comply with diving standards as though we were going to do some welding on oil rigs – certifications, etc. We think that this is a large over reach. We will need to buy equipment, possibly scuba which is more expensive (training, certifications, etc.). We are increasing our education efforts. We have been doing a lot of work in the upper Jordan River. We have not had a pay raise in a long time and we will probably need to go up from \$10 to \$12 or more, especially if they need to be certified. We have realized that we are underinsured by liability. We have a separate appeal letter for the Bay View people because we will be working there.

Mr Walker – On the dive requirements – have you talked to ME DEP to see if there are any negotiations they could do?

President Chapin – ME DEP are the ones who put forth the requirements.

Mr Walker – Where are we with invasive species in Raymond?

President Chapin – We are better off due to environmental conditions and due to our efforts.

Mr Gosselin – Last year you wanted to add a second boat.

President Chapin – We did add a donated boat and needed to spend some money to fix the motor. We were able to have 2 boats in 2 locations. The Potvins allowed us to moor one boat at their dock.

Mr Richards – When milfoil is present property values can go down which reduces tax revenue.

Mr Bullock – Did we give money to LEA last year?

Town Manager Willard – No.

President Chapin – I only envision us exchanging time with LEA, not monies.

Mr Walker – Most of the other lakes in Raymond (other than Sebago) have people who are

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involved in watch groups. There is a value in having the RWPA equipment ready if any invasive species are ever found – they can respond quickly.

Mr. Walker – Regardless of whether you live on the water in Raymond or not, there is a benefit in keeping the invasives out because of the negative impact they can have on property values. In Raymond, more than 50% of our assessed value in waterfront property, so it could have a very negative impact on everyone if not managed!

4) **Public Comments**

None

5) **Adjournment**

Adjourned at 9:03pm by Chairman Olsen.

Respectfully submitted,

Susan Look, Town Clerk

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