



**Budget-Finance Committee
Minutes**

March 7, 2017

Broadcast Studio

423 Webbs Mills Road

Committee Members Present: Brian Walker, Nicholas Pitarys, Brien Richards, Marshall Bullock, Robert Gosselin, Stephen Crocket, Debra Duchaine

Committee Members Absent: Diana Picavet, Barry Moores

Selectmen Present: Teresa Sadak, Joe Bruno, Rolf Olsen

Town Staff Present:

Don Willard, Town Manager
Cathy Ricker, Finance Director
Nathan White, Public Works Director
Kevin Woodbrey, Technology Contractor
Bruce Tupper, Fire Chief
Cathy Gosselin, Deputy Fire Chief
Sue Look, Town Clerk

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

2. Approval of Minutes

a) February 21, 2017

Motion to approve as amended by Mr Walker. Seconded by Mr Gosselin.
Unanimously approved.

3. Open Meeting to Comments/Questions

Chairman Bullock – There are a couple of items left from last meeting. 1 is health care costs.

Finance Director Ricker – I checked my numbers and they were correct. Selectman Olsen is going to look for alternatives.

Chairman Bullock – The next thing is that the next meeting, on March 28th, will begin at 6pm, not 6:30pm and County Commissioner Susan Witonis will be joining us.

4. Department Presentations

a) Technology – Kevin Woodbrey

Mr Woodbrey – The budget has been recategorized this year due to questions about why items were categorized as they were last year. I tried to break it down logically. It is the same as last year, just categorized differently.

CIP - Servers are 2009, 2 generations back, and were bought used on eBay. We want to move to 1 generation back, which would be the 2012 version. There are several things to be gained: they are newer, more reliable, remote reporting (I will be able to see that a drive has gone bad remotely instead of needing to go physically to the server location). New they are \$20,000 each and used they are \$5,000 each. This will bring all our servers up to that generation. The \$7,000 is for the 3 storage servers which are also that old and need to be replaced.

Chairman Bullock – Have we upgraded equipment this year?

Mr Woodbrey – The firewalls have been upgraded this year. We are adding a 2nd layer of firewall as a failsafe.

Town Manager Willard – Videographer's salary – there have been some questions about this line item and why it was not being reduced. We have been approached by one of the videographers with a proposal to do some video production work. I recommend that we do keep the salary line as it is so we can pursue some opportunities for PSAs.

Mr Richards – Why were the servers allowed to get so old? Oversight?

Mr Woodbrey – It was not oversight, we are in a schedule to replace servers. Each year we budget \$7,000 to replace servers.

Mr Walker – The \$20,000 in CIP is not ongoing?

Mr Woodbrey – No, we will move this to the regular budget for replacement.

Mr Walker – Is there anything coming in the next 3-5 years as a big expense?

Mr Woodbrey - Not that I can see.

Mr Walker – The budget request is clearer as it is now broken down. \$33,000 for software is a lot of money. Is this an ongoing thing?

Mr Woodbrey – It is server software at \$16,000 (the backup software, the email, anti-virus, disk defragmentation, virtual machine management softwares, and server OS upgrades) and department software at \$10,000, That should not change year to

year. Software does not get cheaper. We run virtual machines, but to run all instances at once is very expensive. We are instead running 3 instances of their cheap version and I have to manage each as a separate entity. That saved us \$50,000 in price.

Mr Richards – Will the public notice the upgrades at the broadcast studio? What does it mean to upgrade to full internet protocol TV? How much equipment will we be replacing? Is there anything we will still be able to use?

Mr Woodbrey – We have analog feeds and they need to be changed to digital feed for the broadcast studio from every device. If you are watching on YouTube you will see a difference, but not on Time Warner because they have not committed to upgrading to HD TV on their public stations yet. There are 2 big pieces of hardware and we are converting to non-proprietary hardware and the software is a bit cheaper for off-the-shelf. We will try to sell the replaced hardware on eBay to recoup some of the cost.

Town Manager Willard – The history of our technology: the 1st generation was donated from the private sector. 2nd generation was from State Surplus. 3rd generation is with Kevin finding deals via eBay.

Mr Woodbrey – We are far more advanced than most municipalities. We do proper backups, proper security, offsite disaster recovery (which is mandated by FEMA). The servers at the broadcast studio back up the servers at the Town Office. If we were to have a disaster I could have the infrastructure up in 3-4 days. It costs more, but we try to do it as cheaply as we can. We put our own fiber line between the 2 buildings. We have done a lot of stuff ourselves for hardly any money at all. Our connection to the outside world is the issue. We have 50mb per second and we are paying \$1,200 per month for it which is horrible, and we need high speed (at least a gigabit per second). When we backup the process runs into the next day.

Mr Gosselin – Since Time Warner has been bought by Spectrum, will we be able to get a better deal.

Town Manager Willard – We applied for a grant to get into the multi-stage program for broadband and did not get it. We will be going back to the ISPs and talking to them again.

Mr Woodbrey – People don't realize how much data flows, which is why I provided the handout "Information = Data = Bandwidth". Tonight's meeting will take about 6 hours to transfer and should take 6 minutes.

Town Manager Willard – One of our key strategies for our town is that there are a number of people who make their living remotely and we want to have the infrastructure to attract them. We need to have this infrastructure, it is a fundamental thing.

Select Chair Bruno – Have you looked at the cloud services?

Mr Woodbrey – We archive all emails that come through our system. The cloud was

too slow and too expensive.

Chairman Bullock – New software for the Town Hall?

Mr Woodbrey – We are currently running the full TRIO on our current hardware and simply need to add in the new modules. There are no infrastructure needs for TRIO.

Chairman Bullock – Are we separate from the school now?

Mr Woodbrey – We are separate. I get their videos (of the RSU #14 Board of Directors meetings that are held both in Windham and in Raymond).

b) Town Hall – Nathan White, Public Works Director

Mr Walker – Repairs?

Finance Director Ricker – We will be working on repairs in the Spring once the Public Works crew has a bit more time.

Mr Walker – With a budget of \$9,000 I would like to get a sense of what will happen.

Public Works Director White – We will be replacing carpeting, repainting the back office, and modifying Don's office.

Selectman Olsen – Have we locked the oil price yet?

Public Works Director White – Yes, for 2 years at \$1.75.

Finance Director Ricker – The price is \$1.75 for fuel oil. The current price is good through June. We got this price through Maine Power Options (GPCOG). We do not usually lock in until April. I have spoken to Downeast to see what they could do if we move everything to them, but I have not heard back as yet.

c) Cemeteries – Sue Look, Town Clerk and Nathan White, Public Works Director

Town Clerk Look – There are a few changes, this is the last year of the mowing contract, we are hoping to finish the Raymond Hill expansion, and I have added the GIS portion of the cemetery software so the expansion can be mapped out, as well as all of our cemeteries. Right now when I sell a lot I call Dick Sanborn, give him a copy of the hand-drawn map that Ernie Knight did, and he goes to the cemetery and marks the corners of the lot/plot and then literally pokes with a rod to be sure no one is currently in residence. The process is very low tech and I am trying to move it on a bit.

Mr Gosselin – Is the software fee a 1 time fee?

Town Clerk Look – \$845 is for annual maintenance and the remaining \$3,540 is a

one-time fee to purchase the GIS component of the software that was purchased last year. I have been data entering the cemetery information and am about 2/3rds done.

Chairman Bullock – Will that be available for the public?

Town Clerk Look – Eventually yes, the software has a front facing component.

Mr Richards – What does this GIS mapping do for us?

Town Clerk Look – What it will do ultimately is someone who is interested in buying a lot or finding a grave can have an app on their phone and go directly to the lot and be able to see on their phone the boundaries.

Mr Richards – Fall cleaning?

Public Works Director White – We are under a 3-year contract for Spring & Fall cleaning and mowing. The Fall cleaning was added with this contract. Prior to that we only did Spring cleaning and it was unmanageable.

Mr Walker – How many plots total are there in Raymond cemeteries?

Town Clerk Look – I only looked at the numbers for how many plots were left. I can get those figures for you.

Mr Walker – I am looking at what and how much of a role government should play in cemeteries. We have about 500 plots available in town and I acknowledge that they may not be where people want to go. Even so, at our current rate of sale we have about a 50-year inventory. I highly question why we are adding more plots to our inventory and why we are adding to our infrastructure that has to be mowed. Our mowing contract is not going to be going down (and wait until we get to mowing contracts, I am going to go through the roof on how much we spend for mowing in this town). How many people in the course of a year walk into the Town Office asking where a particular plot is or where somebody is buried?

Town Clerk Look – In the summertime it can be once per week and I have to call Dick Sanborn to go out to the cemetery with the person or I dig out maps and try to help them find what they are looking for. I only gave the phone app as an example of what we could do. What the GIS software is going to allow me to do is say with accuracy, “Yes, we have a plot there.” or, “No, we do not.”

Mr Walker – But Sue, with all due respect, you will still need to send someone out to poke a hole to be sure that there is no one there. We spent \$2,000 to get the Pontem software. Now another \$4,385 on this for GIS, plus \$845 maintenance. This is starting to get expensive.

Town Clerk Look – The GIS software is \$3,540 and the annual maintenance is \$845.

Town Manager Willard – We like to think of ourselves as a statutorily required town and we can look up to see what the statutes say.

Mr Walker – I looked up on Maine Municipal and it says we don't need to take responsibility for cemeteries.

Town Manager Willard – Often we say we should let certain functions be done by the private sector, this is not a private sector function. Some things fall to government and government alone, unpleasant tasks and tasks that have no financial incentive. This is something government has historically done and I would expect to continue to do in perpetuity. Which brings me to the issue of inventory. It could be true that we have a 50-year inventory, we are in this for perpetuity. It may not be as easy to expand in 50 or 100 years. That is not to say we should go crazy, but we should certainly be planning for the future. As far as mowing goes, I have never seen a town that spends so little on mowing and talks so much about it. We have the lowest mowing cost I have ever seen. I got into government in the beginning to make a difference, hopefully maintaining the cemeteries and honoring the dead is part of what it is about being in government.

Town Clerk Look – There is another piece about the expansion of Raymond Hill Cemetery. There have been a number of people who have come into the Town Office asking when is that going to be ready. Looking back historically, most of the lots in the “new” section behind the church were bought within a very short period of time. If you go up there it will not look like the cemetery is full, but it is because people have bought lots and have not occupied them as yet (most inconsiderate of them 😊). I am not saying that history will necessarily repeat itself, but given the number of questions I have had (especially for family sized lot – which are multiple contiguous plots) people are going to want to buy once that section is open.

Mr Crockett – Are all the lots the same price in all the cemeteries?

Town Clerk Look – The price per plot (a roughly 4'X8' space that will hold 1 full casket burial or up to 12 cremains) is \$400 for residents and \$1,000 for non-residents.

Mr Crockett – If Raymond Hill is supply and demand, then raise the price on Raymond Hill. Then people will spread around.

Mr Richards – With Dailey Cemetery it seems that sometime in the future you would like to make some improvements to make it more attractive?

Public Works Director White – We have picked away at that due to funding. It needs some work, but it needs some money to get the work done.

Select Board Chair Bruno – As I understand it the Town owns the land and the Town has an obligation to maintain it. Unless you want to sell the cemeteries and privatize them, I think it is the Town's responsibility. I don't think we ask the citizens to mow their own plot, especially if there are no relatives around. If the Town owns the land, the Town needs to maintain it.

Chairman Bullock – Part of the price of buying the lot is perpetual care.

Ms Duchaine – How many cemeteries are there in Raymond?

Town Clerk Look – Private cemeteries, I don't know. We have 8, no sorry 7 cemeteries.

Ms Duchaine – We maintain all 7 of those?

Town Clerk Look – Yes.

Mr Crockett – I went to a film festival and they had experimented with planting wild flowers in cemeteries and not mowing them. On the screen, they looked attractive. It was a different concept.

Town Manager Willard – The big issue would be invasives.

Chairman Bullock – How much land is there still to be developed at Raymond Hill Cemetery?

Public Works Director White – We still have another section about the same size as the current expansion behind the old section.

Ms Duchaine – When you say \$10,000 is that the Town Crew who will do that?

Public Works Director White – Most of that is for sub-contracting the hydro seeding. We peeled all the loam off the top and we stumped it. We are going to hopefully have enough loam to do about half, so we need to buy 250-300 yards of loam. The best way to spread that is with a bulldozer and we don't own one, so we will sub that out. I am hoping to come in less than \$10,000.

d) Parks & Recreation

Darren St Peter, President for Raymond Baseball/Softball – Requests \$1,000.

Select Chair Bruno – When will you ask for more?

Mr St Peter – We are selling signs at the ballpark. Last year we had a deficit because we gave money to the Windham baseball.

Select Chair Bruno – I am going to try to get you more money. It has been at least 20 years that you have gotten only \$1,000.

Mr St Peter – Next year there will be new rules and we will need to replace all of the bats. We have about 100 kids from 4 to 12 years old.

Mr Walker – Do you do any scholarships?

Mr St Peter – We offer assistance to families who need it, but don't have any formal scholarships. Still want to have lights on the field.

Mr Gosselin – Co-ed?

Mr St Peter – Yes.

Chairman Bullock – Is there a master schedule of use of the field?

Mr St Peter – After we finish Windham's Men's League uses the field.

Select Chair Bruno – Who gives them permission to use them?

Town Manager Willard – The Town owns the field. We have been fortunate in active volunteerism. We try to facilitate the use for Raymond Recreation and the facilities are public use and if they are not in use they are available. Other towns have Rec Departments and Managers who tightly control the facilities. We do not have this, we rely on volunteers and we keep the mill rate low.

Select Chair Bruno – If someone gets hurt, the Town is liable?

Selectman Olsen – With a Rec facility you have a lower level of liability. You are protected by the liability clause.

Mr St Peter – The league has insurance and if someone is hurt it would fall under this.

Selectman Sadak – If the Town is negligent and has broken fences and dangerous conditions we would be liable for that. Otherwise it is considered normal wear & tear on a kid.

Public Works Director White – We are protected under the Tort law (MRSA 14 Chapter 741).

Chairman Bullock – I asked the question because last year there was a scheduling conflict with the Everybody Loves Raymond day. I think the answer is, "Let Raymond Baseball deal with it."

Beth Clark, President Raymond Rec – We are requesting \$2,000 to assist with mowing Agawam. We are very grateful for all the support over the years. In the past year we had 350 to 400 children involved. We no longer can use the RSU #14 school busses for the ski program, so the attendance has dropped off due to the cost of the busses. We do offer scholarships, Shawnee Peak is very generous in offering scholarships, but not for transportation.

Leigh Walker, Raymond Rec Treasurer – Cathy, I gave you the 2015 report in error and will send the correct report to Chairman Bullock.

Mr Walker – Sue, will there be any additional income from snowmobile registrations this year?

Town Clerk Look – Not unless we have another big storm.

Finance Director Ricker – We also get a rebate from the State for snowmobiles.

Mr Walker – I am looking at the reimbursement line and YTD we are at \$1,500. Snowmobile registrations in 2014-15 was \$271, in 2015-16 we were down to \$188. The idea was that money comes in for registrations and then goes out to the Raymond Rattlers for trail maintenance. I might suggest that we bring it back down to the \$1,600 that we had previously used.

Chairman Bullock – Which is what is in the budget now.

Mr Walker – Yes, but they requested \$2,000.

Finance Director Ricker – I had entered \$1,600 in the budget based on last year's budget because I had not as yet received the request for funding from Raymond Rattlers. I just did receive their request and have distributed it, but have not updated the budget yet.

Mr Richards – The question is if we bring in \$800, why are we giving them \$1,600?

Select Board Chair Bruno – There is history there that Brian can tell you.

Mr Walker – There was no information presented from them in 2014-15 so I suggested that we reduce the support to \$800 because I feel I have a fiduciary responsibility to know where the money is going. That year I was able to convince the Budget-Finance Committee (much to the chagrin of many of the people in the room, including Mr Bruno) to reduce that amount to \$800. The following year the Raymond Rattlers did provide information and the number went back up.

Chairman Bullock – I believe the original intent was that this would be a wash.

Select Board Chair Bruno – That is the history. Whatever fees came in went to the club. That was the agreement for years and years.

Town Manager Willard – I have no affiliation with the snowmobile group, but I have used their trails and have seen many people using them for winter recreation – dog sledding, families walking dogs, running, x-country skiing, snowshoeing, etc. I would consider this a public good.

Select Board Chair Bruno – But if we only collect \$1,500 why are we giving them \$1,600? The deal is whatever comes in goes out.

e) Animal Control

Finance Director Ricker – I looked to see what prior expenditures were and found that 2 of the lines were consistently zero (equipment and uniforms), so I took them out. When it comes to the wages, it does not do a linear type thing. It is more seasonal. February 1st begins the assessing of a late fee to unlicensed dogs. Animal Control Officer (ACO) then begins the legwork to notify the people who have unlicensed dogs and if they still do not license their dog they will be assessed a fine in addition to the late fee. Also, in the summer the ACO is much busier on calls (loose dogs, etc.). They do not necessarily submit hours for pay on a regular basis.

I did reduce the budget by 5%, but I would not feel comfortable reducing it more, but after another year we can look at it again. We have also been looking at doing cooperative work with the County. They already do the dispatching for our ACO calls.

Town Manager Willard – I will just cut to the chase, this is not going to happen because it is not going to be cheaper than what we are doing. The County is looking at the idea of regionalizing Animal Control, it was initiated by the Town of Gray and I said we are always interested in gaining efficiencies and saving money. There is an outside chance that it could happen and we would bring that to you if it made sense. When the Sheriff looked at the proposal he said that they would need a catch/capture car and it was very expensive.

Selectman Olsen – If you look at the meeting we are going to have in a few weeks with the County, they can't control what they have now.

Chairman Bullock – The contract is with Animal Rescue in Westbrook?

Town Manager Willard – Yes.

Finance Director Ricker – It did go up \$88 over last year.

f) General Assistance

Finance Director Ricker – We talked to Alice Hamilton. We get reimbursed 70% of what we spend out. \$6,000 is the most we would spend out. This is the net.

g) Provider Agencies

Town Manager Willard – We are recommending that you consider money for the Veteran's for flags for the cemeteries, the Sebago Lakes Chamber of Commerce (has been much more active with us of late), and the community calendar. We have been finding the money through other means and this year decided to present them as requests for the budget.

Mr Walker – Southern Maine Agency on Aging and the Tri-County Mental Health Services, why are you not recommending them?

Town Manager Willard – Just because we do not do it. It is a position the Board of Selectmen took a number of years ago.

Chairman Bullock – To the best of my recollection it has been at least 5 years since we funded Provider Agencies.

Select Board Chair Bruno – I would say that most towns no longer fund these agencies.

Chairman Bullock – We are getting into workshop issues. The budget stands at

\$1,400 and we will pick it apart when we get into the workshop.

h) Public Works – Nathan White, Public Works Director

Public Works Director White – Went down on fuel and snowplowing. We increased overtime.

Mr Gosselin – Rental line was over 100%. Did you change that number?

Public Works Director White – I think it was a compacter that broke down. We don't usually need to rent something that big.

Mr Walker – Sand and salt is not a carry over account. What does this mean?

Public Works Director White – I need to use it and it does not carry over to the next year.

Selectman Sadak – You have also said that you get better deals at the end of the fiscal year.

Public Works Director White – No, the cost of the sand is the same regardless of when we buy it. The problem is I only budget for 5,000 yards. Last year we went through 2,800 or 2,900 yards. This year we are approaching 7,000 yards. So, you buy in June, stuff it in the building, and we are ahead beginning the next season. It has been a way to keep that budget line at \$41,000 for the past 9 years.

Mr Walker – On television I noticed that some towns are having issues with commercial users' usage of sand and salt. Do we have any of those problems?

Public Works Director White – No. We curbed that about 10 years ago, with a large piece of cement so they can no longer back their truck up and fill up. The last time we had trouble was during the ice storm.

Mr Gosselin – The new sand/salt shed is quite impressive. What is our original sand/salt shed being used for?

Public Works Director White – Unheated storage. It is over 30 years old. We put on a new roof, repaired the back wall, I think it was \$20,000 we put into the building. That should last another 30 or 40 years. We are going to put an overhead door on it this year.

Mr Gosselin – During the heavy snows I did visit the shed and it is a bit sad.

Public Works Director White – It is getting replaced this year.

Select Board Chair Bruno – That salary line does not include any merit pay?

Public Works Director White – No, it does not. It only includes an increase to overtime. I am going to try to get the Foreman to do the callouts instead of me.

Right now, I do all of the callouts, first out – last in. I am salaried, he's hourly, and I am going to try to put some of this on him.

Selectman Olsen – Snow removal contract has been reduced this year, has that changed? Will there be more maintenance if we are doing a longer route?

Public Works Director White – They gave us back Route 85. It was the most logical since we were traveling it anyway. It reduced it by \$11,000.

Chairman Bullock – This question is for Cathy and Don. You have a line item for Merit Increases. I assume that once the merit increases have been awarded the individual departments will have this reflected in their budgets. What can we look forward to for salary increases in general? The \$55,500 is a 1 year shot and then it will be folded into all the salary budget?

Finance Director Ricker – We will go through the appraisal process in May. At that point the merit increases will be shown in the individual departments. Whatever is not used in the merit pay pool will be carried over next year and we will request money to replenish it for the next year's merit increases.

Chairman Bullock – This pool is 5% of gross wages. Will this be consistent all the way through?

Finance Director Ricker – We will probably replenish it, but it does not mean that the increase in wages will be 5%.

Town Manager Willard – It is highly unlikely that the merit increases would use the full 5%.

i) Infrastructure

Finance Director Ricker – Street Lights have been moved into the TIF.

Town Manager Willard – We may want to look at LED technology for the Street Lights. There are great savings to be had over the lifecycle.

Selectman Olsen – The 302 Corridor lights were in the TIF before. I would look at grants. How many lights do we replace in a year?

Public Works Director White – 2 or 3 per year are replaced.

Town Manager Willard – Yes, Efficiency Maine.

Selectman Olsen – We should be replacing blown bulbs with LED so we have a rolling replacement.

Public Works Director White – There is something in the control panel that would need to be changed and it would need lightning arresters. It can not be done 1 at a time, but 5 at a time.

j) Solid Waste

Town Manager Willard – We have a new contract and did a good job capping costs. We are very satisfied with Pine Tree Waste. Recycling is a losing proposition right now and we were successful with keeping recycling in the contract.

Select Board Chair Bruno – At some point should we look at getting rid of recycling to save ourselves \$130,000 per year?

Selectman Olsen – You would not save all of that, there would be an uptick on the waste.

Town Manager Willard – We did look at that, we look at everything, and you would save a lot of that.

Public Works Director – You would save about \$100,000. There would be a reduction of the transportation.

Select Board Chair Bruno – For the people who are sold on the recycling thing, is there an alternative?

Town Manager Willard – We tried to work something out with Casco, so people could take it there and then the Town would be charged. Recycling is just ECO Maine and Pine Tree Waste.

Mr Walker – If we do look into it, I hope we can make it as easy for people as possible. Going to Casco is not necessarily easy. Possibly we could have a central location with dumpster collection. The State objective is to get to 50% recycling and we are so woefully under that it is pretty crazy.

Public Works Director White – We would see quite a bit of resistance from the public. Recycling is near and dear to them. That is one of my biggest complaint generators.

Town Manager Willard – I have a comment on the State recycling and our position. Depending on who does the report, it can be very subjective. When I did it we had a much higher rate than when Louise took it over. I believe a number of communities over report. You have your measured tonnages taken to the recycling facility and then there are estimates you can make of other things. So, don't take those figures from other communities as gospel. We try to be super accurate. The market for recyclables is glutted. Most of the stuff is offshored and it is an expense to get rid of it. I am not saying it is not an environmental good to recycle and reuse materials, but everyone in the known world is doing it now and it really is not a good business model. We could save money, but if we are doing it as an environmental good that is a policy issue that you need to make.

Chairman Bullock – Just as an aside, we have “been there & done that” with the dumpsters and I would be opposed to that.

Selectman Olsen – Essentially, they would get contaminated loads and it would all

go as solid waste anyway.

k) CIP

Public Works Director White – Equipment reserve I bumped up \$5,000. The next 2 vehicles up for replacement are the backhoe and the 2006 International dump truck. Both are in the \$100,000 range and I hope that by then we will either have enough money or finance a very small amount.

Chairman Bullock – What is in the reserve account right now?

Public Works Director White – With this budget I believe it will be around \$85,000. I bumped paving by \$25,000 to make the total \$300,000 (a 9% increase). Roads for this year will be:

- Overlay on Mill St, Main St, Pond Rd, and Shaker Woods Rd - \$212,000
- Reclaim, base & surface on Brown Rd, Patricia Ave, Salmon Run, and Canal Rd - \$554,559

Facilities went up 40% for overhead door on the old sand/salt building, more improvements on the Town Office (unless the Town decides to replace the Town Office).

Town Manager Willard – The Selectmen have suggested that we do a sentiment article to see if the Town would like to replace the Town Office. We will have a draft article for review.

Public Works Director White – If that does not go through, we will do the siding on the building this year and replace 4 more windows on the back side. The last item is we are going to replace our diesel and gas pumps this year.

Fire Chief Tupper – Grant applications matching funds in case we are awarded the grant – the tag truck grant was \$300,000 and our match would be \$35,000, the Fire Fighter Cancer grant request and a grant request for a full sprinkler system at the District 2. We have the roofing project at the central station and we were able to negotiate a good price on that. We still have flooring work that needs to be done at the Public Safety building. Our floors are delaminating. Next year we will have an ambulance and the \$190,000 is more than adequate with some of the rest of the reserve that we have. We are now required to have a lift to take the stretcher and put it in the back of the truck. That adds about \$35,000 to the cost. Fortunately, the equipment is transferrable, so when the ambulance needs to be replaced we can put the lift in the new ambulance. The \$75,000 is the annual amount we request for the ambulance replacement fund.

Mr Walker – Are you using the same cycle you explained last year?

Fire Chief Tupper – It is now 6 years on an ambulance. The contract we had expired and we made the decision to keep the vehicles a little bit longer. We are exploring another vendor to see if we can come up with a regional approach.

Town Clerk Look – We got a firm price on the increase. Instead of \$5,000 it would be

\$2,537.

Chairman Bullock – Before we get into that kind of detail, can you give us an overview of what we are buying?

Town Clerk Look – 2 signs. 1 is a single sided sign with the structure that goes around it for the Town Office to replace what is there. The other is a double-sided sign with the structure that goes around it for the Public Safety Building to replace what is at Public Safety. They would be electronic signs, they would be hardwired to the server, and maintainable from anywhere. We would be able to put the same messages on both signs at the same time or put different messages on the 2 signs depending on the needs of the town.

Mr Crockett – What's the percentage of people who live beyond Raymond Town Hall?

Town Clerk Look – I have no idea.

Mr Crockett – At 5:30 in the morning how many are going to drive by to see if school is closed or not? How many people in Raymond do not have a cell phone or TV?

Town Clerk Look – I don't anticipate putting school cancelations on the sign. I anticipate putting on there where voting is, the fact that dog licenses are due, the fact that the election is coming up, that real estate taxes are due... It is Town information normally. On occasion, it has been events like when the young lady won Miss Maine and the Selectmen desired to announce that to the Town and did not have a good way to do this. My point in this is that the Town Office sign is nigh on impossible to maintain in the winter and it is literally rotting out from underneath.

Mr Crockett – It wouldn't cost \$39,000 to replace that sign. To me electronic signs are advertising. You go by the Deck House and he is making money with his sign. You go by a real estate office, I understand it, they are advertising and it is in their advertising budget. What is the total we are at, \$37,000? Plus, an electrician, plus maintenance, plus someone who has got to run the thing? I think electronic signs were good 10 years ago, but with cell phone and TV today... We could put \$5,000 into our website and make it a little easier to navigate and do the same thing. The website is not easy to navigate.

Mr Gosselin – Is the one-sided sign going to be mounted on the building or just seen from one side?

Town Clerk Look – It will be replacing the current sign.

Chairman Bullock – So the exposure is coming north on 85?

Town Clerk Look – Yes.

Mr Gosselin – So if you are going that way you have to look in your rearview mirror?



Town Manager Willard – Sight lines are not particularly good the other way.

Town Clerk Look – Particularly in the winter.

Select Board Chair Bruno – What is the total now? We have \$36,000 budgeted. Is that the total for both signs?

Town Clerk Look – Plus another \$2,500 for upgrading from a 16mm pitch sign to a 12mm pitch sign. When Kevin and I met with the vendor, Kevin realized that with how close the people will be and how slow they will be going that the Town Office would need the 12mm sign.

Select Board Chair Bruno – So we are at \$64,500. How much do we have reserved already?

Town Clerk Look - \$14,000 for the Town Office and \$12,000 from the Fire Department's fund raising.

Select Board Chair Bruno – So you are looking at \$38,000 net?

Town Clerk Look – Yes.

Finance Director Ricker – The budget item is for the full \$62,000 and the available funds are on the revenue side.

Mr Crockett – It is still almost \$70,000. If we have money left over, it doesn't have to go to the sign. It can go to something else. It could go to lifesaving packs. It could go to...

Select Board Chair Bruno – We have put money aside for the past 2 years for the sign from monies left in the Elections Budget.

Mr Crockett – But that money still could be spent somewhere else.

Select Board Chair Bruno – It could.

Mr Crockett – It is still \$70,000. You have electricians and other things involved.

Selectman Olsen – I think there is good value in this. We are trying to get information out to people right now and we are very spotty in what we can get out. Yes, there is information on the website and things like that, but it is a matter of different things and different availabilities. And the fact that you have an awful lot of people coming down 302 who are not necessarily "Raymond-ites" and not looking at our website. It is another method for the greater world to get the chance to see what is going on here. It may help us out in the long run, especially as we look into economic development and things like that. You are looking at ways to get the message out. Call it advertising, call it anything you want, but you have the cost to get there. I guess the overall maintenance cost is not all that high. I was going to ask – I don't see anything in here about consumables, life cycle, etc.

Town Clerk Look – The company does guarantee to have parts available for at least

10 years after purchase. There is no annual maintenance fee.

Selectman Olsen – They are saying they will have the parts available. What I am saying is how much do the parts cost?

Mr Woodbrey – The warrantee is 1 year for parts and labor and then 5 years for parts.

Mr Richards – Any idea of useable lifespan?

Town Clerk Look – At least 10 years.

Mr Crockett – When they leave the garage at \$75 per hour, that is when the clock starts ticking. That's got to be built in.

Mr Walker – On the Fire/EMS sign, are your messages going to be generated by you or the Town Hall? They might be the same or they might be different?

Deputy Chief Gosselin – Yes.

Select Board Chair Bruno – If the Fire Department is going to control the sign at the Fire Department how much information is that going to be for the citizens? Are we going to say “It is Fire Prevention Week, be careful.” or will it say “Hey, there is Town Meeting”?

Fire Chief Tupper – Right now I envision something like this – right now we can only have 1 message at a time and people sign up to put a message on the sign. Since this will be more like a scrolling message board we will be able to have multiple messages. We routinely have messages from Raymond Baseball, Raymond Rec, the Boy Scouts, etc. Driving by you will probably only catch 1 or 2 of those messages, but if you go by regularly you will see more.

Mr Crockett – We looked at our sign ordinance and you can not have flashing numbers or letters in the Town of Raymond.

Fire Chief Tupper – The messages will be scrolling not flashing.

Chairman Bullock – If I remember correctly, the charge to the Town was to produce a budget that was loaded. This seems to me to be a want, rather than a need. I have a couple comments on it. As Steve alluded to, I think the exposure to the Town Hall sign is extremely limited. I don't think you've got that many people up there at all. The one on the Fire Department you are going to be reading at 60 miles per hour. If you look at the other signs around, the one at Allied Real Estate in Raymond or in Windham, you are reading that at 25 miles per hour. Your text has got to be limited on that thing. Also, I think we need to get a better handle on the maintenance costs.

Town Manager Willard – This is not a staff want, this is something that has been in the pipeline for a number of years. This is the year we decided to do it.

Chairman Bullock – This seems to me to be the top of the line and maybe we need

the top of the line.

Town Manager Willard – It is not the top of the line. Top of the line was the “whiteboard” technology that we were waiting to emerge. It is certainly doing it the right way, there are cheaper ways to do it.

Chairman Bullock – Like the amber lights the Gray Fire Station has?

Mr Woodbrey – That is probably about half of the cost, but the use-ability is the issue.

Mr Bullock – How secure are these things, Kevin? Can you hack into them?

Mr Woodbrey – I did have that discussion with the vendor. This particular one is a Cloud based system. It is not wireless, we will use hardwire to the site. It is Cloud based and anything Cloud based is pretty much up for grabs. Every week you read about some company that has been hacked. If they have good security, then it is pretty hard to hack them. That is something I did not like about this particular implementation. It does give the ability to update easily. If Sue wants to put a message in from home, she can. This makes it more responsive. On the flip side, if we have an emergency (like the ice storm) you can get information out if the internet is down. But if the internet is down, you can't use the Cloud based solution and the sign would need to be updated from the Town Hall.

Chairman Bullock – Are you comfortable that we can control the security of these?

Mr Woodbrey – What I can do is say that any message for the sign only goes to their server IP address and vice versa. I can control the corridor, I can't control what happens on their end (the sign vendor). They host the Cloud based system to update the sign.

Chairman Bullock – So if I wanted to put “Happy Birthday Joe Bruno” on there, I would call the sign company...

Mr Woodbrey – No. If you had an authorized device (like maybe Sue's cell phone will be an authorized device), you would enter the data in and it would flow from the Cloud to our sign.

Town Manager Willard – I think the point here is that we would be using industry best practices. Is the world absolutely secure? Can we afford that in Raymond? Is it warranted? Those are the questions. It is as good as anybody else's security.

Chairman Bullock – The first thing that pops into my mind is that someone is going to hack it.

Mr Woodbrey – If we had a choice to have a product where there was no Cloud component we would go with that. We don't have such a choice.

Select Board Chair Bruno – Just a point, we have been looking at this for a long time for in front of the Town Hall because in the winter time you couldn't change that sign.

This started out as 1 sign in front of the Town Hall. Then it became apparent that more people drive 302 than drive in front of the Town Hall. So, we said it may make sense to have the Town Hall and Public Safety. That is how we got to this number. Our goal is to educate the citizens of Raymond of what's going on in the Town. Having someone climb the ladder and put letters...

Chairman Bullock – I agree, those days are gone.

Select Board Chair Bruno – Those days are gone. You have got to be able to be responsive and quick. It's an investment. You can say it is a bad investment and totally disregard it or say it is a 10-year lifecycle and is it worth it.

Chairman Bullock – This is pretty much state of the art equipment?

Mr Woodbrey – Yes. It is not on the outside, it is not “bleeding edge”. Some signs are like LED TV signs. This is the midrange. We went only with the dot pitch (which is the space between the LEDs) that is recommended for the speed and the distance of viewing.

Ms Duchaine – Wouldn't it be logical to put 1 sign down at the park on 302 at the end of 85? People would have time at the stop light to read it. Instead of having 2 signs you can have 1.

Mr Woodbrey – We would need access to the internet there and put in a firewall, etc. It would be an additional expense.

Ms Duchaine – There wouldn't be additional expense because you would go from 2 signs to 1.

Select Board Chair Bruno – You would still have to wire the site. We already have the wiring going to the signs now.

Mr Woodbrey – When we put the sign in at the Town Office we put in 2 conduits, 1 for data and 1 for power.

Town Manager Willard – We did have an offer of a piece of land for this, but it would be disconnected from the infrastructure. I suppose people over time would understand what it was and recognize it, but when it is connected to Public Safety or the Town Office I think there is a clear connection of who is messaging and what the message is.

Mr Walker – What happens if someone throws a rock at it?

Mr Woodbrey – You could damage, I'm not sure if they have a Lexan front on it. On the maintenance part, I can do the maintenance on it. They are made up of modules that are easily changed out. So, if 1 is damaged we would replace that one.

Mr Walker – If Neocraft is providing the Cloud, they are doing that for free?

Mr Woodbrey – They are not doing it, it is the sign vendor Cirrus LED a Maine

company. There is no cost.

Town Manager Willard – I think Kevin can handle it. The vendor who installs these highly-engineered signs has serviced our sign that Kevin designed and his son built for a Boy Scout, Eagle Scout project, and commented very favorable on that.

Select Board Chair Bruno – Cathy, are we expiring 2 bonds next year?

Finance Director Ricker – Yes, 2017-18 is the final payment. 2 pieces are in the TIF and 1 is the Public Safety building.

Select Board Chair Bruno – So that is about \$215,000?

Finance Director Ricker – Yes. We will lose about \$100,000 in the TIF and about \$100,000 in the CIP piece. The expenses we charge to the TIF will decrease about \$100,000.

Selectman Olsen – Which means in effect we will look at the General Budget and see what can shift to the TIF.

Finance Director Ricker – That is why I started with the street lights.

Select Board Chair Bruno – So that gives us a pretty good head start on next year.

Chairman Bullock – There seem to be 3 bonds maturing – Route 302, Public Safety, and the waterline.

I) Tassel Top

Chairman Bullock – This is a non-budget item. In the interest of full disclosure, Steve and I are on the Tassel Top Board. The question is whether or not Tassel Top's numbers should appear on the appropriations report. Cathy has 1 opinion and I have another. And as a gentleman I will let you go first.

Finance Director Ricker – My predecessor, Nancy Yates, said that the Selectmen get the appropriations with Tassel Top on it and the Budget-Finance Committee gets the appropriations without Tassel Top. My own opinion is that Tassel Top is part of the Town and why wouldn't you want to see what those numbers were only a monthly basis? If I could put it on a separate report to make it easier for you, I would do that. I could put out 1 report that is just Tassel Top and 1 report that is the rest. I want to do what you want.

Town Manager Willard – Tassel Top is a separate enterprise fund, governed by a separate Board of Directors. I am not saying it is bad to give the figures, but it is not material to your responsibilities. I guess you can argue it both ways.

Chairman Bullock – There is oversight when Tassel Top finishes their year. My thinking on this is that Tassel Top is seasonal. The numbers stay the same basically from October to April so it is redundant for those 6 months. In my opinion it tends to

cloud the appropriations report, especially the income side. It shows a negative number on the income side. To me the appropriations report are items that are marked to budget, Tassel Top is not marked to budget, so it should not appear for the Budget-Finance Committee documents. It can make it confusing because the Tassel Top numbers are not marked to budget. I just want to clear the air and make sure everybody is on the same page.

Finance Director Ricker – If the Selectmen don't want to see the Tassel Tops figures on the report...

Chairman Bullock – Speaking for Steve, Tassel Top would be happy to provide the Selectmen with an annual report in November. This is a cash cow, I can't see where there could be any expenses, other than major improvements. We take advantage of the Town services through Accounting, Payroll, and some support from Public Works.

Town Manager Willard – I believe the Town provided some startup money...

Selectmen Olsen – The history is that it was a State purchase under the Land for Maine's Future, but the State did not want to run it. It was always separate, but the Town lent money to Tassel Top to begin and they paid it back over a 5-year period.

Town Manager Willard – Since then it has been a self-sustained entity.

Select Board Chair Bruno – The other thing is that we have not funded anything as a Town to Tassel Top. It runs on its own. Whatever revenues it brings in it spends. One issue I remember is an unemployment issue that hit the Town with an employee from Tassel Top. Then the Town had to step in and pay out some money. We self-funded the unemployment at the time and we got stuck with the bill.

Chairman Bullock – Tassel Top employees are Town employees.

Mr Crockett – To be fair we are covered under their umbrella policy as well.

Selectman Sadak – Didn't we give them a truck and aren't they covered by our insurance?

Public Works Director White – That vehicle is owned by the Town of Raymond and they are Town employees and they fall under our insurance.

Town Manager Willard – They helped to buy the truck.

Public Works Director White – Correct. They own half of the truck.

Selectman Sadak – Would that fall under the Town if there was an accident? What about Workmen's Comp claims?

Finance Director Ricker – Yes, they would fall under the Town.

Select Board Chair Bruno – So I see both sides. Maybe have a separate report to

show the Tassel Top figures.

Chairman Bullock – I am fine with that.

Finance Director Ricker – Once we go to TRIO it will be a separate account. It was not originally set up as a separate fund and it will be. We will need to look at anything that should be apportioned.

Chairman Bullock – If we do go with a broadband solution, we will need to set up a separate corporation to handle that. I don't think the Town of Raymond would want to own those wires, and the same practice would happen – it would be a separate entity managed by the Town of Raymond.

Select Board Chair Bruno – And the citizens would pay monthly for access?

Chairman Bullock – I would assume it would be like Time Warner.

Town Manager Willard – The model I am most interested in is pushing the private sector to build the infrastructure and deliver it. I think it is better to be in the private sector.

5. Public Comment – none

6. Adjournment

Motion to adjourn at 8:54pm by Mr Gosselin. Seconded by Mr Crockett.
Unanimously approved.

Respectfully submitted,

Susan L Look
Town Clerk