



**Budget-Finance Committee
Minutes**

February 27, 2018 at 6:30pm

Broadcast Studio

423 Webbs Mills Road

Committee Members Present: Marshall Bullock, Robert Gosselin, Brian Walker, Brien Richards, Debra Duchaine, Diana Picavet, Barry Moores

Committee Members Absent: Dana DesJardins

Board of Selectmen Present: Teresa Sadak, Rolf Olsen, Joe Bruno,

Board of Selectmen Absent: Sam Gifford, Lonnie Taylor

Town Staff Present:

Don Willard – Town Manager
Cathy Ricker – Finance Director
Bruce Tupper – Fire Chief
Cathy Gosselin – Deputy Fire Chief
Scott Dvorak – Code Enforcement Officer
Sue Look – Town Clerk

Other Presenters:

Rick Harveston, Zoe Miller – GPCOG on Lake Region Explorer
Alison Griffin, Sheila Bourque, Leigh Walker – Raymond Village Library
Neil Jensen (check name) – Raymond Waterways

Joint Meeting with Select Board for Department Head Review # 1

1. Called to order at 6:30pm by Chairman Bullock.
2. Department Head Review

a) Public Safety

Chief Tupper – We have put together a budget that we feel is very responsible and in consideration of cost increases that are uncontrollable. We made some adjustments on line items that we are close on or will run over on this year. We are looking for membership. This is a concern for us, which is a part of the reason for the salary request. This year we achieved our ISO Class 4, which will make a difference in our insurance rates and can make a difference for home owners. We

had 908 calls this year. The association is raising money for some of our decontamination equipment, so that will lessen the impact on the budget. There is an increase in building maintenance, the building is 15 years old and equipment is not lasting like it used to.

- Operations Budget

Ms Duchaine – Is the building maintenance for both buildings?

Chief Tupper – Most of the work needs to be done to the building on Route 302.

Mr Richards – Utilities – Anticipated CMP increases?

Chief Tupper – I have looked at trends at home and at the Public Safety building to try to project out.

Mr Walker – Contract fees?

Chief Tupper – Contracts to service specialized equipment and software:

- Defibrillators
- Power Cots
- Scheduling Software
- Southern Maine EMS
- Copier Maintenance

Mr Walker – Which are increasing the most?

Chief Tupper – They are all going up next year.

Chairman Bullock – Last year's budget for contracts was understated.

Mr Walker – Currently you are ahead of budget by about \$90,000. Does Feb-June have a higher run rate than the first 7 months?

Chief Tupper – There are several annual activities that happen in the spring, like gear testing. Also, we put off some expenses to be sure that we are not overspent on payroll after the winter.

Mr Moores – Radio repair and replacement savings?

Chief Tupper – There are some upcoming expenses that are not reflected as yet.

Selectman Sadak – Have you looked at different carriers for electricity?

Finance Director Ricker – I feed the information to Power Options and we were able to lock in for street lights that was significantly lower than CMP. We use Power Options for diesel, LP gas, and oil. They run an annual bid process.

Chief Tupper – We are constantly getting higher demand charges due to the need to run equipment during peak times.

Selectman Bruno – At what point do we stop looking for part-time and go to hiring a full-time staff?

Chief Tupper – It is getting closer all the time. That is the trend that is coming, particularly during the day. Surrounding towns are having the same issues and are looking at more full-time staff.

Mr Gosselin – Most of our students are from away (out of state) and once they are trained they will go back to their home area.

Town Manager Willard – Another reason we lose some is that they want more of a defined compensation plan.

Selectman Sadak – You have on call, per diem, and standby. What is the difference?

Chief Tupper – A “per diem” is someone who is at the station doing work and will respond out of the station. On call or standby (the same thing) are at home and have to be ready to respond if necessary. They get paid \$2.50 an hour if not on a call.

Mr Gosselin – Can you reapply for the Safer Grant?

Chief Tupper – Yes, in about a month. This would pick up the cost for either full time or per diem in full or in part for 3 years and then we would need to pick up the cost beginning the 4th year or stop the program.

Chairman Bullock – How many full-time people do we have now?

Chief Tupper – 5

Cathy Gosselin – We have been purchasing our own drugs through Maine Medical Center. We have not received our first bill as yet. We are also trading in drugs about to expire to Maine Med. We did go up on our ambulance rates to be more in line with surrounding towns.

- Capital Improvements

Chief Tupper – We are asking \$75,000 added to CIP and we are looking at \$225,000 to replace the rescue. \$225,000 out from CIP for a new ambulance that does not include a power loader which is now required. The power loader should be able to be transferred to the next truck and we have applied for grant money for the power loader. We have \$23,000 in CIP undesignated.

Mr Walker – Are you using a 4-year replacement cycle?

Chief Tupper – 6 for the rescue. We are looking at re-chasseing the box.

Mr Richards – Marine 1 is from State Surplus and the replacement is \$250,000? Is there a possibility of getting another from State Surplus?

Town Manager Willard – That is a \$450,000 boat today. It was a one-time deal. The hull is built to military specifications. It will need to be re-engined at some point. We are going to refurbish and repaint it. We allow the Sheriff's Dept to operate it and the number of complaints of excessive speed, etc, in the summer has decreased dramatically. It was acquired through State Surplus, but it was Federal Surplus. It was a Coast Guard boat.

- Salary Requests

Select Board Chair Sadak – I sent out questions to Don and Bruce pertaining to the salary increases and brought the answers tonight on a handout. Their answers led to other questions and I also brought figures compiled by Rita (*Rita Theriault – Human Resources Officer*).

Chairman Bullock – Does the Fire Department have any minimum hours for a call?

Chief Tupper – We do not have any minimum hours worked. We have several of our members who also work shifts in other towns, so they are not always available for Raymond. We have an aging population in town and many that are seasonal. I looked at a roster from 2000. 2 are still active, several are dead, some are retired and 20 have moved out of town – these were the young people. We have a few people who live out of state and will work some shifts when here. Surrounding communities have adjusted their pay rates to draw from the same pool of people that we draw from. We do pay more than New Gloucester and Poland, but they are talking about increases.

Mr Gosselin – Is this proposal reflected in this budget?

Town Manager Willard – It is a supplemental request.

Selectman Bruno – What is the cost of a full-time employee per hour?

Chief Tupper – Between \$16.48 and \$18.23 for a paramedic/fire fighter. These are the union employees. Plus 40% for benefits.

Selectman Bruno – How much full-time staff would you need to cover 24 hours?

Deputy Gosselin – You would need a minimum of 16 to cover 4 per shift and that does not include sick time, vacations, etc.

Selectman Bruno – So, if you had 8 full time staff and some on call you might be able to get by?

Deputy Gosselin – Right now we have 1 full-time and 4 on call on at night. We have to work around the on-call staff's regular employment hours.

Selectman Bruno – In my experience trying to keep people happy with more money and trying to compete with everybody around never seems to work. I think we need a different solution. Not that I am opposed to what you are doing short-term, but I think you need a long-range plan.

Chief Tupper – We already do long-range planning with equipment and we recognize that we need to begin doing it with personnel.

Chairman Bullock – You said 4 on shift, does that include administration?

Deputy Gosselin – Not at night. During the day, yes. We normally have 5 on during the day.

Chairman Bullock – This is for Ms Ricker. Is it possible to split out their salary page to see full-time, per diem, etc?

Finance Director Ricker – Sure.

Selectman Olsen – Is there any one class that we are in more danger of losing? If we just do an increase, will this accomplish your needs?

Chief Tupper – We are lacking young people and experienced members. We have some with limitations.

There was a good deal of discussion regarding retention of fire fighters.

b) Raymond Village Library

Chairman Bullock – Thank you for the budget presentation this year.

Mrs Walker, Treasurer of RVL – We are requesting \$60,000 again this year. There is another \$500 for plowing that is in the Public Works budget.

Chairman Bullock – Is the town paying \$15,000 per quarter?

Finance Director Ricker – Yes.

Ms Duchaine – How many full-timers are there?

Mrs Walker – Allison is our Library Director and there are 3 part-timers. We also have a solid crew of volunteers.

Selectman Bruno – This is a very good presentation and I appreciate that you are not asking for an increase.

Mrs Walker – We appreciate all the support we have gotten from the town.

Chairman Bullock – How did we get from revenues of \$150,000 to \$104,000?

Mrs Walker – About \$18,000 of that was for our renovation project. We had a patron make a donation to refurbish our office. The \$12,000 highlighted was investment gain that happened over many years and had not been run through the income statement. To reconcile the bank accounts I take the investments at current market value even though we are not spending it.

Chairman Bullock – Investment increase? Where is the \$38,000 coming from.

Mrs Walker – We had spend down that money and we are working toward building that back up. We were in a position this year that we had money to put back in there.

Selectman Bruno – Where do you have the money invested and what kind of return are you getting?

Mrs Walker – A balance fund through Key Bank. I do not know the rate of return, but I can get it for you.

Mr Richards – Your annual appeal went up by \$7,000? That is great. Any idea why?

Mrs Walker – We had a great year and exceeded on the annual appeal for individuals. We have not done the businesses yet. We write handwritten thank you notes no matter the size of the gift. People are realizing that we are not a department of the Town. The Library is becoming a community center due to the various programs and offerings – computer access, community garden, speakers, etc.

c) Code Enforcement

Town Manager Willard – The difference here is staffing – lower salary for new CEO and we removed the request for a part-time assistant. We are very pleased with his work and are glad to have him.

Selectman Olsen – What is your project on growth for next year?

CEO Dvorak – Lately I have seen expansion and rebuilds in the Shoreland Zone. 4 or 5 houses thus far and a few more are coming in. There have been 2 so far in the Commercial Zone.

Selectman Bruno – Is there a development going in on Valley Road?

CEO Dvorak – It is in the early stages of Planning and starting to gain a bit of speed. It is 27 or 28, some are high-density lots.

Mr Richards – The \$5,000, is that specialized software?

CEO Dvorak – Yes. I can use it in the field.

d) Community Development

Town Manager Willard – All items moved to another cost center.

Raymond Waterways Protective Association - taken this meeting due to their attendance

Neil Jensen – President RWPA – For the past several years we have been running 1 boat at a time due to mechanical problems and the cost of 2 crews. We were able to get a new motor with the help of gifts and the dealer. Sebago is the only one of our lakes that is invested. We take the milfoil to be composted and then used to grow vegetables that are sold to Raymond residents.

e) Assessing

Town Manager Willard – We have a new 3-year contract with Curt Lebel who has proven himself to be a good contract assessor.

Selectman Bruno – Are there step increases in the contract?

Finance Director Ricker – It is a flat contract.

Mr Richards – Increased valuation based on what?

Town Manager Willard – Permits submitted. We tend to estimate conservatively.

Mr Walker – Software increases?

Finance Director Ricker – It is Vision Appraisal. They are going to discontinue our current version and we must upgrade. Another piece will come next year.

Town Manager Willard – They sort of have us held hostage. All the big players use Vision and it is a major upgrade to their software for all users. We are at about 101% in valuation.

f) Administration

Town Manager Willard – We have met the goals set out by the Select Board. It is a services driven budget.

Mr Walker – Did you give us bond schedule?

Finance Director Ricker – I can't say. I will take a look and if not, I will send it out.

Selectman Bruno – What is the thought process for replenishing the \$55,000?

Town Manager Willard – To have some consistency. It seemed like the logical thing to do.

Finance Director Ricker – I got the impression that that was the idea.

Selectman Bruno – That was because it was the first year and we did not know how much we were going to spend.

Mr Richards - \$7,000 for cleaning?

Finance Director Ricker – It was under Public Works before.

Selectman Olsen – Where are we with putting a second side to the sign?

Town Manager Willard – We have had some comments and discussion.

Town Clerk Look – The quote to make the sign at the Town Office double sided is \$21,520.60.

Selectman Olsen – Where I am going with this is could we move the sign under the TIF? It meets the intent behind TIF funds. Do we have room in there?

g) TIF

Rick Harveston, Planner with GPCOG for the Lake Region Explorer – Ridership is up to about 9,500 boardings, 500 over last year. There is more activity in the Summer. The Sunset Variety stop is up from 852 to 932. Riders can get text alerts on schedule issues. Bus stops are in google maps. There is an app that will show where the bus is. RTP is in the process of purchasing a new bus. RTP received a national award for how they run the bus. Funding request is just shy of \$10,000 for each of the 5 towns serviced by the bus, for a total of about \$48,000 which is a third of the budget for the bus. The \$48,000 matching funds “unlocks” the MEDOT and FTA dollars.

Mr Walker – I was going to ask about the GPCOG \$18,000 expense...

Chairman Bullock – This discussion is about the Lake Region Explorer.

Mr Walker – I am sorry, this is about the Lake Region bus.

Mr Harveston – We provide the planning services for the bus and that is the \$18,000.

Mr Walker - I would like to see the total count of people who depart and arrive in Raymond.

Mr Harveston – The 932 figure is the number of people who get on at Sunset Variety. We could provide the number of alightings.

Mr Walker – That would help to see the true number of riders for Raymond.

Mr Richards – So, our contribution helps to get matching funds? Are we in danger of not qualifying for the matching funds?

Mr Harveston – I can have RTP follow up on that for you.

Selectman Bruno – 5 days per week, 4 round trips per day, 932 from Raymond, that is 4 riders per day. \$9,600 makes \$10.30 per rider per trip that Raymond subsidizes. Do you think that is a good investment?

Mr Walker – That is why I was trying to get to the number because I think it is actually a different denominator we use for that equation. The 932 does not include people who get on in a different town and get off in Raymond.

Selectman Bruno – My concern is the people getting on in Raymond because those are the Raymond residents.

Mr Walker – So you are doing it per rider in a round-trip concept. That is fair.

Ms Miller – A lot of the communities we work with see transit as an investment in meeting the needs of residents. We have heard that people want to live in a community where transit is available. It is seen as an economic development tool.

The hope is that over time we are able to tap into different types of ridership, people coming out to use the beaches and other amenities in Raymond.

Selectman Bruno – You are charging people from Naples and Bridgton the same as you are charging from Raymond, yet Bridgton is 25 miles up the road. We don't have the same ridership and for them it is bargain, for Raymond it is not.

Mr Harveston – That was a decision to keep it simple.

Selectman Bruno – Most mass transits don't work that way. In Boston, the further out you are the more you are going to pay.

Mr Harveston – Transit is different everywhere and this route is unique. It is one of the longest routes we have.

Selectman Olsen – Is there any data on the load per run? Are you running morning & evening full and the mid-day next to nothing?

Mr Harveston – That is correct.

Selectman Olsen – Have you looked at eliminating one of the mid-day runs?

Mr Harveston – They do have some ridership and we are not looking at elimination.

Ms Miller – RTP is looking to be more cost effective and that is a suggestion we can take back to the team.

Chairman Bullock – Thank you very much.

h) Insurance

Finance Director Ricker – I put 2 schedules in the back. We had a \$92,000 claim for the tower which came down in the October wind storm. The figures are an estimate. We can expect a 6 to 8% increase.

Town Manager Willard – The claim was for the tower. We were going to have to pay to have the tower taken down. Now we are going to cooperate with the school to use their tower.

Mr Walker – You are adding 5% increase. What is the \$59,000?

Finance Director Ricker – That is the total possible for HRA.

Mr Walker – The unfilled full-time?

Finance Director Ricker – Bruce has 1 full-time position unfilled.

i) County Tax

Town Manager Willard – The valuation on average was 4.53%. We were at 2.04% change. \$14,805 increase. They are trying to participate in the Broadband project. They have applied for a CDBG on our behalf.

j) Revenues

Town Manager Willard – Increase in excise tax.

3. Public Comment

None

10 Minute Recess called by Chairman Bullock at 8:46pm.

Budget-Finance Committee Meeting

1. Called to order at 8:53pm by Chairman Bullock.
2. Approval of Minutes – January 23, 2018

Motion to approve minutes as previously amended by Mr Gosselin. Seconded by Mr Moore.

Unanimously approved

3. New Business

a) Ordinance Changes

- Reduction of Number of Committee Members from 9 to 7

Proposed change:

Section 6. Membership, Quorum, Voting

A. The Budget and Finance Committee shall consist of ~~nine (9)~~ seven (7) voting members, plus the Chair of the ~~Board of Selectmen~~ Select Board and the ~~Chair of the School Board~~ who shall be a NON-VOTING EXOFFICIO members.

Motion to approve the ordinance change from 9 to 7 members as proposed by Mr Gosselin. Seconded by Mrs Picavet.

Mr Gosselin – This is with the understanding that current sitting members can remain on the committee until they decide to leave?

Chairman Bullock – Yes. If they wish to re-run, they may and if they do not then the seat will close. We will let attrition take care of it.

Town Clerk Look – Mr Chairman, may I ask a question?

Chairman Bullock – Yes, you may.

Town Clerk Look – Should there be something in the ordinance that makes that official? Right now, it appears that you would instantly go to 7 members when the ordinance change takes effect.

Chairman Bullock – I agree. You and I will come up with the wording.

Unanimously approved

- Election of a Vice Chair

Proposed change:

Section 6. Membership, Quorum, Voting

- B.** **The Chair and the Vice-Chair of the Budget and Finance Committee shall be elected** by a majority of the Budget and Finance Committee voting members at the first meeting after June 30th each year.

Motion to add the election of a Vice-Chair annually by Mr Walker. Seconded by Mr Gosselin.

Unanimously approved

- Removal of Chair of School Board as an Ex Officio Member

Proposed change:

Section 6. Membership, Quorum, Voting

- A.** *The Budget and Finance Committee shall consist of ~~nine (9)~~ seven (7) voting members, **plus the Chair of the ~~Board of Selectmen~~ Select Board and the ~~Chair of the School Board~~ who shall be a NON-VOTING EXOFFICIO members.***

Motion to approve the ordinance change to remove the language pertaining to School Board Chair as proposed by Mr Gosselin. Seconded by Mr Walker.

Unanimously approved

- Amendment to voting rules as written

Original proposed change:

Section 6. Membership, Quorum, Voting

E. *The Budget and Finance Committee shall officially act only in the presence of a quorum of five (5) four (4) voting members. Official motions will pass only on a majority vote of all voting members of the Budget and Finance Committee, unless the Budget and Finance Committee unanimously votes to adopt other rules at the first meeting of the year after the Annual Meeting and agrees to utilize the revised voting procedure for the full year. No member of the Budget and Finance Committee shall vote on a budget item in which the member has an interest.*

Mr Walker's proposed change:

~~E. *The Budget and Finance Committee shall officially act only in the presence of a quorum of five (5) voting members. Official motions will pass only on a majority vote of all voting members of the Budget and Finance Committee, unless the Budget and Finance Committee unanimously votes to adopt other rules at the first meeting of the year after the Annual Meeting and agrees to utilize the revised voting procedure for the full year. No member of the Budget and Finance Committee shall vote on a budget item in which the member has an interest.*~~

E. *A majority of the Board constitutes a quorum. If a quorum cannot be obtained, the meeting may be adjourned until a time and place certain.*

Any action of the Board shall require the affirmative vote of a majority of its non-recused attending membership of not less than three members unless otherwise provided by law.

Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote.

No member of the Budget and Finance Committee shall vote on a budget item in which the member has an interest.

Motion to approve Mr Walker's proposed change as presented by Mr Gosselin. Seconded by Mrs Picavet.

Mr Gosselin – If a voting member recuses, it would then be a simple majority of the remaining?

Mr Walker – Yes, but it has to be at least 3.

Mrs Picavet – The difference is the original says 4 and yours says 3?

Mr Walker – There are a couple of things that are different. One is that this into account the concept of being recused. With the original proposal, you could have a situation where 2 are absent, 1 is recused, 3 are in favor, and 1 against a motion and the motion would fail. That seems to fly in the face of what we are doing. The other thing is that abstentions shall be limited to conflicts of interest. With this I am trying to address the concern that people be motivated to attend the meetings with the expectation that if in attendance they would vote. This language, with the exception of the recused part, is the same as in the Bylaws of the Select Board. This change would make a consistency between the 2 boards.

Chairman Bullock – Let me address the last point. I am not comfortable in removing someone's right to recuse themselves for a reason other than conflict of interest. I think the possibility exists for that. Also, if it is in the Select Board's ordinance, it doesn't make

it good. Keep in mind, it has not been tested. Be very careful with that one. I can think of 6 or 7 instances where someone would want to recuse themselves and not have a conflict of interest.

Mr Walker – That is a really good point. The concern that I have with showing up to vote is one that I have over responded to, and that line could be taken out.

Chairman Bullock – Well, we are not at a point where we are going to change this document (*Mr Walker's proposed changes*), it goes as it is. It is up or down. Anything else? All in favor?

Mr Walker – What we are voting on is...?

Chairman Bullock – To substitute your language for 6 E.

Town Clerk Look – Mr Chairman, may I ask a question?

Chairman Bullock – Yes, you may.

Town Clerk Look – The last sentence currently in 6 E is the same that Mr Walker is proposing: *No member of the Budget and Finance Committee shall vote on a budget item in which the member has an interest.* Is this redundant with the further proposal to add 6 F: *All members will abide by the rules for Conflict of Interest pursuant to 30-A MRSA §2605?*

Chairman Bullock – I would like to leave the document as-is because that was what was presented for the vote. As an aside, as you know, the Select Board is reviewing all ordinances. There is also a lot of discussion about what is a conflict of interest and what isn't. They may be coming to the conclusion that a broader definition of conflict of interest may be more appropriate than exists now. I am not trying to put words in their mouth. This is a way for this committee to take charge of its own future. We will do nothing and let the Select Board do what they wish with this ordinance, and I am also uncomfortable with that. So, all those in favor of allowing Mr Walker's proposed changes to replace the language as proposed in 6 E?

Vote 3 to 4. Motion fails.

4. Budget-Finance Committee Comment – none

5. Public Comment – none

6. Adjournment

Mrs Picavet – Brian, I just want you to know that the reason why, that last sentence anybody could say you can't vote because of this. Who is to say what the conflict of interest is?

Mr Walker – We can't make a change to this now, Mr Chair?

Chairman Bullock – It is up or down right now, Brian. We have beat this around for a long time.

Mr Walker – Mr Chair, could we try to get to an agreement with the most members possible? If that's the concern, I have no problem leaving that out. Unless there is a legal

reason why we could not make a change to proposed language, why can't we make that change now?

Chairman Bullock – Because it was presented as an up or down.

Mr Walker – So, what are we voting on then, sir?

Chairman Bullock – You are voting on substituting your changes with the proposed language and that motion failed.

Mr Walker – So now what are we going to vote on?

Chairman Bullock – Nothing. The language survives.

Mr Walker – This document meaning the proposed language?

Chairman Bullock – Correct.

Mr Walker – Have we voted on this? We haven't voted on these changes yet.

Chairman Bullock – There is no change. That is the existing language. We are not changing it.

Mr Gosselin – So, how do we better prepare ourselves next time when this comes up?

Chairman Bullock – There is a provision to set the voting requirements at the beginning of each year.

Mr Walker – There are other changes in here, sir, that we have not voted on. That we need to be residents of the Town of Raymond, etc.

Chairman Bullock – That is in the general document, I believe.

Mr Walker – It is marked up as a change to the original ordinance.

Town Clerk Look – Are you referring to 6 C?

Mr Walker – Yes.

Town Clerk Look – That is not a change to the intent of this. It is a change to tidy up the language. Using "must be" instead of "who are" is more in line with statute language.

Chairman Bullock – Let me make an issue clear here. The other changes are about using gender neutral language and cleaning up the language to make it consistent with existing laws. We are not going to nit-pick the words. Anything else for tonight?

Motion to adjourn at 9:07pm by Mr Gosselin. Seconded by Mr Moore.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk