



**Raymond Compensation Study Committee  
(Recorded but not Televised)**

**Minutes\***

January 9, 2013

**Present: Chairman Rolf Olsen, Marshall Bullock, Bob Gosselin, Denis Morse, Mike Reynolds, Norma Richard, and Brian Walker.**

**Staff: Nancy Yates, Finance Director; Louise Lester, Town Clerk; and Danielle Loring, Recording Secretary.**

**Other: Charles Leavitt and Steve Linne.**

**1) Call to order:** Chairman Rolf Olsen called the meeting to order at 7:00pm and asked for a role call. He explained that this was an organizational meeting in order to get prepared and review the objectives set by the Selectmen.

**2) Review the Charge of the Committee,** which is to gather and study current compensation numbers offered by neighboring and similarly sized towns; review and compare these pay scales and benefit numbers and present appropriate information to the Selectboard to be used in developing schedules and scales. The report will be totally objective. The new Committee is not charged in proposing pay scales or schedules.

Chairman Olsen clarified that the Board was to function of more a "research branch." He added that the Finance Director Nancy Yates had already corrected data and would introduce the materials that she had obtained.

**3) Discussion of Reports Submitted by Finance Director**

Mrs. Yates stated there were three sets of data. The first were comparable towns that were determined by the valuation and the census bureau data. These included any towns with populations over 3,000 and valuations between \$750,000 and \$1.5 billion. The next group were bordering towns and the final were towns within a twenty mile radius that did not meet the previous criteria. She explained that there were some questions that the towns did not answer and, if there was a blank, their answers were not included in the profile. She said that she also had the Windham study available as well.

Mr. Morse wanted to know if the number of employees was represented in the data, and Mrs. Yates said that it was gathered. Mr. Rolf clarified that the information on workforce size was gathered but was not part of the criteria.

Mr. Bullock wanted to know which positions were included in the survey, and Mrs. Yates read a list of the positions that data was collected for. Mr. Bullock stated that he was accustomed to salary including the additional perks of the position, and Mrs. Yates explained that data such as investment match, and CPI increase were also noted.

Mr. Morse wanted to know if there was a summary, and Mrs. Yates explained that she only provided the averages and that there was also a comment section. Mr. Reynolds wanted to know what blanks meant

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again and Mrs. Yates stated that there were where answers were omitted or for answers that could not be quantified.

Mr. Gosselin wanted to know if the answers were only based on full time or part time employees or did they signify. Mrs. Yates explained that only the salary was included but there some benefits that were not available to part time employees.

Mr. Morse wanted to know when the last time something like this had been done, and Mrs. Yates stated that it had been a while. He then wanted to know if the school was included, and Mrs. Yates responded that it was only municipalities, but the data could be expanded to include them. Mr. Morse felt that it should be included and Mrs. Yates was concerned with evaluating position to position. Mr. Olsen you suggested evaluating only executive positions. Mr. Morse felt that it was important data in terms of insurance, benefits and compensation.

Chairman Olsen wanted to know how the term part time was defined because the law was considering 30 hours to be part time.

Mr. Walker was interested who did not respond to the survey, because he did not see towns that he felt should be included, more specifically Harpswell and Mrs. Yates said that she had sent the survey to Harpswell, but they did not respond.

Mr. Reynolds wanted to know if the average was based on the number of respondents or responses in the column, and Mrs. Yates explained that it was based on the number of responses. Mr. Reynolds clarified that when there were zeroes given as an answer, it would bring the average down and she agreed.

Mr. Morse wanted to know how they were going to tell the difference between part time, full time and per Diem figures. Chairman Olsen said that the members should use the data to generate questions for the next meeting, forward them to him for him to send to Mrs. Yates. Mr. Morse stated that he was only asking because some employees that were not getting benefits got paid more per hour. Mr. Walker said that they should keep in mind that they were not going to get an apples-to-apples comparison.

Chairman Olsen stated that there should be some comparison to the private sector but it was often hard to make the comparison.

Mr. Reynolds pointed out a couple anomalies such as Jay which has a \$900,000+ valuation but the per capita is much higher, around 200,000, and was concerned with including them as well as Lewiston. He wondered if they should disqualify them. Chairman Olsen stated that he was not in favor of throwing any data out to begin with because he saw value in it all. He said that they were going to have to determine ranges as their study progressed and they would need to figure out how to address that as they continued.

Mr. Reynolds wanted to know if Mrs. Yates felt that the answers were only for the municipal side of the budget and she felt pretty confident. Mr. Reynolds asked because some of the towns were reporting high numbers for full time employees.

Mr. Morse wanted clarification of their directive, and Chairman Olsen stated that they were only preparing comparison documents so that they could guide where they wanted to be in the future in terms of budgeting.

Mr. Reynolds wanted to know how the questions were worded, more specifically he wanted to know if they gave the figures for every person doing a position or the average, and Mrs. Yates responded that they respondents were given categories and they probably gave an average. Mr. Morse added that there was also the issue that some town had positions that were not being listed though Raymond had them combined,

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such as EMS chief.

Steve Linne, 66 Musson Road, called a Point of Order because the meeting was not being broadcast. It was brought to his attention that the agenda stated that the meeting would not be broadcast. Chairman Olsen stated that future meetings would be broadcast live.

Chairman Olsen instructed the committee members to get together questions within the next ten days for staff for additional information that they wanted to see.

Mr. Morse wanted to see benefits, such as vacation time. Mr. Bullock agreed and wanted to see the steps for vacation time earned and the use of a vehicle.

Mr. Walker wanted to know what the scheduling was in regards to this years budget cycle. Chairman Olsen did not think, from a practical stand point, that they would have time to effect this year's budget. Mr. Gosselin felt that department heads were already pulling together their budgets and the committee would be too late. Chairman Olsen felt that if they were to hand over any data it more than likely would be the present survey they were evaluating and that they would have the same questions that this Board was facing. Mr. Walker felt that they could have the department heads submit their budgets and then have them adjusted based on the results. Chairman Olsen was concerned with rushing the committee.

Mr. Bullock wanted to know if the numbers were salary exempt, meaning that there was no overtime for these positions. Mr. Reynolds pointed out that each salary was based on a number of hours and Mr. Bullock took that to only represent base salary. His reasoning was because the Raymond Public Works had to budget 125 hours of overtime, but they were not sure who was earning it.

Mr. Bullock then wanted to know if there was anyone in the higher salary range that was not being considered, and Mrs. Yates replied that there was not. His reasoning was because of the GIS contractor, and he wanted to know if there were other contractors that should be included and Mrs. Lester suggested the trash collectors.

Mr. Morse wanted to know how much the insurance plans were paying a month versus just the percentage that was covered, because the plans that the employers were selecting would vary. Mr. Bullock felt that MMA would have that data. Mr. Reynolds felt that there were many variables to consider including those employees who were compensated for not taking insurance.

Ms. Richard wanted to know if the job descriptions, benefits, and number of hours worked were all in the report. Chairman Olsen explained that the budget report would have some of the information, but Mrs. Yates stated that she could collect more information.

Mr. Walker reiterated that the committee should be using this data to create a projection, not guard rails for the benefits that were being given. Mr. Morse agreed but felt that it was important to know what they were comparing.

Mr. Reynolds commented that Mr. Bullock had brought up a good point when cars were mentioned but also felt that there may be other benefits that were not offered to Raymond employees.

Steve Linne, has been told that there are benefits to town employees regarding them using town facilities and equipment and that should be included as a benefit. He had heard that the Town manager had the town grader at his house for a month destumping his land and that should be a benefit. He continued that there were also rumors that his vehicle was getting oil changes at the town garage and it should be included as a benefit. Also, he was concerned that the town did not have a policy regarding the use of town facilities by employees.

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Mr. Linne continued that the Public Works Director was driving the company vehicle home and back but not being charged. Chairman Olsen explained to Mr. Linne that these issues were not the charge of the committee. They were looking at the data from other towns not internal issues.

Mr. Linne said that they should be looking at policies of other towns and include them as a benefit. Mr. Morse did not feel that that was the purpose of the committee. Chairman Olsen said that they could request a comparison of policies, but they were not looking at the internal issues. Mr. Linne responded that he felt that they should look at these issues in order to ask the right questions.

Mr. Morse asked how much detail do they want to get into, and Chairman Olsen did not feel that any questions generated were in appropriate. Mr. Reynolds added that they may not get an answer.

Mr. Walker recommended finding the key towns to investigate the minute details of how they handle certain issues.

Charles Leavitt, 14 Leavitt Road, cautioned against from throwing out Jay. He wanted to know how the deductible was being handled, and Mrs. Yates explained that it was reimbursed up to \$3,000 of the \$6,000. He added that he felt that being objective was important and that they should be looking at the private sector, because that was where the tax payers were.

Mr. Morse liked the idea of thinning down number of towns.

Chairman Olsen clarified that it was not reducing the number of towns but picking a select few to get more information with and Mr, Morse wanted to know when would that happen. Chairman Olsen responded that it would depend on the follow up questions and direction of the committee.

Steve Linne, felt that he could get a number of private businesses to provide the information within the local market. He felt that the data was important to consider. Marshall Bullock felt that the data may be beneficial so that they could attract the right employees. Mr. Reynolds cautioned that it would need to be anonymous. Chairman Olsen suggested getting the data from the Chamber of Commerce. Mr. Reynolds stated that he was concerned with finding comparable positions but looking at the benefit packages may help.

#### **4) Confirm Next Meeting Date**

- **March 6<sup>th</sup> at 7:00pm**

Chairman Olsen reminded the members to get their questions in to him by the 18<sup>th</sup> to distribute to Mrs. Yates.

#### **5) Adjournment.**

Chairman Olsen adjourned the meeting at 8:39pm.

Danielle Loring  
Recording Secretary

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