



**Raymond Compensation Study Committee
Minutes***
Wednesday, March 6, 2013

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

Absent: Other.

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

Other: Charles Leavitt.

1) Call to order. Chairman Rolf Olsen called the meeting to order at 7:01pm.

2) Approval of Minutes

a) January 9, 2013

Chairman Olsen stated a reminder that the DVD and video record were the official minutes for the meeting.

MOTION: Mike Reynolds motioned to accept the minutes; seconded by Norma Richards.

DISCUSSION: None.

VOTE: MOTION CARRIED (6/o/1 [ab RO])

Chairman Olsen explained that there was an issue at the last meeting where the Town Manager was accused of using town equipment for personal use and, as clarification, he owns his own tractor and had hired a backhoe for personal use. Mr. Reynolds also added that the Public Works Director and Fire Chief received compensation for bringing the vehicles home because they are on call 24/7. However, unlike the Code Officer, they do not have to pay taxes because of the on-call status.

3) Discussion of Updated Reports and Questions Submitted to Finance Director

Chairman Olsen explained that there were a number of questions sent into Mrs. Yates, and the Board was going to follow up on answers and set direction moving forward. He asked that Mrs. Yates update the study to include median household income. The Board also needed to determine format for final report.

**Per the "Minutes Policy," reviewed and approved August 17, 2010 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the DVD. DVD's can be purchased for a nominal fee or borrowed at the Town Office*

Ms. Richard asked the Board was going to be considering the RSU data, and Mr. Olsen responded that they could. She replied that she would also like to look private companies but the conflict would be in comparing like positions. Mr. Olsen stated that they could use data from the Department of Labor (DOL).

Mr. Walker stated that they could look at parameters for private companies. He also thought that they should compare the gross budget, minus the school portion school, against the dental/medical benefits as percentage of total budget. He agreed that anything on the private sector would be interesting to compare.

Mr. Olsen stated that they could get data that was compiled by third party. Mr. Walker suggested including businesses from the private sector such as management groups or accounting because they were similar in nature. Mr. Olsen added that the State conducted polling that could be broken down by county.

Mr. Morse said that he appreciated the data that Mr. Walker had presented but wanted to know why it was slimmed down from the original report. Mr. Walker responded that the comparison was not designed to look at the valuation of the town because the town has to provide a certain level of services regardless of that number. He had looked at population size that was relatively close to Raymond's, regardless of demographics, then took the averages of the valuation per capita and the key management roles and where Raymond was in relation to those averages. He considered 20% variance as significant where green highlighting was above and red was below. He explained that the only position that was excluded was the fire chief because it varied so much between towns.

Mr. Walker continued that he thought that it was important to look at the individual positions and what it takes to do that job. He wanted to compare the overall efficiency of the individual relative to pay scale.

Mr. Morse stated that he thought that was efficient to narrow the number of towns to look at. He felt that they should do the research and come back to the next meeting to present results with the agreed upon concepts. He liked the idea on comparing the total amount that it takes to get the job done but wanted to compare similar towns. He was concerned with Raymond's unique demographics.

Mr. Gosselin talked about the difficulty in comparing towns because there were not similar positions across the board and the data was not representative of actual averages because of stipend and additional benefits. Mr. Olsen agreed and stated that it was important to analyze data appropriately.

Mr. Reynolds stated that he would like to look at data in smaller chunks, similar to how Mr. Walker had narrowed the data by population. He volunteered to look at the data in terms of FT employees and/or valuation. He did not know if they are going to grasp the concept of expected core services and how the departments were running their payroll of the figures alone. Mr. Olsen stated that at the end of the day, that information was not that important because task was not to look at if the service was needed but whether or not the compensation was relative.

Ms. Richard stated that looking at the percent of payroll to total gross budget could be difficult because some towns were not offering the same services or even more services. Mr. Morse agreed and thought they needed to look the role of supplemental staff and the lack of it because there were department heads doing several roles, such as the Public Works Director also acting as the town's mechanic. He added that he agreed looking into the private sector and school because felt that it was a good way to show that the Town of Raymond was getting a good value for the amount of municipal budget. Mr. Olsen replied that the difficulty was that there was not set job description that was similar across the State. He felt that they should start with broad analysis and then compare around four towns on a more in depth level. He said that the challenge would be making fair comparisons because of what the job titles actually mean to the person completing the work.

**Per the "Minutes Policy," reviewed and approved August 17, 2010 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the DVD. DVD's can be purchased for a nominal fee or borrowed at the Town Office*

Mr. Walker agreed with comparing relative relationships to see where the red and greens line up. Mr. Reynolds agreed and stated that he would look at relative fields of full time employees and valuation. Mr. Morse added total payroll in comparison of gross payroll.

Mr. Walker asked Mrs. Yates if the figures presented were total compensation, as in total gross payroll per benefits, and she responded that they were listed as separate items.

Mr. Morse commented that there would be difficulty in comparing individual versus family plans. The Board discussed the list of benefits, who contributed to the premiums and the difficulty in comparing plans. Mr. Gosselin stated that he still did not think that the combined budgets, of payroll and benefits, were an accurate representation.

Mr. Reynolds stated that he would like to see the seasonal fluctuation as a relationship factor. Mr. Olsen agreed that they may be important when considering major costs, such as roads, because a high transient population which may mean more maintenance, but felt that the most of the services offered by the town were provided to year round residents. Mr. Reynolds added that the Fire Department needed to have respondents for the max population where as the number of clerks at the Town Office did not fluctuate. Mrs. Yates added that Town Office staffing distribution changed with the seasonal demand.

Mr. Bullock noted that it may be important to note that the towns of Oxford, Jay, Norway, Bridgton and Bar Harbor, that were included in the study, had police departments and may offset the benefits packages

Mr. Walker stated that they need to make sure that they were going back to the master list to make other category cuts. Mr. Reynolds offered to do the number of full-time analysis. Mr. Walker offered to gross payroll but that the max/min comparison may take longer because new data need to collect. Mr. Morse offered to look at the number of buildings per town.

Mr. Bullock stated that he was concerned with non-monetary compensation. There some positions that allowed \$7,000 for car allowance, as well as memberships and training that effected or attracted individuals into positions. He offered to try to compare benefits.

4) Confirmed Next Meeting Date:

- **April 17, 2013**

5) Adjournment:

MOTION: Marshall Bullock motioned to adjourn; Seconded by Robert Gosselin.

VOTE: MOTION CARRIED (6/0/1 [ab RO])

Chairman Rolf Olsen adjourned the meeting at 8:12pm.

Danielle Loring
Recording Secretary

**Per the "Minutes Policy," reviewed and approved August 17, 2010 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the DVD. DVD's can be purchased for a nominal fee or borrowed at the Town Office*