



**Raymond Compensation Study Committee
Minutes***
Wednesday, September 17, 2013

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

Absent: Norma Richard

Staff: Danielle Loring, Recording Secretary

1) Call to order: Chairman Rolf Olsen called the meeting to order at 6:59pm.

2) Approval of Minutes

a) June 19, 2013

MORION: Marshall Bullock motioned to accept the minutes; seconded by Robert Gosselin.

DISCUSSION: Brian Walker asked if individuals could make motions if they were not present at the meeting, and Chairman Olsen clarified that anyone could make a motion but only allowed individuals could vote, others would have to abstain.

VOTE: MOTION CARRIED (4/0/2 [BW & MR])

3) Review of Job Descriptions and Duties for Town of Raymond Employees

Mr. Gosselin asked for clarification on the handout that they had received from Mr. Walker, and he explained that was a completed checklist, that they had received from Chairman Olsen, for the town of North Yarmouth.

Chairman Olsen asked when the members thought that they were going to be ready to present their findings. Mr. Reynolds said that he thought that mid-October was reasonable, and Chairman Olsen and Mr. Bullock agreed. Mr. Bullock asked if there was a deadline given by the Selectmen, and Mr. Reynolds replied that there was not. Chairman Olsen explained that he was waiting for the County study so that they could review the results. Mr. Walker expressed his concern with getting the final report complete in time budget work to begin.

The Committee discussed how they were going to compare the data to other towns, and then how they were going to present it in their report. Mr. Walker wanted to know if there were any other data sets that they needed, and Chairman Olsen suggested the Cumberland County study that he mentioned because it was recently completed but not yet released.

**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. Reynolds explained that he felt that original charge of the committee was to review the data and send results to the Selectmen. The Board would then work to deal with their hybrid/cross training system and develop a compensation system.

Mr. Walker asked if the Budget-Finance Committee was going to have a role in reviewing the data, and Chairman Olsen explained that the charge had come from the Board of Selectmen. Mr. Bullock added that he felt that, once the report was released, the Selectmen would have to charge another ad hoc committee to develop job descriptions and pay scales.

4) Discussion of Questions and Results for Subject Towns

Mr. Walker presented his results collected from North Yarmouth. He explained that their total valuation was \$450,000,000 with a population 3,500 people, with no seasonal fluctuation. He stated that the gross payroll was \$500,000 versus Raymond's \$1,000,000. He explained that there was a lot of cross training among staff and management, and the staff number was much smaller than Raymond's which he attributed to the high volunteerism there.

Mr. Walker continued by reviewing the responsibilities of North Yarmouth's employees. He explained that the role of the Clerk was the same plus a portion of what Raymond had as duties for the Finance Director, such as accounting and tax bills, because they did not have that job title. The Town Clerk also does the job of deputy treasurer and back up Code Officer. There were usually two full-time counter clerks, but at the time there were operating with a temp and the Clerk.

He continued that there was no Executive Assistant and the responsibilities for each Board fell upon the chairs, and the videography was contracted out. The Code Officer for North Yarmouth had the same responsibilities as well as electrical permitting and inspections, flood planning, conservation committee and E911. The role of their Town Manager did not include Harbor Master but was the same relative job with the addition of fleet management and almost no administrative support.

Mr. Walker continued that the Town does all their own plowing with the cooperation of Public Works and other Town employees, such as the Fire Chief. Public Works has 3 full-time, year round employees and 1 part-time winter as well as another part-time summer employee. The Public Safety Department used Falmouth for their dispatch services, and the Fire Chief was the only full-time employee.

Mr. Reynolds commented that it appeared that North Yarmouth may have taken the mutual aid a step further and developed contracts to codify the relationships, rather than verbal agreements.

Mr. Morse referred to the chart that had the original data sets for North Yarmouth and pointed out that they had indicated that they did not have a Fire Chief and that they were funding the CIP, but now they had a Chief and had opted not to fund the CIP. He was also curious about what other towns were doing merit raises versus flat CPI increases and if the workloads were consistent across job descriptions.

Chairman Olsen explained that the Committee was just looking at position/title rather than the workload because he felt that workloads were not consistent but job expectations were.

5) Confirm Next Meeting Date

October 10, 2013 or November 7, 2013

**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*

6) Adjournment:

MOTION: Robert Gosselin motioned to adjourn; seconded by Mike Reynolds.

VOTE: UNANIMOUS APPROVAL (6/o)

Chairman Rolf Olsen adjourned the meeting at 7:45pm.

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*