



**Raymond Compensation Study Committee
Minutes***
Thursday, October 10, 2013

Present: Chairman Rolf Olsen, Marshall Bullock, Robert Gosselin, Denis Morse, Norma Richard, Brian Walker, and Mike Reynolds (via telephone)

Absent: None

Staff: Danielle Loring, Recording Secretary

Other: None

1) Call to order: Chairman Rolf Olsen called the meeting to order at 6:57pm.

2) Approval of Minutes

a) September 17, 2013

MOTION: Marshall Bullock motioned to accept the minutes; seconded by Brian Walker.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (6/o)

3) Discussion of Questions and Results for Subject Towns

Chairman Olsen asked for a summary of the information received from their towns.

Mrs. Richard had Buxton and she explained that she had gotten information back from the Fire Chief but was waiting on Town Office, because there was no town manager – just a clerk and had to go through the Selectmen to get the information.

Mrs. Richard also had Norway and she explained that she had received financial numbers back from the town office but was waiting on fire department.

Mr. Morse had Casco, and he explained that he found that Casco involved a lot of cross training to complete various tasks and had different titles than Raymond. Their fire rescue department was in transition because they were in the process of combining the tow departments. The town manager does not have an

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assistant but calls upon staff that are best suited for the task that needs completion. They rely upon a lot of subcontracting rather than staff, but were looking to hire a part time code officer and assistant for that office. Mr. Walker asked who Casco subbed out to for public works, and Mr. Morse explained that it changed year-to-year based on bids. Mr. Walker then asked if plowing was solely P&K, and Mr. Morse stated that it was not and that contract was also sent out to bid. He then explained that Casco also has a full-time recreation director, who handles cemeteries as well.

Mr. Reynolds had New Gloucester and he explained that he had sat down with town manager regarding their structure. The town manager was not classically trained, with a background in finance and has a CPA; he acted as the treasurer (budget only, no money handling) and town clerk (signature only). The Town Office had two full-time deputy town clerks, who were cross trained among all duties; cemeteries were handled by a volunteer association that took care of all of those duties with no input from clerk; for general assistance, New Gloucester used an outside contractor but the town did have a significant budget.

Mr. Reynolds found that there was no executive assistant because everyone handled their own administrative duties. The code officer was the recording secretary for the various boards (planning, zoning and conserve) with same general responsibilities. They also had ten employees in Public Works, including the department head, five full-time and one part-time plower in the winter. He explained that they did their own plowing, mowing and grounds keeping.

Mr. Reynolds continued that they recently went to a staff rescue with one full-time rescue/fire employee. The town manager wants to go to a merit based system for his employees and is reviewing the MMA wage survey in terms of wage scales based on position. The concern was that there were 30 year employees who are getting cost of living increases and were considered over paid. Mr. Gosselin asked what year of the wage survey was, and Mr. Reynolds explained that he did not know the date, but the town manager had started the movement about 2.5 years ago and that he had shared his sheet to show the low and high range for position and the recommended rate.

Mr. Morse asked if the ten employees were full-time, Mr. Reynolds replied that of the ten under the town manager that eight were full-time and there were also five full-time people in Public Works. Mr. Morse was concerned with the data they were reviewing, because, based on his experience, he found that he was getting different data based on who he spoke. He asked if they should collect all the data and try to collect reasoning behind outliers. Chairman Olsen felt that they should look at the data generally.

Mr. Reynolds explained that there were some questions that he did not ask specifically but instead just asked open ended questions so that he could listen to their responses. He felt that the core positions would be the same but that individuals would take on additional tasks based on their interests. Chairman Olsen stated that they were trying to compare core services to other towns but that did not mean that Raymond wanted to be like some of the comparable towns. They were trying to find if the town was at an extreme in pay scales and report on that data but not to make a decision because that would be up to the Selectmen to decide.

Mr. Walker explained that the committee had started with wage comparisons and now they are looking at titles versus job responsibilities to see if they are comparing apples to apples. He felt that cross training was the norm and no one person was doing one position.

Mr. Bullock had Rockland/Gray and explained that he was supposed to get written responses by the end of the week, but he had not been able to make contact with Rockland and was to use the Raymond town manager as a vehicle to get through to them.

Mrs. Richard stated that she felt that pay scales were important, and she saw the most differences in

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compensation for the fire/rescue and public works departments. Mr. Morse state that he felt that longevity was important because cross training in some areas was dependent on the individuals being there for such a long time. Mr. Walker added that the goal was to identify the anomalies and then explain them. Mrs. Richard stated that she found that the Raymond clerks were underpaid.

Mr. Morse explained that he had learned that the IFW agent, which was absent from Casco's listing, had nothing to do with waterbodies but the ability to sell the licenses.

Mr. Bullock asked if the Code Officer was a State mandated job, because Raymond had had one for a while but now Casco was just getting one. Mr. Morse explained that there were more requirements and training required for that position. Mrs. Loring added that there was recently a State mandated adoption of the Universal Building Code for all towns/cities with populations over 4,000, which had a much higher standard of evaluating build codes. Mr. Morse explained that the job was much more intensive because of consequences of the past and the easy nature of the position.

4) Discussion of Final Report

Chairman Olsen stated that the committee needed to discuss the report and decide on the file format. Mr. Walker stated that he understood that they were not tasked with recommendations but wanted to know if they add in opinions. Chairman Olsen explained that there would be some narrative but task was to collect data and review comparisons. They would likely explain differences found but not state that a position was under or overpaid.

Mr. Morse asked if they were going to report trends, and he was concerned with the data that would be presented. Mr. Walker showed Mr. Morse a chart representing the way that the data had been presented.

The Committee discussed how the results would be used and what would be the direction of the results. Mr. Reynolds explained how the Selectmen could choose to use the data to cap higher paid positions or as a means to give merit raises. Chairman Olsen warned that the charge of the committee was not to determine how the data would be used. Mr. Morse felt that it was important to note in the report that the town was delivering the core services at such an overall low budget.

5) Confirm Next Meeting Date

- **November 7, 2013**

6) Adjournment.

Chairman Rolf Olsen adjourned the meeting at 8:15pm.

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