



Town of Raymond Board of Selectmen ePacket September 11, 2018

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Agenda



BOARD OF SELECTMEN Agenda

September 11, 2018

6:30pm – Regular Meeting

Broadcast Studio
423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

1) Call to order

2) Minutes of previous meetings

- a) August 21, 2018 – Regular meeting

3) New Business

- a) Presentation on Vaping – Laura Morris, Director of Be the Influence Coalition
"It is crucial that the Town Council be educated on the dangers of vaping for our youth and their developing brains to better understand how we can limit access to these products in our community."
- b) Tax Commitment for FY2018-2019 – Curt Lebel, Contract Assessor
- c) Presentation of Public Safety Employee Recruitment & Retention Report – Bruce Tupper, Fire Chief
- d) Approve Warrant for October Special Town Meeting – Sue Look, Town Clerk
Possible question of whether or not to allow citizens to serve on both the Planning Board and the Zoning Board of Appeals. In the past the ZBA hear appeals of Planning Board decisions, but those appeals now go to the Maine Supreme Court. The ZBA only hears appeals of the Code Enforcement Officer's decisions.
- e) Consideration of New Road Name – Kaela Gonzalez, Addressing Officer
Due to 911 Addressing Standards, a portion of Rolling Brook Road needs a new name to solve a numbering issue. The State of Maine 911 addressing contact for Raymond approved "East Rolling Brook Road" as an acceptable replacement.

4) Public Comment

5) Selectman Comment

Selectman's Meeting Agenda (Page 1 of 2) September 11, 2018

- 6) **Town Manager's Report and Communications**
 - a) **Confirm Dates for Upcoming Regular Meetings**
 - October 10, 2018
 - November 14, 2018
 - b) **Reminder of Upcoming Holiday Schedule**
 - Monday, October 8th – Columbus Day

- 7) **Treasurer's Warrant**

- 8) **Adjournment**

Previous Meeting(s) Minutes



BOARD OF SELECTMEN Minutes

August 21, 2018

6:30pm – Regular Meeting

Broadcast Studio
423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

Select Board members in attendance: Rolf Olsen, Teresa Sadak, Samuel Gifford, Lawrence Taylor, and Marshall Bullock

Select Board members absent: none

Town Staff in attendance:

Don Willard – Town Manager
Scott Dvorak – Code Enforcement Officer
Sue Look – Town Clerk

1) **Called to order** at 6:30pm

2) **Minutes of previous meetings**

a) July 19, 2018 – Regular meeting

Motion to approve as presented by Selectman Taylor. Seconded by Selectman Bullock.

Unanimously approved.

b) July 31, 2018 – Special meeting for public hearing

Motion to approve as presented by Selectman Olsen. Seconded by Selectman Bullock.

Unanimously approved.

3) **New Business**

a) Consideration of Appointment of Bob O'Neill to Planning Board – Sue Look, Town Clerk

Motion to appoint Bob O'Neill to the Planning Board by Selectman Gifford. Seconded by Selectman Bullock.

Chair Sadak – He was on the Planning Board and is back.

Selectman Gifford – I served on the Planning Board with Bob and he is great.

Town Manager Willard – He is an exceptional volunteer. I think it is a great move.

Selectman's Meeting Minutes (Page 1 of 4) August 21, 2018

Unanimously approved.

b) Consideration to Release the Covenant for David & Tammy Knights – Scott Dvorak, CEO

The covenant (dated September 29, 1990) was to require family only as tenants in the accessory apartment. This is no longer the way accessory apartments are approved. Once the covenant is released they will need to apply for a permit to have an accessory apartment and then they must meet requirements outlined in the current Land Use Ordinance before it is approved.

Motion to release the covenant as presented by Selectman Gifford. Seconded by Selectman Bullock.

CEO Dvorak – In the past accessory apartments were not allowed. In-law apartments were, usually with a provision that once the relative no longer needed the apartment it would be taken out. This covenant stipulates that it will be passed down to heirs, no matter who owns the house.

Selectman Olsen – Is this in the area we have asked the Planning Board to look at the ordinances?

CEO Dvorak – Yes, but it is not related to that issue. This just came about reviewing the folder for the property. Accessory apartments are allowed in all current zones. It does not fall under the moratorium. There was no expansion of the dwelling for this apartment (it is in the basement).

Selectman Bullock – If we make this change, then any further changes to the property must come under current ordinances?

CEO Dvorak – Yes.

David Murch – Thank you for the epacket. This is the first we have heard of the covenant. We are aware that non-family have rented the apartment since 2000. What are the ramifications of them breaking the covenant? There are vague statements and references in the email trail between CEO Dvorak and the Town Attorney. Why was the covenant put in place in the first place? I did hear what Scott had to say. I am concerned that the covenant has been broken numerous times.

Chairman Sadak – Do we need to do something to make sure the apartment is not rented?

CEO Dvorak – I was not aware that there was anyone renting the space. Phil had a copy of the covenant when we were emailing back and forth.

Selectman Olsen – Who is responsible to file the release with the Registry of Deeds?

CEO Dvorak – The Knights. They would need to apply for an accessory apartment and would need to meet all of today's code before the apartment could be rented.

Unanimously approved.

c) Quit Claim Deeds for Approval – Sue Carr, Tax Collector

Mark Golding & Marjorie Larrivee	Map 054 Lot 056	58 Crockett Rd
David Thompson	Map 016 Lot 002-A	9 Peppercorn Way

Motion to approve Quit Claim Deed for Map 054 Lot 056 as presented by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved.

Motion to approve Quit Claim Deed for Map 016 Lot 002-A as presented by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved.

- d) RSU Withdrawal Vote Update – Teresa Sadak, Select Board Chair and Sue Look, Town Clerk

301 Voters Cast Ballots – secret ballot

Do you favor filing a petition for withdrawal with the Board of Education, authorizing the withdrawal committee to expend \$50,000 over 2 years and authorizing the Select Board to issue notes in the name of the Town of Raymond or otherwise pledge the credit of the Town of Raymond in an amount not to exceed \$50,000 over 2 years for this purpose?

171 Yes
128 No
2 Blank

Total Voters: 4,036		
D	1,139	28.2%
R	1,256	31.1%
G	178	4.4%
L	23	.6%
U	1,440	35.7%
Turnout: 7.5% of Total Voters		

Motion to authorize Town Manager Don Willard to enter into consulting agreements with Mark Eastman and with Dan Stockford terms not to exceed the monies approved at the August 14, 2018, Special Town Meeting by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved.

The next step is to send a certified letter to the Education Commissioner and the Superintendent. Once received the DOE has 30 days to get back to us instructing us to form a withdrawal committee.

Motion to approve the letter as drafted by Selectman Olsen. Seconded by Selectman Bullock.

Unanimously approved.

4) Public Comment

Bill Frasier – A few weeks ago I sent an email to the Town about a neighbor piling junk next to his driveway. It has been there since before Memorial Day and is growing. 337 Raymond Hill Road.

Town Manager Willard – It does not meet the lot coverage to be able to be addressed by codes. It is not growing, and we are trying to work with the property owner. It may come to the Town to resolve this if the property owner is not able to dispose of it properly. We are still working with the property owner.

5) Selectman Comment

None

6) Town Manager's Report and Communications

There will be an article about Broadband in the Windham Eagle. There are still 4 towns working together with Cumberland County to try to leverage the private sector to get this going.

Public Works Director Nathan White is working with Naples and Casco to possibly work together to share the winter plowing. We do look for opportunities like this.

The sign will be raised and straightened. We have gotten a lot of complements on it.

a) Confirm Dates for Upcoming Regular Meetings

- September 11, 2018
- October 9, 2018

b) Reminder of Upcoming Holiday Schedule

- Monday, September 3, 2018 – Labor Day

7) Treasurer's Warrant

Motion to approve for a total of \$123,904.96 by Selectman Olsen. Seconded by Selectman Taylor.

Unanimously approved.

8) Adjournment

Motion to adjourn at 7:23pm by Selectman Taylor. Seconded by Selectman Gifford.

Unanimously approved.

Respectfully submitted,

Susan L Look, Town Clerk

Vaping

Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Rd
Raymond ME 04071
204-655-4742 fax 207-655-3024
sue.look@raymondmaine.org

Requested Meeting Date:

Requested By & Date:

CONTACT INFORMATION

Address:

Email Address:

Phone #:

AGENDA ITEM REQUESTED

Agenda Item Subject:

Agenda Item Summary:

2018-2019 Tax Commitment



INTEROFFICE MEMORANDUM

TO: TOWN OF RAYMOND BOARD OF ASSESSORS
FROM: CURT LEBEL, ASSESSORS AGENT
SUBJECT: TAX RATE AND COMMITMENT OF FY2018-2019 PROPERTY TAXES
DATE: 9/4/18
CC: DON WILLARD

Dear Board Members,

The assessing office has completed its annual preparation for tax commitment. Property tax appropriations approved by voters or their representatives have increased for this fiscal year which will necessitate an increase in the tax rate over last year's 12.30 rate.

Property Tax changes below are calculated at a proposed 12.60 tax rate, which represents the minimum tax rate available for the assessors to select:

Tax Appropriation	Tax Amount	% of Overall Tax	Increase/Decrease	% of Total Increase
RSU 14	\$9,495,469.20	73.5%	+ \$322,762.31	+83.2%
Municipal Levy	\$2,462,672.47	19.1%	+ \$24,311.64	+6.3%
County Levy	\$741,881.00	5.7%	+ \$14,805.00	+3.8%
TIF District	\$217,693.92	1.65%	+ \$21,754.98	+5.6%
Overlay	\$6,000.09	0.05%	+ \$ 4,387.46	+1.1%
Total Tax	\$12,923,716.68		+\$388,020.39	+3.1%

In regard to the municipal budget, the approved municipal appropriation has decreased \$104,162 from last year. However, changes in non-tax revenue outlined below result in a net tax increase of \$24,311.64 in the municipal general fund budget, largely due to the Town electing not to utilize any of its undesignated fund balance for fy19 expenditures.

In regard to non-tax municipal revenues, homestead exemption reimbursements will increase this year by approximately \$35,000 due to the enacted State 62.5% reimbursement rate, which is an increase from last year's 50% reimbursement rate. State revenue sharing increased slightly by \$5,000. Other, non-property tax revenues utilized by the Town to reduce taxes such as motor vehicle excise, etc has decreased by \$170,000, largely due to the absence of last years \$270,000 in fund balance usage. BETE personal property exemption reimbursement will increase slightly by \$3,000 but a larger portion of this reimbursement is tagged to the increase in the TIF district payment, due to valuation additions by properties within the district.

Taxable Valuation has increased this year by approximately 6.5 million dollars' valuation and comes in at \$1,025,691,800.00. Market values continue to rise and assessments for this year are expected to fall in the 85-90% of market value range. As market conditions continue to change and as the length of time since the last full valuation was conducted (13 years ago), the Town should begin to consider how it may fund the next equalization project as it may become necessary in the not too distant future. New construction continues to be robust in Town. This year, much of the new housing was constructed outside of the shoreland areas, within newly revived subdivisions which were largely dormant during the last recession. On the personal property side, there was an unanticipated reduction of 1.6 million in BETE personal property on one large account which placed manufacturing equipment at a facility in another municipality and is reporting the assets to that municipality which were previously reported to Raymond. This was offset by reported increases spread over several other accounts within town.

Below, along with last year's rate for comparison, I have selected the 3 potential tax rates. Every 1 cent change to the tax rate will result in approximately a \$10,000 change in overlay. A rate of 12.60 is possible but leaves a small overlay of \$6,000.

Upon selection of a tax rate for 2018, I will have the necessary Warrants and Certificates prepared for Board signatures the following day.

Curt Lebel

Assessors Agent

PROPERTY TAX REVENUES

	LAST YEAR (2017)		THIS YEAR (2018) TAX RATE OPTIONS					
TAX RATE	\$	12.30	\$	12.60	\$	12.62	\$	12.65
TAXABLE VALUATION	\$	1,019,162,300.00	\$	1,025,691,800.00	\$	1,025,691,800.00	\$	1,025,691,800.00
COUNTY	\$	727,076.00	\$	741,881.00	\$	741,881.00	\$	741,881.00
SCHOOL	\$	9,172,707.89	\$	9,495,469.20	\$	9,495,469.20	\$	9,495,469.20
TIF AMOUNT	\$	195,938.94	\$	217,693.92	\$	218,039.46	\$	218,557.78
MUNICIPAL	\$	2,438,360.83	\$	2,462,672.47	\$	2,462,360.52	\$	2,461,892.59
OVERLAY	\$	1,612.63	\$	6,000.09	\$	26,480.34	\$	57,200.70
TOTAL PROPERTY TAX	\$	12,535,696.29	\$	12,923,716.68	\$	12,944,230.52	\$	12,975,001.27
Each 1 cent increment on the tax rate will affect overlay by apprx \$10,000								
NON PROPERTY TAX REVENUES USED TO REDUCE MUNICIPAL APPROPRIATION								
	\$	12.30	\$	12.60	\$	12.62	\$	12.65
HOMESTEAD REIMB	\$	(120,540.00)	\$	(154,822.50)	\$	(155,068.25)	\$	(155,436.88)
BETE REIMB	\$	(38,906.74)	\$	(41,706.63)	\$	(41,772.83)	\$	(41,872.13)
STATE REV SHARING	\$	(132,494.43)	\$	(137,626.40)	\$	(137,626.40)	\$	(137,626.40)
OTHER REVENUES	\$	(1,697,284.00)	\$	(1,526,596.00)	\$	(1,526,596.00)	\$	(1,526,596.00)
MUNICIPAL APPROPRIATION	\$	4,427,586.00	\$	4,323,424.00	\$	4,323,424.00	\$	4,323,424.00
TOTAL NON TAX REV	\$	(1,989,225.17)	\$	(1,860,751.53)	\$	(1,861,063.48)	\$	(1,861,531.41)
TOTAL MUNICIPAL TAX REV	\$	2,438,360.83	\$	2,462,672.47	\$	2,462,360.52	\$	2,461,892.59

The Board will be asked to select and approve a tax rate at its September 11, 2018 meeting. Upon approval of the rate, the necessary warrants and certificates may be completed for signatures by the board members the next day. I will be available at the meeting to answer any follow up questions the board may have.

Public Safety - BOS Questions

Board of Selectmen

Raymond Maine

Several issues were raised by the board, this letter will address each one of them.

1. A review of current pay and benefits is contained in attachment # 4.
2. A Review of pay and benefits from surrounding towns is also included in attachment #4.
3. The number of members leaving for pay and benefits is contained in the employee attrition spreadsheet and addressed in verbiage of page 8 bullet #1.
4. Complaints from existing members on benefits is contained in attachment #2 survey information and page 2, bullet #1.
5. Discussion of options for potential changes (add or modify) benefit package. Please see page 6 and 7 for this information.
6. Goals of any changes. The goal of any of these options is to increase retention of membership and become more attractive to potential future members. We plan on performing a review of benefits realized in six months and then annually.
7. Probability of increasing retention based on any changes. This topic is covered in the conclusion and we hope that any implementation improves retention of membership.
8. Recommendations for changes and phase in times. Please see page 6.

I hope you find the report informative and I look forward to speaking to you about the details.

Sincerely

Bruce D Tupper



Respectfully submitted,

Bruce Tupper

The Issues:

- Based on discussions and a survey our members do not feel they are adequately compensated for the job expectations. The recent pay adjustment did help the call members achieve closer rates with the area. Eight of our members work in other departments for more compensation, taking them away from Raymond when they are not working at their first career. Area departments have frequently adjusted their pay rates to cover their open shifts, creating an aggressive competitive labor market in our immediate area.
- Call staff are no longer considered volunteers, we are now a part-time/full-time department. Members of our department can be placed in four categories; retirees, call staff, full-time personnel, and students.
- We lose members for several reasons including: retirement, lifestyle changes, family dynamic changes and the demands of the member's first career.
- Raymond's commitment and interest in regional approaches is greater than that of our surrounding towns at the present.
- Our current scheduled staff of five per day and night works well to cover the basic emergency incident. The ability to tap into the remaining call staff provides depth in service when needed. It is becoming difficult to fill many of the call shifts especially weekends and holidays. We are not filling 15 to 20 call member shifts per month especially on weekends and holidays.
- We do not currently pay for members initial certifications, provide compensation while at class or mileage reimbursement to travel to class. (Attachment 1)
- This is dangerous job. Members are exposed to traumatic injuries both physically and mentally. The risk of cancer is documented as markedly higher for firefighters.
- It takes a year to become an EMT or FFII and another two years of active duty to become proficient. Traditionally call company members turnover rate is eight years. Our experience supports this statistic.
- Our continued reliance on students and retirees is not sustainable. Students are not experienced, nor available during the school day, vacations, and summer break. While our retirees fill a vital role, it is predominantly a younger person's job physically. Two of our retiree members have been removed from active firefighting duties as they cannot meet fitness standards. This is the group which fills the most hours on the schedule. (see attachment # 3)
- We are often challenged to cover second calls or the more complex incidents with current staffing availability.
- To meet training requirements and call attendance, one of our members spent over two thousand dollars on child care in one year.
- Part time fire and rescue personnel were not included in the towns recent wage study, providing no data to compare those pay rates at that time.

Why is Raymond experiencing these issues?

- First and foremost, this is a national problem. We are not unique and like all fire departments we will continually need to seek solutions for the issue for years to come. A national problem is the decline of fire and EMS members. There are reports of an 11 to 20 percent reduction in memberships across the country. Ken Desmond of the Maine State Fire Commission recently said the number of volunteers has dropped from 12,000 in the 1990's to under 8,000 currently. (Desmond, 2015) The age of those 8000 firefighters is increasing, and new younger people are not signing up. Maine Emergency Medical Services predicts a 30% loss of licensed providers within the next ten years due to retirement.
- Raymond has a higher than average median income and does not currently attract residents who are likely to become firefighters.
- In 1933 Chief Gardner Hayden wrote in a Raymond town report, that they had a roster of 30 and responded to 9 calls for service. Currently with 22 call members we handle 900 plus calls annually and these include transports to the hospital at an average time of 2.5 hours each.
- Ongoing certification requirements to relicense are time consuming. An EMT is required to achieve 52-72 hours every three years depending on license level. Fire classes and state and national certifications add many more hours annually to a member's work load.

What have we done to help correct the issues?

- We are proactive in our approach to retain, recruit and lead a department that fosters mentorship. Mentoring is key to successful recruitment and for succession planning.
- This year with support of the Board and Budget Finance Committee, we provided a wage adjustment in attempt to bring members to a reasonable comparison with the local job market. This helps align our rates with other departments in hopes of keeping our members and recruiting new members.
- We instill Crew Resource Management principles and methodologies, to assure membership input into many critical decision-making processes.
- Recent attendance at a national symposium on firefighter cancers last year, members returned stating we had achieved most of the items that bigger cities were just employing. Safety is a huge component of retention as a member will not stay with us if they do not feel their safety and health interests are our top priority. In 2017 the Fire Rescue Association purchased vapor barrier hoods at a cost of \$5000 dollars.
- The Association has given a lot of money towards safety equipment, as we have held budgets to maintain a low tax rate. My view is that this has created false expectations and we should not have our active members devoting valuable time to raise money to purchase equipment needed to do the job. This will help with retention, as members can focus 100% on their response and proactive functions. Recruiting folks to perform association duties is a focus to help alleviate the time commitment on active members.
- Word of mouth campaigns via active membership to boost interest in the department.
- We actively seek members via social media, i.e. our Facebook account is active and continually, sparking interest and has brought us several new members.
- Use of the digital sign has provided visibility, at the very least and a few applications have been received.
- Providing a quick dinner at 6:30 PM before a training session monthly helps bring in members aiding in our exceedingly good training attendance compared to all departments in the region.
- We belong to professional groups whose purpose is to recruit and retain membership. Our leadership attends nationally recognized programs by the International Association of Fire Chiefs, National Volunteer Fire Council, National Fire Protection Association and Maine Chiefs Association to assure our retention efforts meet best practices and standards.
- We host an annual awards banquet which recognizes member accomplishments. The association helps fund it.
- We provide a family Christmas party, meal and summer barbeque which are both 100% association funded.
- We provide specialized weekend training sessions annually for those who have difficulty finding time during weeknights, association funded.
- We provide a spot for a member to wash and detail their own vehicle if they take care of one of ours first.
- We implemented a pay scale which rewards personnel for achieving training certifications and license levels, this provides value for the department and the community. (See pay rates attachment 4)
- We provide support in terms of PTSD (Post Traumatic Stress Disorder) Critical Incident Stress Debriefing and psychological support as needed due to the risk of PTSD because of exposure to traumatic scenes.
- We provide free flu vaccines to all NIMS certified town staff.
- We provide a well-equipped gym mostly funded by the association, so members can maintain health and be prepared for the physical requirements of the job.
- Uniforms are provided to members based on attendance at training and call attendance annually.

- We implemented reimbursement of costs for presumptive cancer screenings not paid by members health insurance.
- Provide a clearinghouse of medical records through department doctor to use for WCI (Workers Compensation) in the event of a cancer occurrence and treatment.
- I am registered in a small-town fire chiefs' seminar at the Vermont Fire Academy in September which will take a comprehensive look at the retention issue.

Recommendation for changes and phase in times:

Items for this year:

- Consider a professional pay study for the department.
- Continue with annual merit-based adjustments.
- Continue with a built-in review of the wages every two years, this is necessary as area wages continue to move upward.
- Continue to encourage participation of elected officials in citizens academy and participation in training in late fall early winter annually.
- Consider Implementing pay rate differentials for those who take the hard to fill shifts including holiday pay.
- Consider providing income protection plan and accidental life and dismemberment insurance or disability insurance to members.

Future implementation:

- The future could include hiring another four day/week EMT/Firefighter, that will provide coverage seven days a week. This may need to happen soon to guarantee minimum coverage during critical times.
- We could provide a referral bonus for members who refer a new person to the department who passes orientation and basic training.
- We could provide an education college grant program for those members in good standing within three years.
- Consider stipends for other town employees who become certified as responders.
- Consider reimbursement to local employers who release membership to respond to serious incidents.
- Consider a consultant (paid/volunteer) marketing expert to create a targeted recruitment drive, develop slogans posters electronic media, banners, TV spots, ETC. We have a new member who owns a marketing company and we are discussing how he may help us in this area.
- Consider a length of service program that rewards members in good standing (meet training and on call attendance requirements).
- Consider retirement plan participation with match opportunities for call members and part time employees within two years.

Potential cost and implementation timeframe:

The cost of Length of Service Programs including three-year step increases vary. The prediction based on current statistics any of these items have worked to improve the issue.

Years of service:

At 3	At 6	At 9	At 12	At 15	At 17	At 21
.25	.25	.25	.50	.50	.50	.50
Current year Est. impact \$ 1,729	Est \$ 1,235	Est. \$ 741	Est. \$ 494	Est \$ 0	Est \$ 494	Est \$ 494

Total all categories this year, if a plan like this was accepted would be \$ 5,187 dollars.

- Disability insurance which covers in addition to WCI, cost to be investigated and is coverage dependent. We would recommend this benefit begin the next budget cycle and the cost be added into the budget.
- Ongoing adjustment to hourly pay to maintain competition with the work market, this is area dependent and hard to predict. This should be done on a cycle of several years for the call staff, maintaining competitive rates will help keep members from leaving to work in other communities that pay more.
- The cost of a marketing firm and materials for a campaign. We have a member who runs a marketing company and will help with this. We need to decide the level of need and formulate pricing based on the need. Ancillary costs include need to purchase more gear and training classes. Benefits include more staff on the call side of the department to be available to fill shifts as needed. We are always doing recruitment and currently have four new members in the pipeline and we are hosting a basic fire school academy 80 hours of time prior to testing.
- Provide recognition for the highest hours of call attendance and training hours recognized annually for top three members.
- Pay for a future additional full time slot with benefits is approximately \$45,000 dollars annually. This will be necessary as the job becomes more complex and call members work days at their careers, need family time weekends and holidays making them less available during this needed time frame.
- Contributions to retirement would need to be calculated based on number of contributors and town match. We believe this is a method of retention because the benefit is tied directly to performance.

In conclusion the national dilemma of declining members is not going away. Pay rates are not the ultimate fix, but research shows it does help value the work and in so improves morale. Member provided feedback is that pay commensurate with regional rates is important. Members also highlighted the need to provide additional disability insurance due to job risk and gaps in financial coverage from WCI. Members also indicated the value of retirement plans with town match, though this is not as important to our retiree membership or students. We may wish to consider another plan for retiree membership not inclusive of investments.

We are not alone in this dilemma as our surrounding towns have also adjusted wages to combat staffing issues.

The suggestions contained in this report are many, we cannot predict what the ultimate fix is. Research from the foremost authorities on the topic shows that we cannot predict the outcome of implementation of any of these. We must be open minded and understand that with any job we need to maintain a pay and benefits close to that of the region. We understand not all are possible to achieve and all may not work. Further discussion will help provide timelines and costs for any plans you wish to explore.

We hope this opens dialogue with the board and future talks on the issue. We hope this provides you more knowledge of our department and issues we face. We would encourage all elected officials to attend our citizen's academy to be held again this winter. Past elected official participants provided positive feedback and an indication of improved understanding of the Fire Rescue department challenges. We also welcome Select Board and Budget Committee members to attend weekly training to learn more about our department.

We lose our members to other towns is the statement I made at the budget hearings, as we know our call members seek better pay in other departments. While they may not leave us in terms of quitting, I expressed concern that they are not available to us for response when working in other communities. When they seek work for more money they are not available for our community. This is an issue in nearby towns where the sharing of staff is common between two towns. Inevitably one community will need the staff for an incident, they call mutual aid just to get their own members back.

- Members (eight) work in other towns when they could be available here, but due to money work in other communities.
- Implementation of any of the items may or may not help, it is impossible to predict (NVFC).
- Cost varies and depending on the item(s) chosen and some require a lot of research to cost out.
- We have less call members today than in the past with an increasing call volume. It takes more time and dedication to become a member today, it is difficult to attract people to a service which is dangerous job.
- The goal of any of these options is to increase retention of membership and become more attractive to potential future members. We plan on performing a review of benefits realized in six months and then annually.

Thank you for your time and consideration.

(Attachment 1) Class time and hours pay.

Classes	New member Orientation	AVOC/EVOC Required to Drive	EMT*	EMT-Advanced	Paramedic	BLS Firefighter	FF 1 & 2*
# of Hours	24	16	120	100	2 years	80	220
Class Fee	Instructor time	\$180	\$1000	\$800	\$12,000	Instructor Time	\$1200
# Est. Yearly Cost Class	Instructor Time	2 @ \$180 = \$360	2 @ \$1000 = \$2000			Instructor Time	2 @ \$1200 = \$2400
Current Pay Plan	None	Hourly pay if in house	None	None	None	None	None
Proposed Pay	\$250 Stipend	\$160 Stipend	\$1000 stipend	None but Pay rate increase	None but Pay rate increase	\$500 Stipend	\$1000 Stipend
Justification	Required	Required	Required	Used to advance career	Used to advance career	Required	Required
\$ Estimated Pay Yearly Cost	4 @ \$250 = \$1000	2 @ \$160 = \$320	2 @ \$1000 = \$2000	Zero	Zero	2 @ \$500 = \$1000	2 @ \$1000 = \$2000
Totals	\$1000	\$680	\$4000			\$1000	\$4400

*Currently employee pays for class up front. ½ paid back after 1st year, ½ after 2nd year of service

Stipends to be paid upon successful completion of class and licensing.

Contract to be signed for 3 years commitment to RFRD (pro-rated for each year)

\$ Total estimated to be absorbed into current payroll and training budgets.

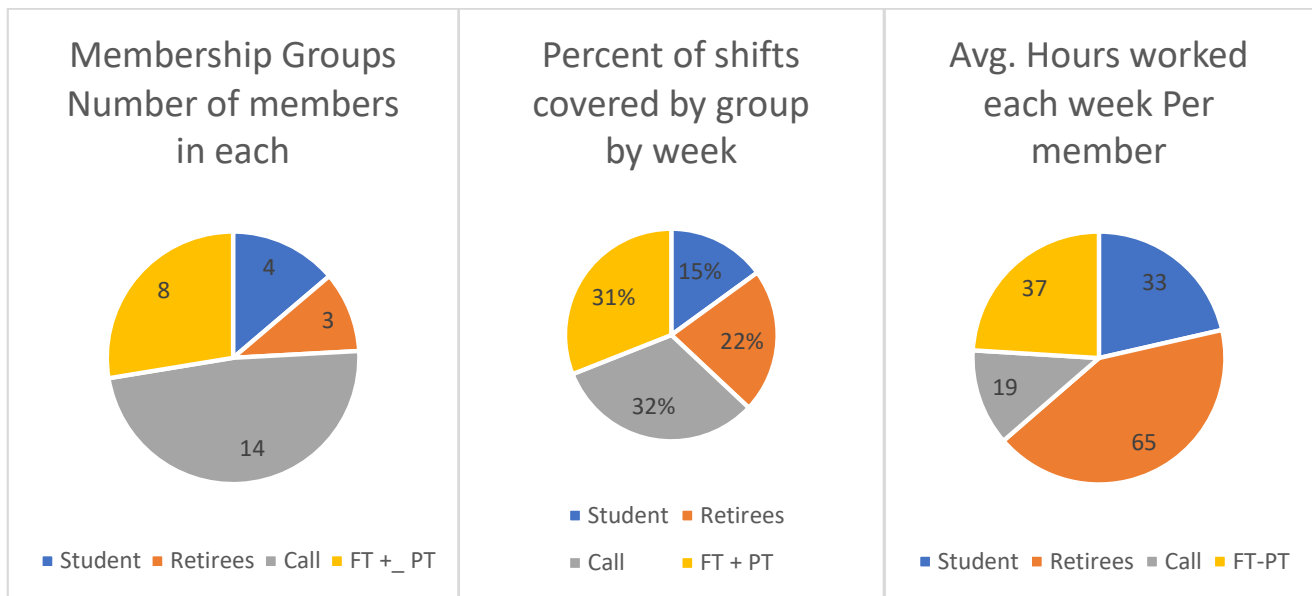
Estimate of \$6320.00 in payroll.

#Class Fee Totals = \$4760.00 in Training

(Attachment 2) Survey data with 54% of call members responding

Would you contribute to a town 457 retirement if the town matched with a percentage?	Yes 58.33%	No 41.67%
Do you consider this a part time job or hobby?	Part time= 83.33 %	Hobby 16.67%
Do you feel adequately compensated for your training level?	Yes 41.67%	No 58.33%
Do you see yourself as a member of the department in five years?	Yes 83.33%	No 16.67%
Do you feel the merit wage program is a system we should continue?	Yes 66.67%	No 33.33%
Should the town cover you with an additional short-term disability plan?	Yes 83.33%	No 16.67%
To help us calculate disability insurance options we need to know your gross weekly full-time job income	0-499 18.18% 500-999 0% 1000-1499 45.45% 2000 + 36.36%	

(Attachment 3)



(Attachment 4) Area pay study and other benefits.

Starting Pay Rates as of 7/1/18	Raymond (Includes 7/1/18 increase)	Casco	New Gloucester	Gray	Windham*	Standish as of 1/1/18
Position			TBD at Budget Workshop			
FF or EMT	\$13.50		\$15.00	\$11.97	\$13.99 - \$19.89	\$13.96
FF & EMT	\$14.00	\$15.10	\$15.00	\$13.77	\$15.41 - \$21.36	\$14.63
FF & EMT Advanced	\$16.00	\$16.59	\$15.00	\$16.32	\$16.96 - \$22.83	\$15.98
FF & Paramedic	\$18.00	\$18.73	\$17.00	\$17.75	\$18.41 - \$24.31	\$20.02

Pay Rates provided by Local Chiefs

*Windham adds pay increases for every 3 years of service @ \$1.50 each step

Common Benefits to Call Company Members for above towns

- Washing of personal vehicles
- Uniform Allowance
- Use of gym facility

References

Quote Ken Desmond *Copyright 2015 Morning Sentinel*

All Rights Reserved Maine departments in need of volunteer firefighters Falling numbers and aging staffs pose an escalating risk to people and property <https://www.firerescue1.com>

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Public Safety Employee Turnover Rates

Raymond Fire Rescue Department- Employee Turnover Rates Time Frame: 2012 to Current

	Employee	Position	Reason for Leaving
1	Beth Clark	EMT	Family & Job commitments
2	Jeff Clark	Driver	Family & Job commitments
3	Lucy Algeo	EMT	Moved out of town
4	Josh Simspon	FF/EMT	Job/college
5	Shannon Nassa	EMT	Took Nursing Job
6	George Tanguay	Capt. FF	Family & Job commitments
7	Mike Tedesco	Student	Finished college- better job
8	John Bisnette	Driver	Family & Job commitments
9	Dave Lind	EMT	Dissastified
10	Chris Britting	EMT	Job/college makes more money being available for job.
11	Sandi-Jean Whitlock	EMT	Moved out of town
12	Cindy Wilson	Paramedic	Age- retired
13	Kassie Reutingler	EMT	Moved out of town
14	Skyler Horrigan	Student	Finished college- better job
15	Beau Gardner	New member	Family & Job commitments
16	Ben Fox	Student	Finished college- better job
17	Brett Ellis	Student	Failed college
18	Hunter Holt	Student	Finished college- better job
19	Kyle Ellis	Paramedic	Finished college- better job
20	Ed Pennell	FF/EMT	Moved out of town
21	Dave Pascerella	FF/EMT	Moved out of town
22	Dan Hillier	FF/EMT	Moved out of town could not afford Raymond
23	Colin Gordon	FF/EMT	Moved out of town, work opportunities.
24	Cassidy Wright	EMT	Moved out of town
25	Josian Stewart	Student	Failed Live-in program
26	David Mains	Captain	Deceased
27	Craig Messinger	Deputy Chief	Resigned for Personal Reasons /Work

Work in other departments for more money:

Cathy Gosselin
Andrew Jordan
Brian Pond
Matt Cwikowski
Brandon Cunningham
Tyler Thorpe
Peter Holmquist
Scott Mildrum

Public Safety Employee Pay Rates

PUBLIC SAFETY	PAY RATES	NEW	After the two dollar adjustment
	OLD	7/1/2018	
KYLE BANCROFT	\$11.73	\$13.73	Speciality Unit/Driver Only
BRIAN BLANCHARD	\$10.00	\$12.00	Speciality Unit/Driver Only
JUSTIN BURBY	\$13.84	\$15.84	Fire Only
BEAULE MATTHEW		\$10.00	Fire Only
BISSON JACK		\$10.00	Speciality Unit/Driver Only
NATHAN CUMMINS	\$10.00	\$12.00	FF/EMT
BRANDON CUNNINGHAM	\$14.35	\$16.35	FF/EMT
MATT CWIKOWSKI	\$14.35	\$16.35	FF/EMT
BRUCE DRAPER	\$13.84	\$15.84	Fire Only
TAYLOR DUNCANSON	\$11.79	\$13.79	EMS Only
JOHN FACELLA	\$14.28	\$16.28	FF/EMT Fire Prevention
ROBERT FESKO	\$11.73	\$13.73	Speciality Unit/Driver Only (summer)
DEKE GILLIES		\$10.00	Speciality Unit/Driver Only
COLIN GORDAN	\$14.35	\$16.35	FF/EMT
CATHY GOSSELIN	\$22.53	\$23.21	Deputy Chief (MEDIC) Career
ROBERT GOSSELIN	\$13.84	\$15.84	Fire Police / Marine Unit
PETER HOLMQUIST	\$16.50	\$16.75	Admin (FF/MEDIC) Part Time
MICHAEL HUGHES	\$14.61	\$16.61	LT. Facilities(FF)
WAYNE JONES	\$14.18	\$16.00	Fire Only / Fire Inspector
ANDREW JORDAN	\$15.63	\$17.63	LT. Equipment (FF/AEMT)
CAROL JORDAN	\$10.00	\$12.00	EMS Only
CHARISSA KERR	\$13.84	\$15.84	FF/AEMT
DOUGLAS KERR	\$14.35	\$16.35	FF/EMT
JAMES LESTER	\$10.00	\$12.00	EMS Only:
KEITH LIBBY	\$14.00	\$16.00	FF/EMT
SCOTT MILDRUM	\$15.12	\$17.12	Capt. Apparatus (FF/EMT)
CHRISTOPHER NASSA	\$13.91	\$15.91	Fire Only
ROBERT ORR	\$16.81	\$16.81	FF/MEDIC Career
BRAIN POND	\$16.81	\$16.81	FF/MEDIC Career
PAUL ROGERS		\$10.00	Speciality Unit/Driver Only
JOSHUA SIMPSON	\$14.00	\$16.00	FF/EMT
CLIFF SMALL	\$16.22	\$18.22	Capt, Safety Officer (FF/AEMT)
ANDREW TANGUAY	\$10.00	\$12.00	Auxiliary member
GILLIAN THOMAS	\$18.59	\$18.59	FF/MEDIC Career
BRUCE TUPPER			Chief (FF/AEMT) Career
TYLER THORPE	\$16.00	\$16.00	FF/EMT Career
ERIC WEEKS	\$16.50	\$16.83	FF/MEDIC Part time

Proposed Warrant for Special Town Meeting

Town of Raymond
October 9, 2018
SPECIAL TOWN MEETING WARRANT

TO: Nathan White, a resident of the Town of Raymond, in the County of Cumberland and State of Maine.

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Broadcast Studio at 423 Webbs Mills Road in said town on Tuesday, October 9, 2018, at 6:00 P.M., then and there to act on Articles 1 through 2 as set out below.

ARTICLE 1: To elect a moderator to preside at said meeting.

ARTICLE 2: Shall an ordinance entitled 'TOWN BOARDS, COMMITTEE, & COMMISSIONS MEMBERSHIP' be further amended by adding the underscored language and deleting the language in strikeover type as shown below?

NOTE OF EXPLANATION: Prior to June 2016, the Zoning Board of Appeals (ZBA) reviewed any appeals of decisions made by the Planning Board and therefore it was considered incompatible for a person to be on both the ZBA and the Planning Board. At the Annual Town Meeting vote on June 7, 2016, Section 16.G of the Shoreland Zoning Provisions and Article 6 of the Land Use Ordinance were changed to require all appeals of Planning Board decisions to be sent to Superior Court. These changes to the ordinances resulted in removing the incompatibility of serving on both the Planning Board and ZBA, but the Town Boards, Committees & Commissions Membership ordinance was not updated to reflect the change. This vote will make the correction.

TOWN BOARDS, COMMITTEES, & COMMISSIONS MEMBERSHIP

Adopted March 1980
Amended March 1982
Amended June 5, 2018
Amended October 9, 2018

Purpose. This Ordinance shall govern the membership of the boards, committees and commissions of the Town of Raymond specified herein.

Elected Officials. No person shall hold more than one elective office of the Town, i.e. as a member of the Board of Selectmen, the RSU #14 Board of Directors or the Budget and Finance Committee. No person holding one such elective office shall be a voting or associate member of the Zoning Board of Appeals or the Planning Board of the Town of Raymond.

However, a person holding an elective office may serve as a non-voting, ex-officio member of any body as otherwise specifically provided by ordinance and may serve as the moderator at any Town Meeting.

~~**Membership on Multiple Appointed Bodies.** No person shall be a voting or associate member of more than one of the following Town bodies: the Zoning Board of Appeals or the Planning Board, but a member of any such body may be a member of any other appointed body of the Town.~~

Conflict of Interest. All members will abide by the rules for Conflict of Interest pursuant to 30-A MRSA §2605.

Given under our hands this 9th day of October AD 2018.

Teresa Sadak, Chairman

Rolf Olsen, Vice Chair

Marshall Bullock, Parliamentarian

Samuel Gifford

Lawrence Taylor

I attest that this is a true copy.

Susan L Look
Town Clerk

New Road Name

Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Road
Raymond, Maine 04071
207-655-4742 fax 207-655-3024
sue.look@raymondmaine.org

Requested Meeting Date:	10/09/2018	Request Date:	08/29/2018
Requested By:	Kaela Gonzalez, Addressing Officer		
Address:			
eMail:			
Phone #:			

Category of Business (please check one):

Information Only Public Hearing Report Action Item

Other - Describe

Agenda Item Subject:	Consideration of new road - East Rolling Brook Rd
Agenda Item Summary:	Due to 911 addressing standards, a portion of Rolling Brook Rd needs a new name. East Rolling Brook Rd serves as an acceptable replacement and was approved by the State of Maine 911 addressing contact for Raymond as a solution to a numbering issue.

Action Requested/ Recommendation:	Approval of "East Rolling Brook Rd"
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Attachments to Support Request:	
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