

401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742

Selectmen Meeting Minutes
Friday, March 4, 2005

Attendance: Betty McDermott, Chairman; Ada Brown; Mike Reynolds, and Mark Gendron.

Selectmen absent: Christine McClellan

Staff attendance: Don Willard, Town Manager

Others: Ken Walker; Charles Leavitt

1. Call to order. Betty McDermott called the meeting to order at 6:09 pm at the Town Office.

2. Minutes from February 15, 2005

MOTION: Mike Reynolds motioned to table the minutes of February 15, 2005 until the next meeting. Seconded by Ada Brown.

VOTE: Unanimous

3. Discussion of the 2005-2006 Municipal Budget.

DISCUSSION: Mrs. McDermott noted that there were some changes on some accounts which they wanted to talk about before the Budget Meeting next Monday evening.

Mr. Willard said that this budget draft was a 7.92% increase or \$248,311. Revenues of 6.42% increase stay the same. There are \$12,153,305 from building permits and \$1,659,932 in surplus. The auditor would like to have \$1,700,000 in surplus, so we're slightly below their suggested amount. He said that the new legislation, LD1, is due shortly and he will provide copies when available. He felt the total needed to decrease about 1.89% to meet LD1 state expectations. Above 8.54% is over the LD1 number. Possible changes are in Tech Services/Network Administration going from 26 hours to 16 hours per week and compensation decrease by \$10,000. There will be \$2,500 reduction for Microsoft soft wear, which won't be purchased. GIS will be included in the TIF and the GIS position will take on some of Mr. Woodbrey's routine responsibilities. The secretarial position will stay in Administration by .08 including GIS, the Roadrunner if it exists, and website. The items on the website outside the municipal information will not be the responsibility of this position. The

reduction of (\$89,000 corrected 3/15/05) \$58,000 for video equipment will stand alone in an independent article.

Spring cleanup increased by \$12,000 primarily for mulch distribution along with volunteer help. Streetlights were a 10% increase over the 17% expected, and now from Central Maine Power it's a 2% increase, a reduction of \$14,780. TIF shows an \$86,023 increase. Mr. Reynolds asked about the increase from last year re. bonds etc. Mr. Willard replied very little because bonds were put in as dedicated work. There is the \$123,553 road bond under the CIP. The paving reserve in the CIP is now \$75,000. He suggested setting money aside for future paving after the bond money is used but may not be able to do it. The other bonds have payment of interest and some principal.

\$200,000 will come from surplus to offset the mil rate. Mr. Reynolds asked how much was added to the surplus this year. Mr. Willard said he could find out but that it has been built from three years ago when the Selectmen took out more expecting a larger budget amount. Mr. Reynolds asked if the additional revenue from new homes was included. Mr. Willard said that some was in but realized there would be some expense from it in services to those homes. Mr. Willard said that LD 1 influences the school budget as well but by different rules than the towns.

Mr. Willard asked for feedback from this draft. Mr. Reynolds said that in general the town must do the most it can for the most people. He felt there needed to be a safety net for citizens who find themselves in difficult times. Good management is necessary from the town administration and is very important. He wanted to be sure that the employees are doing work for which they are paid and not at a level of less importance. Mr. Willard said that Mr. Woodbrey has put the town's technology in a good position and that Mrs. Trepanier can carry on with the Roadrunner and website which Mr. Woodbrey has been doing. Mrs. Brown felt that if the school isn't going to pay for at least part of the Roadrunner, then the town shouldn't pay for it. Mr. Reynolds noted that the Comprehensive Plan Implementation Committee would need support from Mrs. Strout and some from Ms. Simpson. He wanted to have support in the town office for management. He thought that possibly they should have a part-time secretary to do the menial work like photocopies. Mr. Willard said that Mrs. Strout's hours have been increased in this budget but didn't believe it would be enough to cover this type of support for administration. There was discussion of how viable technology is and whether the GIS is valuable to go forward with instead of other items. Mr. Reynolds noted that the maps are available and that GIS is in existence. The new properties will be added as they go. Mr. Gendron felt that a higher value position shouldn't be doing a lower value work. He would like to pursue the GIS work and have someone else do the secretarial work. This might mean that someone has different compensation for the work they do i.e. one level for administration level work and another level for secretarial work. Mr. Willard felt that it might be difficult to have someone come in on a demand basis. Mr. Reynolds would like to use people at their skill level. Mr. Willard acknowledged that secretarial support is becoming less because Mrs. Trepanier's time is being taken

away for the technical work. Mr. Gendron said that business must be taken care of first and that may mean that technology will have to slow down to compensate. He felt that Mr. Woodbrey's input was valuable in this discussion. He said that outsourcing might be available and beneficial. Mr. Willard said it would be hard to know before next Monday's budget discussion. Mr. Reynolds felt there would be a net savings with lessening Mr. Woodbrey's hours and putting in Mrs. Trepanier's hours doing part of his job which could be used for secretarial coverage. Mr. Reynolds spoke to the number of people responsible for covering the citizens and felt that may need to be changed with fewer clerks working at the counter.

Mr. Reynolds didn't think that funding baseball was a town wide necessity. Mr. Gendron said that they only need \$1,000 and could do without it. Mrs. McDermott said that mowing the soccer field was also an expense of \$2,000, which Raymond shouldn't have to pay. This should be a user-supported endeavor.

Mr. Gendron agreed there was a possibility of having less counter coverage but would use our employees more efficiently. Mr. Willard added that part of his job is answering the phone and email. Mr. Reynolds felt that it was critical that Mr. Willard have support. Mr. Gendron explained that one GIS company would do the work and get paid through town surcharges. Mr. Gendron asked that Mr. Willard tell them what he needs and they will try to equalize the people and hours. Mr. Willard said that the citizens are used to quality service and are we ready to lessen the amount of service available. Mr. Gendron reiterated that we're trying to get affordable reasonable service. Mr. Reynolds wanted the town positions to be done effectively, which will save money in the long run. Mrs. Brown suggested that Mr. Willard come back with his ideas of how this can be accomplished.

Mrs. Brown was not in favor of increasing the part-time CEO position. Mr. Reynolds asked what the result would be to not have an increased level of service in the CEO office. Mr. Willard felt that office coverage was the issue for in house and outside inspections.

Mr. Gendron questioned the assessing office going in house rather than contract and the extra cost with benefits etc. Mr. Willard said that the last contract was for two days a week and secretarial help. The move was made because of the revaluation and increase of building in Raymond. Mr. Reynolds felt that Ms. Simpson's planning training was an asset to our advantage.

Mrs. Brown asked to cut the open space fund. Mr. Gendron felt it was necessary and Mr. Reynolds agreed for the future of open land but didn't think this was the year in which to put it. There was discussion of the advantage of having a reserve account available for conservation land purchase.

Mrs. McDermott suggested cutting Lake Region Development Council to \$5,000. Mr. Willard didn't feel that they are as active for Raymond as they were in the past. They are watching Embedtec but funding out of the TIF is expended and there isn't

much to use further. Embedtec is going forward and looking like they will do what they promised.

Mr. Reynolds felt that roads were important, communication through the website and Roadrunner, and Mr. Willard for communication to others because of what the people want which is lower taxes, we need to act accordingly. Mr. Willard informed them that going over the LD1 number will require a paper ballot vote to allow it. He wanted to go for road improvement, and wanted to know how much the people in Raymond would be willing to go over the LD1 number. What services would the citizens be willing to pay for in particular? There is a need to cover essential services but we need to know what the citizens really want beyond that. Mr. Gendron said there was a problem with heating oil and fuel which might be unbelievable in the near future along with the cost of living increase. Mr. Willard would like to come in under the LD1 number but have major changes for next year possible. He added that the town is diverse to the extreme and people are found that want more services and others that want barebones services. Mrs. Brown said that on her private road the trash pickup was the only doorstep thing she gets for her taxes and would be hard pressed to lose it.

Mr. Willard said that the digital broadcast studio is a line item vote and not included in the total budget. Mr. Reynolds felt that the Budget Committee should have some input with these ideas and would be willing to speak to them. He would like guidance. Mr. Gendron and Mr. Willard encouraged him to do so.

Mrs. Brown asked their position on the assistant CEO addition. Mr. Reynolds didn't feel that it was imperative and that if necessary the people can wait for attention from that office. Mr. Willard suggestion is to not add personnel but allow Mrs. Strout's additional hours. Mr. Gendron didn't want the Roadrunner in the budget but keep it separate. Charles Leavitt noted that the School Committee was not putting it in their budget, but they are going to try to find outside funds to support their side of the expense which might be possible because of the importance of the paper to the citizens.

Mr. Willard felt that for another year the Selectmen should discuss the budget first and then give it to the Budget Committee. This year was difficult because of LD1 but he needed to know how the Selectmen would like the process to proceed in the future. Mr. Gendron suggested having quarterly meetings for the budget and plan as we go for the future. Mr. Willard said that setting the budget ahead of the Budget Committee seeing it, the Budget Committee could give him a target amount, and he could form the budget to present to the Selectmen. Mr. Gendron felt that the process should be more efficient along with the work of the town office.

Old Business: None

Communications: None

MOTION: Mike Reynolds motioned to accept the payroll warrant in the amount of \$28,592.69. Seconded by Ada Brown.

VOTE: Unanimous 4-0

MOTION: Mike Reynolds motioned to accept the treasurer's warrant in the amount of \$84,847.04. Seconded by Ada Brown.

VOTE: Unanimous 4-0

4. Adjourn.

MOTION: Ada Brown motioned to adjourn. Seconded by Mike Reynolds.

VOTE: Unanimous 4-0

ADJOURNMENT: Betty McDermott adjourned the meeting at 8:14 pm.

Louise H. Lester
Town Clerk