



**BOARD OF SELECTMEN
Minutes**

March 10, 2015

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.

Selectmen in attendance: Mike Reynolds (chair), Lawrence Taylor, Teresa Sadak, and Samuel Gifford

Selectmen absent: Joe Bruno

1) **Called to order** at 7:00pm by Chairman Reynolds.

Motion to allow non-residents to speak by Selectman Gifford. Seconded by Selectman Taylor.
Unanimously approved.

2) **Approval of minutes** of previous meetings dated:

- February 10, 2015
Motion to approve the minutes from the February 10th Selectman's Meeting as presented by Selectman Taylor. Second by Selectman Sadak.
Unanimously approved.

3) **New Business**

a) **Presentation of Compensation Study Committee Final Report – Rolf Olsen, Chairman**

The Compensation Study Committee is an ad hoc Committee created by the Board of Selectmen on October 16, 2012. The charge of this committee was “to gather and study current compensation numbers offered by neighboring and similarly sized towns; review and compare pay scales and benefit numbers and present appropriate information to the Select Board to be used in developing schedules and scales. The final report was to be totally objective, but the committee was not charged in proposing pay scales or schedules”. The committee completed their work in 2013 and Chairman Rolf Olsen presented the final report for consideration.

Mr Olsen – Thanks to the committee members (Rolf Olsen – Chairman, Marshall Bullock, Robert Gosselin, Brian Walker, Denis Morse, Mike Reynolds, Norma Richard, and Danielle Loring, Recording Secretary) as

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** Items taken out of order

well as Nancy Yates, for all of their hard work. We decided to look at the data in several ways – population, valuation, etc. Then we used a couple of target towns to do a more in-depth comparison with Raymond. Some of the data was collected via interviews. We found quite some difference in responsibilities for a position in Raymond vs the same position in another municipality. We need true job descriptions.

Selectman Sadak – Thank you, there is a lot of work represented by the data.

Selectman Gifford – Is there an observation on Town Clerk?

Mr Olsen – Ours is at the lower end of the pay scale, especially given the responsibilities in Raymond. We are very close insurance cost wise, however we are higher in deductibles.

Chairman Reynolds – I was surprised with the diversity of services and responsibilities. Population does not mean you have similar staffing levels.

Mr Olsen – We looked at the number of housing units – year-round vs seasonal.

Mr Bullock – Shared departments between towns – Rockport shares their police department. Gray has an in-house tech department while we have a contractor.

Mr Gosselin – Another factor in our analysis is tenure.

Mr Walker – We looked at the data via as many lenses as we could. Certain things kept coming up. Cross-training for example. Raymond came out positively with the total cost of employees vs other towns. Some of our senior positions are consistently higher than comparable positions in other towns – roughly 20% higher. There are other positions where we are lower than other towns, as is the Fire Chief. How does this impact us as we go forward? It does beg the question if the cost of living increase a viable option as we go forward or is there a reallocation that should happen over time? Do we slow some of the increases of those who are above the average?

Chairman Reynolds – The feeling is that we could not consider a merit pay system without job descriptions. Part of this is where do we go from here. I want to set some parameters so employees will know their responsibilities.

Mr Olsen – Cumberland County was going to be doing a wage survey and did not send it to us.

Mr Bullock – I have had requests to send our results to towns that gave us information.

Chairman Reynolds – Once this has been accepted by the Select Board this would be nice to do for all of their input.

Selectman Gifford – It would be nice to have the members on this committee analyze the data and come up with conclusions for the Selectman. Thank you to the committee.

Motion to accept the final report of the committee by Selectman Gifford. Seconded by Selectman Taylor.
Unanimously approved.

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b) Tax Acquired Property Review – Sue Carr – Deputy Tax Collector

If there is a “No” in the “Pay” column, the owner has not yet entered into a payment plan, but was recently sent a letter. Any property indicating “Bankruptcy” can not be disposed of by the Town until the courts have made a determination..

Account	Map/Lot	Name	Address	Year	Amount	Type	Acres	Pay	Value	Note
B9110R	M67-L46A	BBW LLC	Rusty Rd	2010-11	\$5,003.29	Land	2.43000	\$214.00	\$134,400.00	
B7008R	M42-L80	Beattie, Anthony	11 Mass Ave	2011-12	\$9,504.43	Seasonal	0.69700	\$500.00	\$244,500.00	
C3010R	M8-L58	Catir, Stephen E & Yolanda	109 Webbs Mills Rd	2012-13	\$9,049.75	Residential	35.65000	No	\$265,000.00	
C1580R	M15-L79	Conley, Robert	8 Craggy Knoll Rd	2008-9	\$7,772.76	Residential	0.43560	\$200.00	\$123,000.00	
C7040R	M55-L3	Cox, Jeffrey	1246 Roosevelt Trail	2008-9	\$28,229.94	Commercial	0.35284	\$850.00	\$453,400.00	
D0001R	M16-L61	Dawley-Brant, Jean	188 N Raymond Rd	2008-9	\$13,099.74	Residential	1.65000	\$325.00	\$170,900.00	
D0360R	M60-L7	Deep Cove Shores	Deep Cove Rd	2009-10	\$3,029.02	Land	2.20000	\$100.00	\$58,500.00	Bankruptcy
D0361R	M60-L17	Deep Cove Shores	124 Deep Cove Rd	2008-9	\$39,889.11	Seasonal	0.32670	\$850.00	\$565,500.00	Bankruptcy
D6004R	M60-L6	Deep Cove Shores	Deep Cove Rd	2010-11	\$805.44	Land	0.17424	\$50.00	\$17,200.00	Bankruptcy
F1317R	M18-L18F	Furlong, William	31 Furlong Dr	2011-12	\$7,248.64	Residential	13.76000	\$250.00	\$189,900.00	
W6011R	M2-L24B	Gwendolyn Acq LLC	Quarry Rd	2010-11	\$2,058.41	Land	3.18000	\$109.00	\$55,200.00	
A0180R	M15-L92	Hurd, Beth-Ann	326 Raymond Hill Rd	2011-12	\$2,444.33	Residential	3.72000	\$100.00	\$99,500.00	
L0880R	M21-L2	Lewis, James	Notched Pond Rd	2011-12	\$974.72	Land	0.19602	No	\$22,300.00	
S0610R	M41-L35	Libby, Scott	54 Boulder Rd	2011-12	\$4,314.91	Residential	0.65340	\$150.00	\$126,800.00	
M3037R	M17-L20A		10 Dyer Rd	2012-13	\$8,048.60	Residential	3.00000	\$500.00	\$296,700.00	+\$200/Month
M1492R	M40-L2	Mcintyre, Richard	1 Panther Pond Pines	2010-11	\$11,587.89	Residential	0.31363	\$300.00	\$287,100.00	
M6144R	M51-L22A	Moreshead, Peter & Colleen	Webbs Mills Rd	2012-13	\$1,251.64	Land	8.71000	\$100.00	\$50,600.00	
G0665R	M52-L52	Murray, Martha	6 Boaters Way	2010-11	\$5,314.82	Campsite	0.82760	\$150.00	\$119,300.00	
C2140R	M54-L45	Noonan, Thomas	6 Bayview Dr	2010-11	\$26,888.53	Residential	0.24829	\$800.00	\$568,600.00	
P0270R	M23-L21	Parker, Jane E	Peppercorn Way	2012-13	\$1,116.71	Land	1.50000	No	\$32,700.00	
R9105R	M67-L46	R2R LLC	Rusty Rd	2011-12	\$2,037.81	Land	4.38000	\$107.00	\$54,300.00	
R0385R	M42-L19	Reed/Callow/Jaques	40 Lakeside Dr	2009-10	\$6,689.99	Seasonal	0.56630	\$250.00	\$195,900.00	
S0006R	M53-L32	Square J Realty	Harmon Rd	2011-12	\$1,538.59	Land	1.30000	No	\$39,100.00	
S2530R	M19-L39	Strout, Richard	9 Shaker Woods Rd	2009-10	\$9,091.45	Residential	107.00000	\$200.00	\$172,700.00	
T0440R	M16-L18	Thorne, Sidney	Spring Valley Rd	2008-9	\$26,460.91	Land	2.07000	\$750.00	\$407,800.00	
W0635R	M54-L60	Thorne, Sidney	Peterson Rd	2008-9	\$3,696.44	Land	0.30928	\$100.00	\$61,200.00	
V8004R	M18-L18-C0011	Vall Enterprises LLC	Tenny Hill Estates	2011-12	\$357.88	Land	1.04000	\$100.00	\$10,500.00	
V8005R	M18-L18-C0012	Vall Enterprises LLC	Tenny Hill Estates	2011-12	\$413.22	Land	1.47000		\$12,100.00	
V8006R	M18-L18-C0013	Vall Enterprises LLC	Tenny Hill Estates	2011-12	\$368.38	Land	1.08000		\$10,800.00	
V8007R	M18-L18-C0014	Vall Enterprises LLC	Tenny Hill Estates	2011-12	\$430.29	Land	1.60000		\$12,600.00	
V8008R	M18-L18-C0015	Vall Enterprises LLC	Tenny Hill Estates	2011-12	\$350.87	Land	0.42765		\$10,300.00	
V8009R	M18-L18-C0016	Vall Enterprises LLC	Tenny Hill Estates	2011-12	\$382.40	Land	1.12000		\$11,200.00	
V8010R	M18-L18-C0017	Vall Enterprises LLC	Tenny Hill Estates	2011-12	\$354.37	Land	0.41792		\$10,400.00	
V8011R	M18-L18-C0018	Vall Enterprises LLC	Tenny Hill Estates	2011-12	\$344.31	Land	0.40382		\$10,100.00	
V8012R	M18-L18-C0019	Vall Enterprises LLC	Tenny Hill Estates	2011-12	\$424.98	Land	1.07000		\$10,800.00	
W1590R	M45-L7	Woodbury, Clifford A Jr	Plains Rd	2012-13	\$1,888.51	Land	9.42000		\$55,300.00	Paid

Clifford Woodbury Jr I had a difficult time finding. I did find Clifford Woodbury III and mailed him a letter, and he has paid the outstanding taxes.

James Lewis said he wanted to enter a payment plan and did not come in.

All those with no payment plan have been sent letters.

Jane Parker's certified letters have been returned undeliverable and I have been unable to find another address.

Vall Enterprise, the owner has passed away and the daughter is trying to tie up the estate.

Steven and Yolanda Catir, the bank lien has been discharged, but we have not received any proof that the property has been sold.

Selectman Sadak – I thought it went up for auction last Fall?

Chairman Reynolds – are there any folks on payment plans that you are having difficulty with?

Richard Strout has had medical issues and does not always stick to the \$200 per month, but they always pay something.

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BBW Inc, Gwendolyn Enterprises, and R2R LLC are all paid by the same person who broke their foot and will get back to regular payments soon.

Beatty must make regular payments or I call them.

Chairman Reynolds – Why are we still calling these people? We should not be.

Robert Conley has had problems and is working with their bank to correct.

Selectman Sadak – Is the \$26,000 owed by Thorne for 1 year?

No, it is their total.

Chairman Reynolds – Should we be tougher?

I know their stories and most are trying to catch up. There are 3 (Square Jay, Jane Parker, and James Lewis) where we could be tougher. They have been sent a letter and still have not paid.

Chairman Reynolds – For the next report we would like anyone who is not making timely payments will be sent a now or never letter with a date certain for foreclosure. Do not call on a monthly basis for a reminder.

I am next scheduled to come before the board in February 2016.

Motion to send a letter to talk about delinquency by Selectman Gifford. Seconded by Selectman Sadak.

Unanimously approved.

Motion to begin the foreclosure process for newly added properties by Selectman Taylor. Seconded by Selectman Gifford.

Unanimously approved.

Selectman Sadak – I would like to see this list more than once per year.

For the most part these folks are trying hard to clean this up.

Danielle Loring – Square J is the only tax acquired property we have not sold. There is a party who believes that the property is included in his parcel and this is taking some deed research to determine. If it is, the owner will pay the back taxes. All other properties have been sold.

- c) **Patricia Ave IRT Project Contingency Request for Environmental Review – Danielle Loring, Executive Assistant** Executive Assistant Danielle Loring is requesting \$10,000 from the Board of Selectmen Contingency to complete environmental assessments for the proposed Patricia Avenue Recreation Facility introduced by Chairman Mike Reynolds at the December 13, 2014 meeting.

Chairman Reynolds – I have asked Danielle Loring and Don Willard to look at an alternative plan since seeing the cost of the IRT projects.

Ms Loring – This will help shape the work that can happen in this project. Vernal pool, wet land mapping, meetings, etc. would be included. Getting this work done would reduce the budget by about

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\$30,000. The materials include irrigation. We may not be able to dig a well since it is a former dump. We may not need the irrigation, it will take more study to determine. Total \$1,720,670 for the project. There may be more money in grading than is necessary.

Chairman Reynolds – Loam is one of the most expensive parts of creating a field and we may not need to bring in as much loam.

Ms Loring – We can also reduce the project by a concession stand.

Town Manager Willard – in a perfect situation we would have a water line and irrigation, but we are not perfect. A well for drinking water is a more significant issue. The investigation is needed to determine what we can and can not do. We could have a serviceable field without some of the content.

Selectman Sadak – I thought 1 of the elements in the project was to run water? What is the cost of a bare bones field? We could get sponsors for amenities.

Chairman Reynolds – We need the environmental money for frog season. We need a figure for town meeting.

Ms Loring – Getting utilities in place, engineering, and DEP permitting are included in the \$89,000 that will go to town meeting.

Motion to allow the expenditure of \$10,000 for Patricia Ave IRT program from Selectman Contingency by Selectman Taylor. Seconded by Selectman Gifford.
Unanimously approved.

4) Unfinished Business

a) Consideration of Personnel Policy Revision for Public Works Department – Nathan White, Public Works Director

I took your comments from the last meeting into consideration. In reviewing the Personnel Policy again, I believe that what we are requesting can be achieved by changing the definition of “actual time worked” for Public works to include earned time.

Our Personnel Policy is about 19 years old and needs to be brought up to date before we make any changes. The last update was 2007.

Chairman Reynolds – An HR specialist has volunteered to help us bring the policy up to date with a full rewrite.

Mr White – I will call tomorrow and we will aim for having it corrected by the May Selectmen's Meeting.

5) Public Comment This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.

Mr Gosselin – A couple of cautions – traffic flow exiting Patricia Ave – it is difficult for 1 vehicle in

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the summer, let alone 2 teams of cars. My well is 1200 feet and the site is higher than my property. The ground is very bony – many boulders. Consider some type of initiatives that when Mr Goldrup that when he develops his property that he consider granting access via his property.

Chairman Reynolds – We could have a crossing guard when there were events, and we may require it.

6) Selectmen Comment

Selectman Sadak – I would not want to be the crossing guard. We may need a traffic light.

Chairman Reynolds – DOT will not allow us to have a traffic light.

Selectman Sadak – People need to get out to vote on March 25th at 5:30pm in the Windham High School auditorium on the RSU cost sharing formula. I will be making a motion that the vote be by written vote. Please vote Yes.

Mr Bullock – Windham has a nice website which contains the school committee.

Chairman Reynolds – Sunday, March 22nd is knit or crochet a scarf for breast cancer at the library. Author visits: Franco Smith tomorrow at 6:30pm and Jim Bomber on March 25th at 6:30.

7) Town Manager Report and Communications.

- Confirm date for next regular meeting – April 7, 2015
Approved by consensus.
- Friday, March 13th – Nomination Papers available at the Town Office
- Friday, March 13th – 6pm – Fourth of July Celebration Committee
- Wednesday, March 18th – RSU 14 Public Hearing on the new cost sharing formula proposal
- Tuesday, March 24th – 7:00pm – Selectmen & Budget/Finance Committee Workshop
- Wednesday, March 25th – 5:30pm – RSU 14 Funding Formula discussion, 6:00pm – RSU 14 Funding Formula Vote
- Monday, March 16th – The town maintained roads will be posted. Any vehicle over 23,000 pounds is prohibited on town maintained roads. Exceptions are school buses, emergency vehicles, trash trucks, and we can make exceptions 1st thing in the morning. People would need to see Mr White for changes.

8) Fiscal Warrants – February 10, 2015

- Payroll Expense Summary Warrant

Motion to approve Payroll Expense Summary Warrant dated 3-10-2015 for \$44,119.12 by Selectman Taylor. Seconded by Selectman Gifford.

Unanimously approved.

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- Treasurer's Warrant

Motion to approve Treasurer's Warrant dated 3-10-2015 for \$65,538.94 by Selectman Taylor. Seconded by Selectman Gifford.

Unanimously approved.

9) Executive Session

- a) **Executive Session pursuant to 1 MRSA § 405(6)(A):** Continuation of Town Manager Evaluation and Consideration of Contract Extension

Motion to enter by Selectman Sadak at 8:22pm. Seconded by Selectman Taylor.

Unanimously approved.

Motion to leave by Selectman Taylor at 9:22pm. Seconded by Selectman Sadak.

Unanimously approved.

Motion to extend the contract of the Town Manager for a year by Selectman Taylor. Seconded by Selectman Gifford.

Unanimously approved.

Town Manager Willard – Thank you, I am excited by the prospects of the coming year.

10) Adjournment

Motion to adjourn at 9:23pm by Selectman Gifford. Seconded by Selectman Sadak.

Unanimously approved.

Respectfully submitted,

Sue Look
Town Clerk

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