



## BOARD OF SELECTMEN Agenda Summary

March 8, 2016

6:00pm – Workshop – Classification &  
Compensation Study

7:00pm – 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.*

Selectmen in attendance: Mike Reynolds, Joe Bruno, Teresa Sadak, and Samuel Gifford

Selectmen absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager  
Nancy Yates – Finance Director  
Rita Theriault – Human Resources Officer  
Chris Hanson – Code Enforcement Officer  
Sue Look – Town Clerk

1) **Called Workshop to Order** at 6:00pm by Chairman Reynolds

2) **Classification & Compensation Study Workshop** - Donald H. Tyler, Jr., Principal & Executive Vice President, Human Resource Partners, LLC, Harpswell, Maine

a) Mr Tyler will present the draft results of the Classification and Compensation Study for the Town of Raymond. Specifically, his firm was asked to:

- Compile and analyze market salary data and develop a salary structure for the Town, taking into consideration rates paid for comparable positions in other similar organizations.
- Compile and analyze market data on fringe benefits practices and prepare a report comparing the prevailing survey practices to the Town's practices.
- Provide a written report of the study, including recommended policies and procedures to integrate the study results with the Town's existing salary administration program.

Mr Tyler – I feel very comfortable with the results I am presenting to you. We evaluated the town positions and assigned a grade level to each position. We did a comprehensive survey to look at both pay and benefits with 11 communities that I felt were comparable after looking at the previous task force's list, talking with the Selectmen, and with some of the town employees.

Selectman Bruno – Did you share the results of the survey with the participating towns?

Mr Tyler – Yes, at the aggregate level.

Selectman Bruno – Why is everything broken down to hourly?

Mr Tyler – Because some jobs are part-time and it makes for easier comparison.

Mr Tyler – Fire & EMS are lower than those in the survey.

Selectman Bruno – We had an issue with the Fire Chief where he chose to remain hourly.

Chairman Reynolds – We will be discussing after the presentation about the Fire Chief's actual pay.

Mr Tyler – The salary range has a low, mid, and max pay. I have proposed a 2% per year step model to get the employee to mid-point and that leaves the range from mid to max for merit pay.

We are at the market rate for most benefits. Some communities allow more than 60 days' sick time to carry over. Raymond has no short-term disability, nor a tuition assistance program. Some communities offer employee appreciation events, wellness programs, employee assistance programs, etc. None of these are critical, just something to think about.

Merit programs are not easy to implement in the public sector. Everyone can find out what others are making and can cause some issues. It can foster the atmosphere that Raymond pays for performance. There are 3 levels of performance: meets expectations, exceeds expectations, not meeting expectations and on a performance plan. I would provide training for the Department Heads for how to get this going.

Selectman Bruno – People tend to not be honest evaluating employees.

Training is the key. Managers should be held accountable with how they evaluate their staff.

Town Manager Willard – The Department Heads would do the employees under them and I would do the Department Heads.

Selectman Bruno – And we would do you.

Chairman Reynolds – I like the steps and merit.

Mr Tyler – I have a training manual that will make the process a bit easier.

Selectman Sadak – I think the organizational skills are great and can be built upon.

Selectman Bruno – I think our scale is right where it needs to be. We have very good employees. Loved the report. When will the training begin?

Chairman Reynolds – We need to vote on it first. How do we implement this?

Selectman Bruno – I don't think we can implement it in this budget season.

Mr Tyler – Communication is critical.

Selectman Sadak – I think it will take a year to work into this.

Chairman Reynolds – This budget season will not be merit based. It will begin July 1, 2017. This way employees can be getting used to and be reviewed with the new process. I think we need official training so the employees will be comfortable in these roles.

Selectman Bruno – They will need to be ready for confrontation which happens more often than you think.

Chairman Reynolds – The managers will need to be trained to do one-on-one meetings.

Town Manager Willard – I think we should do the evaluations annually with the fiscal year.

Mr Tyler – I agree with Town Manager Willard. When you do them at once you can do comparisons.

Chairman Reynolds – We need to review this data, send questions to Mr Tyler, and at the April meeting vote.

Town Manager Willard – I would like to have Mr Tyler come and give an overview to the Department Heads.

Chairman Reynolds – Thank you Mr Tyler for such good work on the presentation.

**Motion** to adjourn the workshop at 6:55pm by Selectman Sadak. Seconded by Selectman Gifford.

**Unanimously approved.**

**3) Called Regular Meeting to Order** at 7:03pm by Chairman Reynolds

**4) Minutes of previous meeting** – February 9, 2016

**Motion** to approve as presented by Selectman Gifford. Seconded by Selectman Sadak.

**Unanimously approved.**

**5) New Business**

**a) CMP – Proposal to Acquire a Portion of the Town Owned Parcel Located at Map 5 Lot 19 (Patricia Avenue Site)** – Peggy Dwyer for Central Maine Power Real Estate Services

- Central Maine Power Company (CMP) is planning the development of a new transmission line extending from New Gloucester to Raymond. It is proposed to be built in a new 100' wide corridor purchased from abutting landowners. CMP would like to buy an option to acquire a strip of land from the Town, along the former sludge site parcel's northeasterly line (Map 5, Lot 19), extending from the Raymond-Gray town line to land of Phyllis D. Burnham (Map 5, Lot 17)

Gail Rice and Jacob Farmer (Project Manager) from CMP are also here to present.

Ms Rice – This project is to help improve reliability in Raymond, Windham and Gorham. It is a part of a larger project to improve reliability in the region.

- It will add to the tax base by adding to the infrastructure.
- A similar project with a 34.5 KV substation was assessed at \$3.8 million and a similar length of line was assessed at \$869,000
- This project would increase activity at local businesses
- There are recreational benefits for passive recreation activities in our rights of way

Mr Farmer – The new substation is proposed to be at the Route 302 end of Webbs Mills Road on the left hand side (west side) of the road where the powerlines currently cross. I have not viewed the parcel as yet and do not know if the substation could be set behind trees. We would be removing the existing 34.5 KV substation (off Route 121) and adding a new one. Instead of having 1 line from New Gloucester to Raymond there would be 2 lines which will help reduce the number of outages due to maintenance and should increase reliability due

to a new source of power. This project came to be as CMP engineers studied the issues they realized that there was a need for another line in this area.

Ms Dwyer – The goal for CMP is to acquire the property from voluntary purchases from willing land owners. We have most of the land at this point.

Selectman Sadak – Who talks to the abutters?

Ms Dwyer – We will need to apply for permits for building this and at that point there will be notice to abutters.

Selectman Sadak – Right now ATVs and Snowmobiles use that property. Will there be an impact on they?

Ms Dwyer – ATVs and 4-wheel drive vehicles are not allowed in the CMP corridor. Snowmobiles can apply for a permit. We are looking tonight for the option to buy the land.

Chairman Reynolds – Timeframe?

Mr Farmer – We have to file a CPCN with the regulatory (PUC) which takes from 6 months to 3 years. This will give us approval that the upgrades make sense and there are no better alternatives. This spring would be a vernal pool analysis. We would be in permitting and engineering through 2017 and would be in construction in 2018 if all went well. Construction would be about a year to a year and a half. We may piecemeal the project.

Ms Dwyer – We would need a 100' corridor along the northeast boundary on the Town's lot. The lines will be 60' tall single pole.

#### b) Executive Session

- Pursuant to **1 MRSA §405 (6)(C)** – consider CMP's offer  
**Motion** to enter Executive Session at 7:44pm above by Selectman Bruno. Seconded by Selectman Sadak.  
**Unanimously approved.**  
  
**Motion** to leave Executive Session at 8:05pm by Selectman Bruno. Seconded by Selectman Sadak.  
**Unanimously approved.**  
  
**Motion** to authorize the Town Manager to work with CMP on the option of selling land by Selectman Bruno. Seconded by Selectman Sadak.  
**Unanimously approved.**

c) **Annual Appointment – Voter Registrar** – Sue Look, Town Clerk/Voter Registrar  
Upon further investigation it was found that the Registrar is appointed biennially, not annually. No action necessary.

d) **Proposed Ordinance Amendments for Town Meeting Warrant** – Chris Hanson, Code Enforcement Officer, and Stephanie Carver from GPCOG our ordinance writer and drafter

- Item 1 – Removed from consideration
- Item 2 – As of January 2015, the Maine DEP completed its rulemaking process to

introduce new reforms to the Chapter 1000 Guidelines for Municipal Shoreland Zoning Ordinances. The proposed amendments to the Town of Raymond Shoreland Zoning Provisions are intended to make the language in this document more consistent with the Maine Department of Environmental Protection's Chapter 1000 Guidelines for Municipal Shoreland Zoning Ordinances.

Specifically, the proposed amendments include updating and revising definitions, changing the criteria for the expansion of nonconforming structures based on footprint and height, rather than floor area and volume as previously dictated, clearing of vegetation and revegetation, removal of hazard, storm-damaged and dead trees, allowing the CEO to grant variances related to ADA issues, and adjustment of required culvert sizing. Additionally, several new definitions are proposed, and reformatting throughout the document associated with these proposed changes.

- ◆ Key Changes:
  - ⇒ Revised definitions and updates to formatting of definitions
  - ⇒ Changes in the calculation methods used to assess expansion of nonconforming structures
  - ⇒ Adjustments in culvert sizing
  - ⇒ Changes to language outlining the requirements associated with clearing and revegetation requirements, and removal of hazard, storm damaged, and dead trees.
  - ⇒ New and revised definitions.
- Item 3 – Town staff is recommending changes regarding how stormwater calculations are determined for smaller projects and the level of review they will receive among town staff.
  - ◆ Key Changes:
    - ⇒ Revisions to language related to the level of staff review.
    - ⇒ Language referencing Best Management Practice Guidelines (BMPs) has been added to the ordinance.
    - ⇒ Additional language related to stormwater calculations and techniques have been added to satisfy to Stormwater and Phosphorus Management Control Permit Points System.
    - ⇒ Requires a professional engineer to certify that a proposed alternative treatment meets the performance standards of those techniques identified in the ordinance.
- Item 4 – The similar terms “Driveway” and “Driveway Entrance” have been refined and clarified in both the Shoreland Provisions and Land Use Ordinance to be more consistent with one another. A definition has been added for “Secondary Access.”
  - ◆ Key Changes:
    - ⇒ Definitions for “Driveway” has been amended and “Secondary Access” has been added.

Selectman Bruno – How many of these changes are due to Frye Island?

CEO Hanson – The definitions of driveway and secondary entrance. Other changes are DEP required or housekeeping changes.

- Item 5 – The following amendments are proposed to Section 16 of the Shoreland Zoning Provisions and Article 6 of the Town of Raymond land Use Ordinance. These amendments state that decisions of the Planning Board will not be reviewed by the Board of Appeals, but rather go directly to Superior Court, and they also clarify that the Board of Appeals

shall review a decision of the Code Enforcement Officer in a “de novo” hearing, meaning they will reconsider the application independent of the CEO’s decision. The proposed language also corrects the time period for appeals to Superior Court to 45 days to be consistent with state statute.

◆ Key Changes:

- ⇒ These amendments state that decisions of the Planning Board will not be reviewed by the Board of Appeals, but rather go directly to Superior Court
- ⇒ Board of Appeals shall review a decision of the Code Enforcement Officer in a de novo hearing.
- ⇒ Amends the time period for appeals to Superior Court to 45 days to be consistent with state statute.

Selectman Bruno – Why are we taking the appeal process away from the Appeals Board?

CEO Hanson – We are not. The Planning Board and the attorneys recommended this so we are not having 1 board regulating another board. This will make us consistent with the rest of the State.

- Item 6 – Town staff is proposing that any reference to specific fees be removed from the Land Use Ordinance, Subdivision Regulations, and the Fire Protection Ordinance and replaced with language referring to the fee schedule.
  - ◆ Key Changes:
    - ⇒ Changes in ordinance language replace specific fee language with a reference to fee schedule.
- Item 7 – The language is amended from “Lot Coverage” to “Lot Structural Coverage” to better describe the intent of the term which is to describe the portion of a lot actually covered by structures.
  - ◆ Key Changes:
    - ⇒ Changes definition from Lot Coverage to Lot Structural Coverage.
- Item 8 – The recommended modifications and changes to the current Town of Raymond Fire Protection Ordinance include adding fee costs, code references, reformatting and deleting repetitive text, and changing the town’s Fire Department address and are primarily administrative in nature. However, a few notable changes include the added criteria requiring the review of fire alarm system installation or alteration, and the requirement of smoke detectors and Carbon Monoxide detectors with the installation of a solid fuel burning device.

**Motion** to send these changes to the Public Hearing at the April 5<sup>th</sup> meeting by Selectman Gifford.  
Seconded by Selectman Bruno.

**Unanimously approved.**

**6) Public Comment**

None

**7) Selectman Comment**

None

## 8) Town Manager's Report and Communications

### a) Confirm Dates for Upcoming Regular Meetings

- April 5, 2016
- May 10, 2016
- June 21, 2016 (3<sup>rd</sup> Tuesday of June due to June 14<sup>th</sup> being Election Day)

### b) Reminder of Upcoming Budget Meetings

- March 29, 2016 – Final joint meeting with the Budget-Finance Committee
- April 5, 2016 – Selectmen meet to vote on the budget
- April 11, 2016 – Budget-Finance Committee meets to vote on the budget

### c) Reminder of Upcoming Election Schedule

- March 21, 2016 (Monday) – Nomination Papers available
- May 2, 2016 (Monday) – Nomination Papers due back to Town Clerk by 4pm
- May 25, 2016 – RSU #14 Budget Vote at Windham High School
- June 7, 2016 – Annual Open Town Meeting at 6:30pm
- June 14, 2016 – Primary & Municipal Elections

### d) Upcoming Holiday – Monday, April 18, 2016 in observance of Patriot's Day

## 9) Treasurer's Warrant – March 8, 2016

**Motion** to approve the Treasurer's Warrant for a total of \$117,527.18 by Selectman Sadak. Seconded by Selectman Bruno.

**Unanimously approved.**

## 10) Executive Session

### a) Pursuant to 1 MRSA §405 (6)(A) – discuss Town Manager's annual review

**Motion** to enter Executive Session at 8:24pm above by Selectman Bruno. Seconded by Selectman Sadak.

**Unanimously approved.**

**Motion** to leave Executive Session at 8:58pm by Selectman Bruno. Seconded by Selectman Gifford.

**Unanimously approved.**

**Motion** to extend the Town Manager's contract by 1 year by Selectman Bruno. Seconded by Selectman Sadak.

**Unanimously approved.**

## 11) Adjournment

**Motion** to adjourn at 9:00pm by Selectman Bruno. Seconded by Selectman Sadak.

**Unanimously approved.**

Respectfully submitted,

Susan L Look  
Town Clerk