



**BOARD OF SELECTMEN
Minutes**

February 9, 2021

6:30pm – Regular Meeting

Via Zoom & on YouTube

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, Marshall Bullock, Teresa Sadak, Samuel Gifford

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager
Alex Sirois – Code Enforcement Officer
Cathy Gosselin – Health Officer
Sue Look – Town Clerk

1) **Called to order** at 6:30pm by Chair Olsen

2) **Minutes of previous meetings**

a) January 12, 2021

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

Unanimously approved

3) **New Business**

a) 2020 Compensation Study Presentation – Kari Meillat, KMA HR Consultant

Ms Meillat presented the results of their survey. The proposed changes:

2016 PAY GRADE STRUCTURE

Raymond's original Pay Grade structure from 2016 is included below for reference.

		STEP 1 (Minimum)	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP7	STEP 8 (Midpoint)	MAXIMU M
Grade 11	Hourly:	\$38.32	\$39.08	\$39.87	\$40.66	\$41.48	\$42.31	\$43.15	\$44.01	\$49.86
30% Range Spread	Annual:	\$79,700	\$81,294	\$82,920	\$84,578	\$86,270	\$87,995	\$89,755	\$91,550	\$103,700
		• Town Manager								
Grade 10	Hourly:									
30% Range Spread	Annual:									
		• No positions currently in this grade level.								
Grade 9	Hourly:	\$30.96	\$31.58	\$32.21	\$32.86	\$33.51	\$34.18	\$34.87	\$35.57	\$40.29
30% Range Spread	Annual:	\$64,400	\$65,688	\$67,002	\$68,342	\$69,709	\$71,103	\$72,525	\$73,975	\$83,800
		• Finance Director/Treasurer								
Grade 8	Hourly:	\$27.36	\$27.90	\$28.46	\$29.03	\$29.61	\$30.20	\$30.81	\$31.42	\$35.58
30% Range Spread	Annual:	\$56,909	\$58,032	\$59,197	\$60,382	\$61,589	\$62,816	\$64,085	\$65,354	\$74,006
		• Fire & Rescue Chief/EMA Director Code Enforcement Officer Director of Public Works Forest Warden								
Grade 7	Hourly:	\$24.23	\$24.72	\$25.21	\$25.71	\$26.23	\$26.75	\$27.29	\$27.83	\$31.54
30% Range Spread	Annual:									
		• Town Clerk/Registrar								
Grade 6	Hourly:	\$16.59	\$19.98	\$20.38	\$20.79	\$21.20	\$21.63	\$22.06	\$22.50	\$25.47
30% Range Spread	Annual:	\$34,507	\$41,558	\$42,390	\$43,243	\$44,096	\$44,990	\$45,885	\$46,800	\$52,978
		• Deputy Fire & Rescue Chief/Paramedic Public Works Foreman								
Grade 5	Hourly:	\$15.87	\$16.19	\$16.51	\$16.84	\$17.18	\$17.52	\$17.87	\$18.23	\$20.63
30% Range Spread	Annual:	\$33,010	\$33,675	\$34,341	\$35,027	\$35,734	\$36,442	\$37,170	\$37,918	\$42,910
		• Paramedic/Firefighter Administrative Assistant Deputy Town Clerk/Deputy Treasurer/Deputy Tax Collector/Payroll & HR Officer Tax Collector/Deputy Town Clerk/Deputy Registrar								
Grade 4	Hourly:	\$14.78	\$15.08	\$15.38	\$15.68	\$16.00	\$16.32	\$16.64	\$16.98	\$19.22
30% Range Spread	Annual:	\$30,742	\$31,366	\$31,990	\$32,614	\$33,280	\$33,946	\$34,611	\$35,318	\$39,978
		• Deputy Town Clerk/Deputy Tax Collector/General Assistance Administrator Public Works Equipment Operator								

RECOMMENDED 2021 PAY GRADE STRUCTURE WITH ALL POSITIONS

		STEP 1 (Minimum)	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP7	STEP 8 (Midpoint)	MAXIMU M
Grade 11	Hourly:	\$47.78	\$48.74	\$49.71	\$50.71	\$51.72	\$52.76	\$53.81	\$54.09	\$61.23
30% Range Spread	Annual:	\$99,388	\$101,376	\$103,403	\$105,471	\$107,581	\$109,732	\$111,927	\$112,507	\$127,358
		• Town Manager								
Grade 10	Hourly:									
30% Range Spread	Annual:									
		• No positions currently in this grade level.								
Grade 9	Hourly:	\$37.24	\$37.99	\$38.75	\$39.52	\$40.31	\$41.12	\$41.94	\$42.16	\$47.73
30% Range Spread	Annual:	\$77,467	\$79,016	\$80,597	\$82,209	\$83,853	\$85,530	\$87,241	\$87,693	\$99,268
		• Finance Director/Treasurer								
Grade 8	Hourly:	\$32.52	\$33.17	\$33.83	\$34.51	\$35.20	\$35.90	\$36.62	\$36.81	\$41.67
30% Range Spread	Annual:	\$67,637	\$68,989	\$70,369	\$71,777	\$73,212	\$74,676	\$76,170	\$76,565	\$86,671
		• Fire & Rescue Chief/EMA Director Code Enforcement Officer Director of Public Works								
		• Registrar Town Clerk Forest Warden								
Grade 7	Hourly:	\$27.13	\$27.67	\$28.22	\$28.79	\$29.37	\$29.95	\$30.55	\$30.71	\$34.76
30% Range Spread	Annual:	\$56,428	\$57,557	\$58,708	\$59,882	\$61,080	\$62,301	\$63,547	\$63,877	\$72,309
		• Deputy Fire & Rescue Chief/Paramedic Parks & Recreation Director								
Grade 6	Hourly:	\$21.11	\$21.54	\$21.97	\$22.41	\$22.85	\$23.31	\$23.78	\$23.90	\$27.05
30% Range Spread	Annual:	\$43,915	\$44,793	\$45,689	\$46,603	\$47,535	\$48,486	\$49,456	\$49,712	\$56,274
		• Captain Public Works Foreman Tax Collector Human Resources Officer								
		• Deputy Tax Collector Deputy Town Clerk Deputy Treasurer								
Grade 5	Hourly:	\$17.89	\$18.25	\$18.61	\$18.98	\$19.36	\$19.75	\$20.15	\$20.25	\$22.92
30% Range Spread	Annual:	\$37,208	\$37,953	\$38,712	\$39,486	\$40,276	\$41,081	\$41,903	\$42,120	\$47,680
		• Lieutenant Paramedic/Firefighter Paramedic Administrative Assistant								
		• Drivers Equipment Operator/Laborer								
Grade 4	Hourly:	\$15.00	\$15.30	\$15.61	\$15.92	\$16.24	\$16.56	\$16.89	\$16.98	\$19.22
30% Range Spread	Annual:	\$31,200	\$31,824	\$32,460	\$33,110	\$33,772	\$34,447	\$35,136	\$35,318	\$39,980
		• Firefighter II EMT A Firefighter/EMT B Firefighter/EMT A								
Grade 3	Hourly:	\$13.07	\$13.34	\$13.60	\$13.87	\$14.15	\$14.43	\$14.72	\$14.80	\$16.75
30% Range Spread	Annual:	\$27,194	\$27,738	\$28,293	\$28,859	\$29,436	\$30,025	\$30,625	\$30,784	\$34,847
		• Firefighter I EMT B								
Grade 2	Hourly:	\$12.15	\$12.39	\$12.64	\$12.89	\$13.15	\$13.41	\$13.68	\$13.75	\$15.57
30% Range Spread	Annual:	\$25,265	\$25,770	\$26,286	\$26,811	\$27,348	\$27,895	\$28,453	\$28,600	\$32,375
		• Fire Police								

The salary survey was conducted by looking at each individual position instead of viewing them as combination roles. The towns surveyed generally had unique roles instead of combination roles.

The information presented in the pay grade structure shows both an hourly wage and the corresponding annualized rate for ease of viewing and comparison. The pay grade structure does not indicate which positions are exempt or non-exempt. A review of the FLSA exemption criteria is recommended whenever a position has a change in responsibilities or if a review has not been conducted before.

REMOVING THE STEPS

The Town of Raymond’s current pay grade structure has a minimum, midpoint, and maximum. It also includes steps 1-8 which span from the minimum to the midpoint. This is a useful structure if pay increases are presented in steps based on tenure or another criterion.

The Town increases pay through a straight merit program and has not been utilizing the steps. In order to simplify, the town can consolidate the steps and look at just the minimum, midpoint, and maximum and apply the criteria in the Employee Placement section below. This allows for more flexibility in managing the pay bands and any employee pay increases. Ranges allow for differences in education, experience or performance which aligns with offering a merit-based increase structure compared to a step structure.

The example to the right shows the structure with Grade 10 included but hidden as there is no data. The minimum and maximum of Grade 11 and Grade 9 would change if the Town decides to remove Grade 10 and increase the range spread of Grades 9 and 11.

Additionally, having a broad-based salary structure with a minimum, midpoint, and maximum, will allow for the needed flexibility when conducting any applicable union negotiations.

GRADE	MIN	MID	MAX
Grade 11	\$47.78	\$54.09	\$61.23
30% Range Spread	\$99,388	\$112,507	\$127,358
Grade 9	\$37.24	\$42.16	\$47.73
30% Range Spread	\$77,467	\$87,693	\$99,268
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Grade 7	\$27.13	\$30.71	\$34.76
30% Range Spread	\$56,428	\$63,877	\$72,309
Grade 6	\$21.11	\$23.90	\$27.05
30% Range Spread	\$43,915	\$49,712	\$56,274
Grade 5	\$17.89	\$20.25	\$22.92
30% Range Spread	\$37,208	\$42,120	\$47,680
Grade 4	\$15.00	\$16.98	\$19.22
30% Range Spread	\$31,200	\$35,318	\$39,980
Grade 3	\$13.07	\$14.80	\$16.75
30% Range Spread	\$27,194	\$30,784	\$34,847
Grade 2	\$12.15	\$13.75	\$15.57
30% Range Spread	\$25,265	\$28,600	\$32,375

The Select Board had no questions/comments. Chair Olsen thanked Ms Meillat.

b) Update on 9 Shaker Woods – Alex Sirois, CEO and Cathy Gosselin, Health Officer

On February 5th CEO Sirois, Health Officer Gosselin and Fire Inspector Wayne Jones inspected 9 Shaker Woods Rd with owner Jared Marston. Overall they were very impressed with the progress Mr Marston has made. They have cleaned out a significant amount of the trash and miscellaneous items from the house, did a heavy amount of cleaning, and have removed some of the exterior junk (most of which can not be removed until snow melts). They have a master electrician who is going to help them with the electrical issues. Some smoke alarms have been installed. Plumbing will begin in the next couple of weeks. At this point we are looking for the Select Board to allow us to continue to work with them and have them in a situation where they can be living in the house in the next month. Health Officer Gosselin found that they are not eligible for DHHS housing because of their ages. Mrs Strout is not quite old enough for Medicare. We recommend that we continue to monitor the situation and allow them to remain in the home. Fire Inspector Jones compiled a list of the major things that need to be addressed. Some of the items have already been taken care of and Mr Marston has sent pictures documenting the progress.

Mr Marson said they are making progress.

CEO Sirois and Health Officer Gosselin will continue to go back every 2 weeks and update the Select Board at their next meeting.

4) **Public Comment**

Charles Leavitt commented on the Select Board Bylaws, the Compensation Study presentation, the guide to Zoom meetings online, and on the ending of the previous meeting.

5) **Selectman Comment** – none

6) **Town Manager's Report and Communications**

a) **Confirm Dates for Upcoming Regular Meetings**

- March 9, 2021
- April 13, 2021

b) **Reminder of Upcoming Budget Schedule**

- February 23, 2021 – Town Manager submits budget to Select Board & Budget-Finance Committee
- March 2, 2021 – 1st Department Head Review – 6:30pm via Zoom
- March 16, 2021 – 2nd Department Head Review – 6:30pm via Zoom
- March 30, 2021 – Budget Workshop – 6:30pm via Zoom
- April 13, 2021 – Select Board Warrant Review & Approval – 6:30pm via Zoom
- April 27, 2021 – Budget-Finance Committee Budget Article Recommendations – 6:30pm via Zoom
- Town Meeting at the Jordan Small Middle School Gym
 - 1) June 1, 2021 – Open Town Meeting (if we can have it) – 6:00pm

AND/OR

- 2) June 8, 2021 – Town Elections (and if we vote the Town Warrant via secret ballot) – 7:00am to 8:00pm

c) **Reminder of Upcoming Election Schedule**

- March 1 – Nomination Papers available
- April 9 – Nomination Papers due back

d) **Reminder of Upcoming Holiday Schedule**

- Monday, February 15th – Presidents Day

7) **Adjournment**

Motion to adjourn at 7:01pm by Selectman Bullock. Seconded by Selectman Gifford.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk