



**Raymond Compensation Study Committee
Minutes***
Wednesday, June 19, 2013

Present: Chairman Rolf Olsen, Marshal Bullock, Norma Richard, Denis Morse, and Robert Gosselin.

Absent: Mike Reynolds and Brian Walker.

Staff: Danielle Loring, Recording Secretary.

1) Call to order. Chairman Rolf Olsen called the meeting to order at 6:59pm.

2) Approval of Minutes

a) May 21, 2013

MOTION: Robert Gosselin motioned to approve the minutes from May 21, 2013; seconded by Norma Richard.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/o/1 [ab MB])

3) Review of Job Descriptions and Duties for Town of Raymond Employees

The Board reviewed the job descriptions for the Raymond employees and Chairman Olsen asked if there were any tasks that stuck out. Mr. Bullock asked if Executive Assistant Danielle Loring if she had a formal job description and she answered no. He then asked Chairman Olsen if the Board was tasked with creating job descriptions, and Chairman Olsen responded that they were not but that they could make a recommendation. However, he continued that there some jobs, if the individuals were replaced, would not be able to be the same thing.

Mrs. Richard explained that the town clerks were cross trained but there were specific duties completed by certain staff members that were not completed when that individual was out.

Mr. Morse explained that he took a different approach and wrote up questions to get the answers that they needed. He then had the questions reviewed by fire department staff and found that Raymond Public Safety was bringing revenues whereas other towns were not. He explained that he was not able to do Code Enforcement because of scheduling conflicts. He also felt that there were no other towns that provided services to another town, the way that Raymond did to Frye Island. Chairman Olsen felt that that information presented was really related to head count and that he did not feel that that information was relevant to their charge, because they did not need to know how well they performed their jobs but how the position was described.

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Mr. Morse explained that he was looking at the services provided by the staff and the how that related to the budget. Mrs. Richard did not understand why Mr. Morse was looking at revenues, and Chairman Olsen had the same concern because the Board was supposed to be evaluating the position and pay/benefits of the person who was responsible for billing not if the department was bringing money.

Mr. Bullock, responding to Mr. Morse's handout, wanted to know why ISO was important, and Mr. Morse explained that rating required a person to collect the data as well as planning and training. Mrs. Richard felt that Mr. Morse should put together a questionnaire relating to the "who" rather than the "what" for the departments.

Mr. Gosselin felt that these principles should be crossed over to Code Enforcement and then asked about the level of administrative help for that department. Mrs. Loring explained that she was the gate keeper for that department and the person who covered the office is the Code Officer's absence because she had also received code training.

4) Discussion of Questions for Subject Towns

Chairman Olsen assigned the subject towns to the members.

- Norma Richard: Norway and Buxton
- Denis Morse: Bridgton and Casco
- Marshal Bullock: Gray and Rockland
- Brian Walker: North Yarmouth
- Mike Reynolds: New Gloucester

Mr. Bullock asked what he should take with him to each of his towns, and Chairman Olsen explained that there were questions for each department and they should contact the towns and find how they want to proceed. Mr. Morse thought it would be interesting to compare which places would have formal job descriptions because the smaller the town would be less likely to have define roles. Chairman Olsen felt that it would be more likely that higher positions would have descriptions unless there were unions.

Mr. Gosselin felt that they might run into roadblocks with their subject towns and they may need to regroup.

Mrs. Richard asked if there were standard questions that would define positions, and Chairman Olsen felt that that data had already been collected.

5) Confirm Next Meeting Date

- August 7, 2013

6) Adjournment.

MOTION: Marshal Bullock motioned to adjourn; seconded by Robert Gosselin.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Rolf Olsen adjourned the meeting at 7:29pm.

Danielle Loring
Recording Secretary

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