

TOWN OF RAYMOND
Board of Selectman
Work Session-DRAFT MINUTES

Raymond High School, Media Center
April 14, 2008

6:00pm – Non-Public Session under the provisions of RSA 91-A:3 (d), property issues with the Town Tax Collector and with the Towns' Attorney.

Chairman Auclair led the meeting in the Pledge of Allegiance

Chairman Auclair called the public meeting to order at 8:20pm.

Members Present: Chairman Tim Auclair, Jack Barnes, Frank Bourque, Cheryl Killam and Joyce Wood

REVIEW OF THE TOWN'S OPERATING BUDGET

Finance Director, April Rives, presented to the Board a review of the 2008 budget and the progress to date on the 2007 audit.

Ms. Rives stated that as of March 31, 2008, twenty percent of the 2008 budget is already expended

Ms. Rives stated that she is currently in the process of working with the auditors to complete the 2007 audit.

Ms. Rives stated the Highway Department was one of the departments that were most costly to the Town. She stated it was a result of the high cost of fuel, overtime hours and salt. She also stated the monies appropriated for salt is ninety percent expended.

Ms. Wood asked if there was any salt left in inventory. Mr. Rose stated that yes, there was some salt still on hand.

Mr. Auclair stated that the Town does not have monthly budgets.

He also noted that except for wages, the Raymond Police Department does not evenly expend their budget throughout the year and that a high percentage of their budget is spent at the end of the year.

Mr. Bourque asked if the twenty percent expended budget included bond payments and CIP expenses and if so, what would be the actual expended percentage of the budget to date. Ms. Rives stated she will get back to him.

Mr. Auclair asked Ms. Rives to produce a list of all the fixed expenditures that will need to be paid throughout the year.

Ms. Wood asked why the solid waste disposal fee line is at zero percent. Ms. Rives replied that they money usually doesn't get transferred until the end of the year.

Mr. Auclair stated that the Budget Committee should have information for their upcoming meeting that reflects month/year account balances and activity, a report of how the final budget came out as well as a comparison done between this year and last year.

Ms. Rives stated she will do a register of accounts by category of expense.

COMPENSATION AND BENEFIT STUDY COMMITTEE

Mr. Auclair stated he would like a committee formed to review salaries and benefits with Town's that are comparable to Raymond, prior to next years budget.

Mr. Barnes stated that he would like for the Town Manager to do a review as well as see a committee made of up of various groups of people.

Ms. Wood stated that a few years back she had been on a similar committee that focused strictly on the cost of health insurance. She also said that she has a copy of a survey that was done on Town employees and will provide a copy to the Board.

Mr. Bourque stated that he didn't feel that it was wise to initially involve Town employees in a Compensation and Benefit Study Committee. He feels the study should be outsourced and not created internally.

Mr. Auclair stated that to hire Local Government Center or another professional consultation would be costly to the Town. He said that Town employees as well as others who have a vested interest should be involved in the committee as they are able provide valuable feedback.

Ms. Wood stated that she is concerned about the level of employee involvement. She said that some job descriptions may be outdated.

Members engaged in general discussion of the Town's policies.

Ms. Killam stated that she would like for the Town Manager to provide some baseline information on job descriptions and wages/rates of pay. She also said that once that information is provided, a comparative analysis could be done to determine if a committee eve needs to be formed or an outside consultation firm hired.

Mr. Rose said he will compile data between both union and non union employees and provide it to the Board for future discussion. Mr. Auclair suggested that Mr. Rose do a survey on current Town employees.

Ms. Wood stated if Town employees are involved she would like for them to be at Department Head level.

SELECTMEN'S GOALS FOR 2008

Mr. Bourque suggested joining the SAU on health insurance. He also suggested outsourcing payroll and welfare management services.

Ms. Killam stated she would like to see more joint meetings with other Boards.

Ms. Wood stated that she would like to recruit and fill vacant seats on the different committees. She also suggested that she would like to promote energy efficiency and environmental friendly growth as well as implement green building codes as warranted.

Mr. Barnes stated that he would like to see more clean up around Town and eliminate road side trash, possibly using inmates from the County Jail to do these services. He also suggested joint meetings with other Boards of Selectmen from the surrounding communities.

Mr. Auclair stated that he would like to take the Annual Report and verify that the Town all the land it claims to own. He also stated that he would like to set a timeline for actions for the clean up of the tannery.

Mr. Auclair also suggested that he would like for the Board of Selectmen to be updated on the budget month by month, then possibly create a twelve to eighteen month rolling forecast. He also suggested working with the Town Manager and the Department Heads to possibly project revenues and expenses over the next five years.

POLICE ANTENNA

Police Chief, David Salois, stated to the Board that the Police and Fire Departments are receiving a new base radio through the Department of Safety. He said that in order for the Police Department to update the system they will need to purchase a new antenna in the amount of \$2, 5670.00.

Mr. Auclair stated that they will make a motion on this at the next Business meeting.

ANNOUNCEMENTS

Mr. Bourque motioned to include the email correspondence that took place over the past weekend in regards to questions that need to be asked to the Town attorney be put into the public minutes. Ms. Wood seconded. **MOTION CARRIED UNANIMOUSLY.**

Copies of these emails are attached to the minutes and are available for review at the Town Clerk's office during regular business hours.

ADJOURNMENT

Mr. Auclair motioned to adjourn and move into a non-public session. Ms. Wood seconded. **MOTION CARRIED UNANIMOUSLY.**

9:40pm – Board members moved into a Non-Public Session under the provisions of RSA 91-A:3 (a) and RSA 91-A:3 (b).

Mr. Bourque motioned to adjourn the meeting. Mr. Barnes seconded. **MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 10:10pm.

These minutes are not official until reviewed and approved by the Board of Selectmen.

Minutes prepared by,

Lisa M Chapman
Executive Secretary