

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Thursday, March 17, 2011  
TOWN HALL CHAMBERS  
7:00 p.m.**

**A Town Council Workshop of the Old Orchard Beach Town Council was held on Thursday, March 17, 2011. Chair Quinn opened the meeting at 7:03 p.m. The Workshop this evening is to discuss the following budget projections from the Assessing Department and the Police Department.**

**20106 – Assessing; 20129 – New Police Building; 20131 – Police Department; 20132 – Parking Enforcement; 20133 – Communications Center; 20135 – Animal Control.**

**The following were in attendance:**

**Chair Bob Quinn  
Vice Chair Michael Tousignant  
Councilor Robin Dayton  
Councilor Sharri MacDonald  
Town Manager Jack Turcotte  
Assistant Town Manager V. Louise Reid  
George Greene – Assessor  
Chief Dana Kelley – Police Chief  
Deputy Chief Keith Babin – Police Department  
Lt. Timothy DeLuca – Police Department  
Finance Director Jill Eastman  
Finance Committee Vice Chair Michael Gray**

**Absent: Councilor Shawn O’Neill**

**Chair Quinn began the Workshop with a description of the budget process. He explained that the annual budget is prepared as a working operational plan that, upon approval, becomes a legal working document for the Town; this process is critical and provides benefits to the tax payers by providing standards against which actual performance can be measured; causes staff and Town Council members to focus their attention from current to future operations; allows for the reassessment of goals and objectives and discusses the means for accomplishing them; improves overall operations of the Town; facilitates communication between the Council and the staff; and provides the opportunity for change. This Town Council will use this opportunity to help make decisions about the provision of services and capital assets and to promote citizen participation. Some of the considerations by the Town Council will include a review of the community economic strengths, weaknesses, financial resources, and the lack of resources. They will be asked to prioritize Capital Improvement Plan (CIP) items for the**

current fiscal year and for the five year plan. Hopefully there will be realistic foresight in current and long-term revenue estimating. The Council will also be looking at the appropriation of a minimum contingency/reserve to provide for emergencies and potential economic downturns. The Chair went on to say that the budgeting process includes not only planning, communicating, goal setting, information gathering, compilation of suggested changes and revisions that are requested, but also the ability to provide a functional budget in the time frame of fiscal responsibility. He indicated that his mission is in providing suggested financial impacts, both positive and negative, to the preparation of the budget. He reminded us that there is a need to reduce operating costs to offset budget increases; increase revenues to offset the losses; collect more tax revenue; or a combination of the above.

### Assessing Department

The primary mission of the Old Orchard Beach Assessing Department is to operate an open assessment program in compliance with the Constitution of the State of Maine and the governing statutes. The Department implements its obligations with the State, resulting in an equitable assessment of properties and a fair distribution of taxes. The Assessing Office is responsible for the analysis of the title and the valuation of taxable and exempt real estate properties and personal property accounts located in the Town of Old Orchard Beach (Title 36, Section 709). The Department maintains permanent records setting forth current and historical title information, descriptions of land and buildings, lists of all personal property used in trade and manufacturing, and the valuation of those properties. The information processed in the office is utilized in updating the property tax maps and GIS mapping. This information provides the basis for the creation of a valuation and tax commitment, from which over 75% of the revenue needed to run the Town of Old Orchard Beach is raised.

The Town of Old Orchard Beach has approximately 6,300 parcels and 2,500 personal property accounts that are maintained on an annual basis. There are two full time staff members and a shared assessor relationship with Sanford, Maine. Actually, there are between 300 to 500 permits (388 in 2010) issued which must be reviewed in the field and processed. Each year a sales analysis is done and necessary adjustments are made to maintain an assessment ratio between 90% and 100%.

The Assessing Department works with the Maine Municipal Association, the State revenue office, as well as the International Association of Assessing Officers to administer ongoing changes in legislation which affect the assessing process, i.e., Business Equipment Rebate Program, Business Equipment Tax Exemption, Homestead Exemption, Veteran Exemption, Tree Growth Program, and Property Tax Rent and Refund Program. The Department attends various meetings with these organizations and other municipalities for input as well as education on the changing legislation. The Department is dedicated to having an open, accessible, and professional agency, with the highest level of integrity towards customer service. As a public service agency, we provide education to the general public regarding property valuation and tax relief programs, always striving to address all of the information needs of property owners, real estate professionals, and fellow staff members.

Assessor George Green indicated that sharing of his duties with Sanford and Old Orchard Beach relates to 58% of his salary charged to Sanford and 42% to Old Orchard Beach; an arrangement which is now four years old. He receives a car allowance of \$125 a month but also uses the Department's jeep as does the Deputy Assessor and on a loan basis as well to other department heads, when needed. He also mentioned that there is a close working relationship with Bill Botting who serves as the Town's computer specialist and who also works in Sanford. They work on the Munis and the Vision Appraisal System together. He detailed the dues/memberships/licenses as necessary items to doing business and includes dues to the International Association of Assessing Officers, Maine Association of Assessing Officers, the Maine Chapter of the IAAO, and an appraisal license for the Assessing staff.

He related the suggestion which the Town Manager has made of dividing the work time of the Deputy Assessor so that he will work part time for the Assessing Department and part time for the Code Enforcement Department. He also noted that as of January 5, 2011 the Administrative Assistant has spent 192 hours cross-training and working in the Tax Collector's Department. The work in the Tax Collector's office includes accessed time for assessing work also. The Assessor indicated that his budget has been pretty much the same for the past four years and that he and his staff had struggled to keep pace with the demands of his office both from a staff and a financial level. When asked if this change would hamper customer service, it was noted that the entire staff would do all they could to cover all the bases of responsibility and continue to support good customer service.

The Chair walked the Council through each of the line items. Questions were asked on the Conference and Training line and the need for keeping current with licenses. There has been a cut back on attendance to save money for the Town but there are some areas that need to continue so that staff can maintain their skill levels. Professional Engineering line is composed of the need in some areas for services of professional consultants. The issue of health benefits is an area that will be discussed with almost all of the budget presentations. One of the areas that the Town Manager raised was that there is fiduciary responsibility through the purchase order system which has been established and is monitored closely.

**Revisit: Is there an increase in the salary line as a result of the retirement of the Deputy Code Enforcement Officer and the addition of a part time Deputy Assessor?**

### **The Police Department**

The Police Department is charged with the preservation of life and property, through the enforcement of all Federal and State laws and Municipal ordinances and regulations. An intricate part of achieving excellence in law enforcement is the adequate training of police officers; enhancing neighborhood policing; and quality customer service. There are several sections that make up the department including Administration, Patrol, Criminal Investigation, and Support Services. Administration of the Police Department consists of the Chief of Police, the Deputy Chief and the Administrative Assistant. Administration is responsible for the day-to-day operations of the staffing, training and overall efficiency of the Department. The Patrol Division commanded by a Lieutenant is made up of three teams each having a Sergeant and a

**Corporal. The Division is responsible for the overall protection of lives and property, maintaining law and order and responding to requests for services (emergency and non-emergency). The Patrol Division enforces all criminal and civil laws that are mandated by the Federal, State or Municipal government. Of the 18 sworn officers in the Department, 13 are assigned to the Patrol Division. The Criminal Investigation Division is comprised of a Sergeant and one Detective. The Detectives are responsible for the investigation of all felony cases and other related cases that are referrals from the Patrol Division or other agencies. The Support Services Division is responsible for all functions that support the Patrol and Criminal Investigation Divisions; the Division includes the Court Officer and the Animal Control Officer. The Animal Control Officer is assigned to and supervised by the Police Department. All personnel related costs for this position are in the Police Department budget and the budget is strictly for the Shelter. The responsibilities of the ACO include enforcement of all animal related ordinances pertaining to the Town of Old Orchard Beach; Patrol looking for stray animals; acting as liaison to the planning and code department; and assisting the Town Clerk with Dog Licensing. So far this fiscal year there have been 68 cats taken to the shelter and 11 dogs. The shelter has also provided food donations of cat and dog food to be used by several citizens needing help in order to keep their animals. The Parking Enforcement is a Division of the Police Department that operates seasonally and is responsible for installation and maintenance of all parking meters. They are also responsible for enforcement of the municipalities parking regulations. The Division consists of fourteen seasonal employees, including one supervisor.**

### **New Police Building**

**Revisit – The question of the cost of the Cleaning Service Contract for the new building was raised by the Chair. (20131-50310- Service Contracts). Deputy Chief Babin indicated that the bid for the cleaning of the Police Department will be on the April 5<sup>th</sup> agenda.**

**It was noted that with this being the first year of the building's operation, that some of these numbers are guesses and that next year we will be able to have a better handle on the costs involved. Many of the inherent costs such as electricity, water, heating fuel, etc., were part of the Public Safety budget in the past. The new building is 10,000 square feet, more than three times the space the Police Department has in its current public safety building at the corner of E. Emerson Cummings Boulevard and Saco Avenue.**

### **Police Department**

**Discussion on the position of Deputy Chief of Police found a diverse opinion expressed by the Town Manager and the Chief of Police. The Town Manager indicated in his budget, should there be a retirement in the Police Chief position, that he would not replace the Deputy Chief of Police. The Chief of Police, Dana Kelley, did not agree with that decision and felt that this is a highly responsible, supervisory, and administrative position and that this individual is the coordinator of several vital areas of Police administration. The Deputy Chief is extremely involved in the day-to-day operation of the Police Department. The ability for good coordination between such groups as the Community Watch and other organized safety activities will be highly impacted with the removal of this position.**

### **Revisit: Need for Deputy Chief of Police**

**It was noted that the Health Club – Employer share - was removed now that we have a work-out area in the new Police Station.**

**There was again discussion on the number of police cars in use and it was noted that only one will be replaced this year. Chief Kelley offered to meet separately with any member of the Council to explain the process for the purchase of police cars. The question of the number of vehicles is an area that the Chair said needed to be revisited.**

### **Revisit: Number of Police Cruisers**

**The Town Manager presented information on the new position to be established – Office Manager – Second Shift – which is needed to see that the station is manned into the late hours so that there is access by the public to police attention. In the summer it may be that the station will have to be manned 24/7 but that is being worked out. The Town Manager has put into the budget consideration for this Office Manager – Second Shift position. Vice Chair Tousignant questioned why this was not a consideration at the time of the Dispatch consolidation but the Town Manager indicated that this was in the budget separate from the Dispatch discussions.**

**As in other years the question of the number of police recruits surfaced again and there was discussion on the pros and cons of the number. The Chief of Police strongly indicated that the number of recruits is necessary and offered again to meet individually with any Councilor to discuss the variables that go into the planning and scheduling of recruits. It may be that this is another one of the items for reconsideration. Finance Committee Vice Chair, Michael Gray, read from a report he had from Maine Municipal Association (MMA) which highly indicated that the number presented by the Chief is definitely within the realm of those suggested and acknowledged by MMA.**

### **Revisit: Number of Recruits Necessary.**

**The question of Overtime was discussed and the Chief assured the Council that in every area, constraints are made to cut down on overtime but that there is a system that requires when individuals are out on vacation or sick time, that coverage is vital and overtime has to be paid. The question was asked if everyone is eligible for overtime and the answer was no.**

**It should be noted that the Clothing Allowance line has been reduced because the officers have changed to a less expensive uniform and no ballistic vests will be purchased.**

**The Town Manager indicated he would get an organizational chart for the Council.**

**Revisit: An Organizational Chart will be prepared for the Council showing Staffing patterns**

**Revisit: In Line 50124 – In Lieu of Health Insurance, the question was raised as to the reason for the change.**

**Revisit: The Finance Director is to provide to the Council a chart showing Labor, Insurance and Material costs.**

### **Communication**

**The entire Account Number 20133 – Communication has been deleted with the exception of the Service Contracts with the moving of our Dispatch Operations to Sanford, Maine.**

### **Parking Enforcement**

**Discussion revolved around the difficulty in securing the collection of funds at the two parking lots. If we do not plan for the construction and purchase of gates, kiosks, etc., then we need to have individuals collecting the money for the parking. They could also disperse change to those needing to park at the meters. The need for this type of support is vital as the complaints of not being able to get quarters for the parking meters was a major problem and concern by the business owners. The Town Manager indicated that he also has put in funding to hire two individuals to cover the bathrooms – one at West Grand and the other at Milliken Street – since the amount of vandalism damage was enormous last year. The subject of philosophical differences in the concept of various business owners makes the need for access to making change for parking meter use. Some seemed surprised with the information provided by Chief Kelley that we produce between 7,000 and 10,000 tickets in a year.**

### **Animal Control**

**The Chair presented the various account numbers and the Assistant Town Manager provided an updated written report on the services provided by Animal Welfare relative their contract with the Town of Old Orchard.**

**The following items will be revisited:**

**Revisit: Is there an increase in the salary line as a result of the retirement of the Deputy Code Enforcement Officer and the addition part time of the Deputy Assessor?**

**Revisit – The question of the cost of the Cleaning Service Contract for the new Police Station building was raised by the Chair. (20131-50310- Service Contracts). Deputy Chief Babin indicated that the bid for the cleaning of the Police Department will be on the April 5<sup>th</sup> agenda.**

**Revisit: Need for Deputy Chief of Police**

**Revisit: Number of Police Cruisers**

**Revisit: Number of Recruits Necessary.**

**Revisit: An Organizational Chart will be prepared for the Council**

**Revisit: In Line 50124 – In Lieu of Health Insurance, the question was raised as to the reason for the change.**

**Revisit: Finance Director to provide a chart showing Labor/Insurance/Material Costs.**

**The Chair thanked all those who participated and expressed appreciation for their hard work and involvement.**

**The meeting was closed at 9:05 p.m.**

**Respectfully Submitted,**

**V. Louise Reid  
Town Council Secretary**

**I, V. Louise Reid, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of seven (7) pages is a true copy of the original Minutes of the Town Council Workshop of March 17, 2011.**

**Louise Reid**