

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Thursday, May 19, 2011
TOWN HALL CHAMBERS
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, May 19, 2011 at 7:00 p.m. Chair Bob Quinn opened the meeting at 7:03 p.m.

The following were in attendance:

**Chair Bob Quinn
Vice Chair Michael Tousignant
Councilor Shawn O'Neill
Councilor Robin Dayton
Councilor Sharri MacDonald
Town Manager Jack Turcotte
Assistant Town Manager V. Louise Reid**

Town Manager

Town of Old Orchard Beach has a Council-Manager form of Government since 1950. The Town Manager is the Chief Executive Officer of the Town and is accountable to the Town Council. The Manager is appointed by, and is accountable to, the Town Council. The Town Manager appoints the directors of the Town department (except the Town Clerk who is elected by the citizens), subject to Council approval, and is responsible for assuring the Town's services are performed well and in accordance with the State and Federal laws, the Town Charter, ordinances and policies.

Goals included preparation of Annual Report; exploring areas of Inter-Government Cost Sharing; worked closely with Finance Director on personnel policy manual updates; purchasing policy updates; monitoring results of Collection Agency (PP arrears, Parking fines, rescue billing); creating redundancy of Payroll and Accounting functions; work closely with the Waste Water Superintendent on implementing the sewer user fee; bonded Capital Improvement Projects; worked closely with Public Works Director on implementing; new trash contract; bonded Capital Improvements Projects; finalize labor union negotiations (Police, Fire, Waste Water and Public Works); and work closely with Fire Chief to oversee funding, bidding and construction of rehab of existing Fire Station.

Town Manager – 20102

20102 -50101 – Department Head Salary - \$87,500

This account bunds the salary of the Town Manager.

20102-50106 – Full Time Employee Wages - \$57,511

This account funded salary for the new position of Human Specialist/Assistant to the Town Manager. The present salary of this individual is \$45,000 with an increase of \$6,000 in the salary, excluding benefits. The Council indicated that they have consensus for the Assistant Town Manager position to remain in place and therefore the \$57,511 shows the Assistant Town Manager position. The position of Human Resource Director is to be discussed at another time.

20102-50124 – In Lieu of Health Insurance - \$5,000

This account covers a contractual obligation to the Town Manager because he does not take Health Insurance.

20102-50201 – FICA & Medicare – Employer Share - \$11,600

This account funds the Town's share of FICA and Medicare for the annual salaries of the two department staff. FICA is 8.2% and Medicare is 1.45%.

20102-50203 – ICMA – 457 – Employer Share -2,500

This account funds Employer's contribution of five percent of employee salary to the ICMA Retirement Fund.

20102-50210 – Health Insurance – Employer Share - \$11,925

This account funds the Town's share of Health Insurance offered to full time employees. Non-union employees contribute 10% of the premium and the Town pays 90%.

20102-50211 – Dental Insurance – Employer Share - \$580

This account funds the Town's share of Dental Insurance offered to full time employees. All employees contribute 50% of the premium and the Town pays 50%.

20102-50212 –IPP Insurance – Employer Share - \$1,460

This account funds the Town's share of Income Protection Insurance (short term disability) offered to full time employees. The Town offers two plans, one that pays the employee 55% of their income if they are out of work due to illness or accident and the other plan pays 70%. If the employee chooses the 70% plan they pay for the difference in the premium over the 55% plan.

20102-50251 – Conference/Training - \$3,500

This account funds the Town Manager's attendance of ten annual days of executive training per employment contract.

20102-50252 – Travel/Food/Lodging - \$2,000

This account funds ancillary costs associated with conferences, training and professional meetings as well as mileage reimbursement for the Town Manager.

20102-50300 – Professional Engineering - \$15,000

This account funds professional and engineering services that may be required including PACTS dues, Wright Pierce, etc.

Revisit: The question was raised as to how and what this professional engineering account covers and a history of those payments.

20102-50310 – Service Contracts - \$6,000

This account funds various service contracts including internet service, copiers, ASCAP, and US Bank.

20102 – 50320 – Advertising - \$20,000

This account funds all advertising of Council meetings, Workshops, and other Committee meetings plus any recruitment advertising.

20102-50325 – Postage/Shipping - \$15,000

This account funds all postage for Town Hall, Recreation and Public Works, plus the cost of the postage meter.

20102-50402 – Phone/Cellular/Paging - \$15,000

This account funds the phone system at Town Hall; cell phones for the Town Manager and Assistant Town Manager; the phone line for the alarm system; the emergency phone in the elevator and reimbursement to Town Hall employees that use their personal cell phones for work.

20102-50500 – Administrative Office Supplies - \$5,500

This account funds general office supplies including paper, pens, binders, folders, etc.

20102-50502 – Printing and Copying - \$3,500

This account funds general office supplies including paper, pens, binders, folders, etc.

20102-50516 – Safety Committee - \$500

This account funds supplies needed for the Safety Committee. It has not been used but the Town Manager requested that it be left in tact.

Staffing

The Town Manager indicated that the reorganization suggestions made in his budget presentation were made to help the Town limit the impact of the new fiscal year budget on taxpayers. But even with these steps he indicated that Council is faced with an enormously difficult job of funding everything that is needed in the community. He said that in proposing the municipal budget one of the strategies he employed was done to deal with rising operational costs and a reduction in revenue; and in so doing he designed staffing around the strengths and weaknesses of individual people and asked how we could better utilize staff talent. His suggestions included the elimination of the Assistant Town Manager's position; eliminate the Administrative Assistant's position in the Planning Department; cut both the Assistant Finance position and part-time administrative assistant positions at public works. In addition he was calling for the reduction of the deputy assessor to a part-time position and reduction of the police administrative position. Meanwhile the current assistant in finance would become the Town's Director of Human Resources as well as the Town Manager's Administrative Assistant. He also added a second shift office manager position at the police department and added \$25,000 to the recreation budget in order to pay the salaries of those hired to help manager the Ballpark. This \$25,000 has already been given to the Ballpark Commission for this purpose as time was of the essence with the summer programs beginning before the July 1st budget operation. He also suggested hiring bathroom attendants at the two public bathrooms and related that \$50,000 worth of damage which was done in the last two years. Overall the Town Manager was recommending a \$15.3 million municipal budget, which represents an increase of \$67,343 over the current municipal budget of a little more than \$15 million; representing less than a one percent increase.

<u>Department</u>	<u>Description of the Changes</u>
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Town Manager	Assistant Town Manager will be eliminated. Current Employee will be transferred to Police Department as an hourly employee with fewer responsibilities.
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There was consensus of the Council that the Assistant Town Manager position would not be eliminated. The individual will not be transferred to the Police Department as an hourly employee with fewer responsibilities.

Current Finance employee will move to the Town Manager responsibilities as Human Resource Director and Administrative Assistant to Town Manager.

This position will be discussed at the next Budget hearing but the position will not replace the Assistant Town Manager in the Administration Office.

Finance Department	Full Time Finance Employee will move to the Town Manager's Office full time and the Public Works Administrative Assistant will work in Finance one-third of the time.
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This position will be discussed at the next Town Council Budget Workshop.

Assessing Deputy Assessor will be split 50/50 between Assessing and Code Enforcement

There was a lengthy discussion on this position and also the position of the Assessor itself and whether the Town was benefiting by having two positions – the Deputy Assessor as a full time position; and the Assessor as a shared position with Sanford. The discussion continued on the cost of moving the Deputy Assessor to a split position between the Assessing Office and the Code Enforcement Office. Council raised the issue of efficiency and the Chair questioned whether melding of these two positions would fragment the type of service that the citizens are being given. The benefit suggested was that there would be a correlation between the work of the Assessor in valuation of property and also the code requirements that are necessary in determining when a property is up to code and can adequately and accurately be evaluated and revalued. The question was raised about the Assessor’s salary and comparison to that which is paid to the Town Manager. Again, the fact that Sanford pays a portion of the Assessor’s salary needs to be considered in the equation as well. Questions were raised on the increase in salary not only for the Deputy Assessor but other positions that were discussed but again this is an issue that will be revisited (noted at the end of the Minutes.) It should be noted that the consensus was made to move forward with the Deputy Assessors position being split between Deputy Assessor and the Code Enforcement.

Planning/Code Enforce: Assistant Planner position will be eliminated. Administrative Assistant in Code will work between Code and Planning Department.

Part Time Building Inspector will retire and be replaced by Deputy Assessor who will be split 50/50 between Assessing and Code Enforcement.

See above for discussions on the Deputy Assessor position. Discussions on the salary increase considerations for the Administrative Assistant in Code was also questioned. The amount of these increases was discussed. Councilor Dayton spent some time questioning the lack of job descriptions in all these positions and indicated that she needed to see the descriptions of what these different individuals would be doing. She questioned as to how one could determine the value of a position without knowing exactly what the individual is doing or taking on additionally from the present positions. The Town Manager indicated that these were just strategies that were being presented and that he expected some direction from the Town Council about the positions before providing the Job Descriptions.

Administrative Assistant (Shared Position) – between Planning and Code.

Revisit: The question of possible salary increase and the amount needs to be revisited along with the other suggested changes in salary. The question of the salary of the Code Enforcement Officer/ Department Head also needs to be revisited.

Revisit: Job Descriptions will be provided for all the positions still to be considered. Finance Director to have available for the next Budget session on May 26.

Police Department Reorganize three Management Positions to Two Management Positions.

A lengthy discussion of the possible retirement of a Police Management Position and whether the elimination of nine month's of that salary has been removed from the Budget. The Town Manager made it clear that his plan is to eliminate one of the two management positions should the retirement take place. Again there was a division of opinion on the Council about the elimination of this position. Vice Chair Tousignant indicated that he felt this was premature to eliminate a position when the decision of the individual has not been confirmed. He suggested that the funding for the nine month's of the salary be put back into the budget. Councilor MacDonald suggested that if the individual does not retire the money could be taken out of the Undesignated Fund and put back into the budget. The consensus seemed to be that the salary should be reinstated in the budget line for the position. There also appeared to be disagreement on whether even if there is a retirement whether the two management positions would be deleted to one position and consideration of re-positioning a Union management position. It was the general consensus that there was too much assumption that something was going to happen and that we should cross that bridge when and if it does occur.

Result: The Finance Director was to refund the entire salary for the Police top management position.

**Assistant Town Manager position will be eliminated.
Current employee will be transferred to Police
Department with fewer responsibilities.**

This recommendation will not occur although the Assistant Town Manager again stated that doing this would permit a \$40,000 savings to the budget process. The question seems to be raised as to whether they would fund this position at all as well as the necessity to fund the midnight to seven position that the Police Department has had in the past by services of Dispatch. The Town Manager and the Police Chief are in disagreement about the need for these positions. The Town Manager did state, however, that the original plan was put into affect because of the lack of a public service presence in the evening at the Police Department and the he felt the talented senior employee being suggested to do this would bring that public service presence as needed. There was unanimous agreement that this position needed to be reconsidered.

Revisit: Reconsider the hiring of a position to service the Police Department from 2:00 p.m. to 10:00 p.m. or as appropriate.

Public Works Full time Public Works Administrative Assistant
Will work in Finance one-third of the time.

<i>Department</i>	<i>Positions</i>	<i>Current Wage</i>	<i>Current Benefits</i>	<i>Current Total Cost</i>
Town Manager	Asst Town Mgr HR/AA (New FY12)	57,511.00 -	15,996.00 -	73,507.00 -
Finance Dept	Accountant 1/3 Accts Payable (New FY12)	45,000.00 -	18,459.00 -	63,459.00 -
Assessing	FT Deputy Assessor 1/2x Deputy Assessor (Split FY12)	50,682.00 -	16,810.00 -	67,492.00 -
Planning	Planner	66,400.00	25,475.00	91,875.00
	Asst Planner Admin Asst Planning & Code (New FY12)	41,200.00 -	9,690.00 -	50,890.00 -
Code	CEO	53,000.00	24,420.00	77,420.00
	PT Bldg Inspector 1/2x Blg Inspector (Split FY12)	13,855.00 -	1,060.00 -	14,915.00 -
	Admin Asst Planning & Code (New FY12)	25,012.00	11,253.00	36,265.00
Police Dept	Administrator Admin Asst (New FY12)	67,518.00 -	30,572.00 -	98,090.00 -
Public Works	FT Admin Assist	27,040.00	15,860.00	42,900.00
	2/3x Adm.Assist		-	-

The following items are to be revisited:

Revisit: 20102-50300 – Professional Engineering - \$15,000

This account funds professional and engineering services that may be required including PACTS dues, Wright Pierce, etc. The question was raised as to how and what this professional engineering account covers and a history of those payments.

Revisit: Job Descriptions will be provided for all the positions still to be considered. They need to be presented at the next Council Workshop (May 26) so the positions can be designated in Budget revisions.

Revisit: Reconsider the hiring of a position to service the Police Department from 2:00 p.m. to 10:00 p.m. or as appropriate.

Revisit: A discussion of any additional salary increases to the above discussed positions is to be reconsidered. The question of the salary of the Code Enforcement Officer/Department Head also needs to be revisited.

At the next Budget hearing the Council will consider:

Human Resource Director Position
1/3 Position in the Finance Department

The meeting was closed at 10:00 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 eight (82) pages is a true copy of the original Minutes of the Town Council Workshop of May 19, 2011.

Louise Reid