

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Wednesday, June 8, 2011  
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, June 8, 2011 at 7:04 p.m.

The following were in attendance:

**Chair Bob Quinn  
Vice Chair Michael Tousignant  
Councilor Robin Dayton  
Town Manager Jack Turcotte  
Assistant Town Manager V. Louise Reid**

**Absent: Councilor Sharri MacDonald  
Councilor Shawn O'Neill**

The Workshop this evening will first deal with staffing issues:

<i>Department</i>	<i>Positions</i>	<i>Current Wage</i>	<i>Current Benefits</i>	<i>Current on Cost</i>
Finance Dept	Accountant 1/3 Accts Payable (New FY12)	45,000.00 -	18,459.00 -	63,459.00 -
Planning	Asst Planner Admin Asst Planning & Code (New FY12)	41,200.00 -	9,690.00 -	50,890.00 -
Code/Planning	Admin Asst Planning & Code (New FY12)	25,012.00	11,253.00	36,265.00
Police Dept.	Admin Asst (New FY12)	-	-	-
Public Works	FT Admin Assist	27,040.00	15,860.00	42,900.00

One of the concerns raised by Councils at a previous Budget Workshop was the extent of the salary enhancements and that was to be revisited. The new enhancements are listed below:

	Current Proposed	Wage reduction	Adjusted Proposed
<b>Public Works Finance</b>			
Full Time Wages	\$ 37,360	\$ 33,471	
Benefits	<u>12,738</u>	<u>12,134</u>	
Total	\$ 50,098	45,605	
Total Reduction			\$ (4,493)
<b>Planning Code</b>			
Full Time Wages	\$ 33,128	\$ 29,280	
Benefits	<u>11,786</u>	<u>11,265</u>	
Total	\$ 44,914	40,545	
Total Reduction			\$ (4,369)
<b>Finance/HR</b>			
Full Time Wages	\$ 50,000	\$ 47,500	
Benefits	<u>19,184</u>	<u>18,821</u>	
Total	\$ 69,184	66,321	
Total Reduction			\$ (2,863)
<b>TOTAL REDUCTIONS IN WAGES &amp; BENEFITS</b>			<u>\$ 11,725</u>

Continued discussion on particularly the Public Works and the Planning Code enhancements are to be revisited at the next meeting.

**REVISIT:** Revisit the following two enhancements:

<b>Public Works Finance</b>			
Full Time Wages	\$ 37,360	\$ 33,471	
Benefits	<u>12,738</u>	<u>12,134</u>	
Total	\$ 50,098	45,605	
Total Reduction			\$ (4,493)
<b>Planning Code</b>			
Full Time Wages	\$ 33,128	\$ 29,280	
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Total Reduction			\$ (4,369)

In the continuing discussion of the Part Time Police Administrative Assistant position and there was not a consensus on what had been decided on this issue. Vice Chair Tousignant indicated it is something that still needs to be addressed; and Councilor Dayton said there was consensus not to fill the position. The Chair has indicated it will be revisited.

**REVISIT:** Revisit the possible part time Police Administrative Assistant Position.

In continuing discussion of the Recreation Administrative Assistant position, it appeared to be the determination that because of the Ballpark workload by the Recreation Department, this position should stay in place this year. Perhaps at another time it could be considered for elimination or for part time status.

At the Town Council Meeting on June 7<sup>th</sup>, the Town Manager had presented a proposal to the Town Council on the extension of the Extreme Clean Contract. Although the Council decided to table indefinitely this item, the Town Manager again indicated that these issues, at least for this summer, need to be revisited.

**Seasonal Employment – Comfort Station -50108**

The Town Manager has indicated that discussion will need to be continued on the possibility of seasonal hiring of four seasonal workers to man the Memorial park and Comfort Station bathrooms, eight hours a day for twelve weeks at an approximate cost of 45,000. The question of the revolving trash removal in the downtown is also an issue to be revisited.

**REVISIT: Seasonal Employment – Comfort Station -50108 and the Revolving Trash Removal for the summer**

**Revenue Discussion**

**General Government- \$2,386,000**

Homestead Exemption        \$        60,000        Decrease of \$95,000

*Council requested an update on the Homestead Exemption and why there is such a large decrease. There was some difference of opinion of the Finance Director and Assessor and they were to contact Augusta in the morning to get an update on this and whether additional payments are coming.*

In Lieu of Taxes	26,000	
Excise Tax-Vehicles/Watercraft	1,300,000	
Commercial Solid Waste	50,000	
State Revenue Sharing	575,000	Decrease of \$100,000
	<i>Increased to \$625,000 therefore a reduction of \$50,000</i>	
Other State Aid	10,000	Increase of \$10,000
Penalties and Interest	100,000	
Investment Income	25,000	Decrease of \$75,000
Cable Television Franchise	220,000.	Increase of \$20,000
Use of Undesignated Fund		Decrease of \$500,000
Miscellaneous	20,000	
<b>Total General Government</b>		<b>\$2,386,000 with a decrease of \$749,000</b>
<i>Total General Government</i>		<i>\$2,502,000 with a decrease of \$633,000</i>

**General Government**

**REVISIT: Homestead Exemption \$ 60,000 Decrease of \$95,000**

*Council requested an update on the Homestead Exemption and why there is such a large decrease. There was some difference of opinion of the Finance Director and Assessor and they were to contact Augusta in the morning to get an update on this and whether additional payments are coming.*

**Town Clerk – \$13,800**

Hunting/Fishing/Dogs	\$ 3,500	Increase of \$500
Certified Copies	4,500	Increase of \$500
Passport Fees	2,500	
Marriage Licenses	3,000	
Burial Permits	300	
Total Town Clerk		\$ 13,800 with an increase of \$1,000

**Finance - \$30,000**

Registration – Vehicles	\$ 30,000	Decrease of \$1,500
Total Finance		\$30,000 with an decrease of \$1,500

**Health & Social Services – \$23,000**

GA Reimbursement	\$ \$23,000	Increase of \$1,000
Total Health & Social Services		\$23,000 with an increase of \$1,000

**Planning and Code Enforcement – \$205,000**

Business Licenses	\$120,000	
Permits – Building	60,000	Increase of \$5,000
Permits – Electrical	9,000	Decrease of \$2,000
Permits – Plumbing	2,000	Decrease o \$2,000
Planner Fees	14,000	Increase of \$2,000
Total Planning and Code		\$205,000 with an increase of \$3,000

**Culture & Recreation – \$100,000**

Parking Lot Fees	\$100,000	Decrease of \$36,000
Total Culture & Recreation		\$100,000 with a decrease of \$36,000

*Discussion on this item resulted in the suggestion that before the fall another Workshop be held to consider possible changes to parking lot fees.*

**Police – \$354,300**

Parking Meters	\$220,000	Increase of \$20,000
Parking Fines	125,000	Decrease of \$25,000
False Alarms	2,300	

Ordinance Violation Fines	4,000	Decrease of \$4,000
Transfer In: Special Dog Fund	3,000	
<b>Total Police</b>		<b>\$354,300 with a decrease of \$9,000</b>

**Fire - \$245,000**

Transfer in Rescue Call Fees	\$245,000	Decrease of \$274,000
<b>Total Fire</b>		<b>\$245,000 with a decrease of \$274,000</b>

**Public Works - \$131,000**

Street Opening Permits	\$ 6,000	
State/Local Road Assistance	74,000	
Transfer Station Permits		Decrease of \$25,000
Trash Bag Sales	50,000	
<b>Total Public Works</b>		<b>\$131,000 with a decrease of \$25,000</b>

**Sanitation - \$35,500**

Sewer Impact Fees	\$31,500	
Septic Dumping Fees	2,000	
Sewer User Fees	2,000	
<b>Total Sanitation</b>		<b>\$ 35,500</b>

<b>TOTAL MUNICIPAL</b>		<b>\$3,523,600 with a decrease of \$1,089,500</b> <i>\$3,639,600 with a decrease of \$973,500)</i>
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<b>Total Non-Property Tax Revenue</b>		
Municipal	\$3,523,600	with a decrease of \$1,089,500
<b>Total</b>		<b>\$3,523,600 with a decrease of \$1,089,500</b> <i>\$3,639,600 with a decrease of \$973,500</i>

<b>Total Proposed Budget</b>		
Municipal	\$15,305,079	with an increase of \$66,323 <i>\$15,593,554 with a decrease of \$852,449</i>
School	\$9,703,600	with an increase of \$400,000 <i>\$8,562,262 with a decrease of \$852,449</i>
<b>Total Proposed Budget</b>		<b>\$25,008,679 with an increase of \$466,323</b> <i>\$24,044,705 with a decrease of \$497,651</i>

<b>Total Proposed Budget</b>		
Municipal	\$11,781,479	with an increase of \$1,155,823 <i>\$11,953,954 with an increase of \$1,328,298</i>
School	\$ 9,703,600	with an increase of \$400,000 <i>\$8,451,151 with a decrease of \$852,449</i>
<b>Total Proposed Budget</b>		<b>\$25,008,679 with an increase of \$466,323</b> <i>\$20,405,105 with an increase of \$475,849</i>

**Total Property Tax Dollars Needed**

**Municipal**                                 **\$11,781,479**   with an increase of \$1,155,823  
  **\$11,953,954** with an increase of \$1,328,298

**Total Property Tax Dollars Needed**

**School**                                       **\$ 9,703,600**   with an increase of \$400,000  
  **\$ 8,451,151** with a decrease of \$852,449

**Total Property Tax Dollars Needed**       **\$21,485,079** with an increase of \$1,555,823  
  **\$20,405,105** with an increase of \$475,849

**Below are the following Revisits for the next Town Council Budget Workshop scheduled for June 16, 2011.**

**REVISIT: Revisit the following two enhancements:**

**Public Works Finance**

<b>Full Time Wages</b>	<b>\$ 37,360</b>	<b>\$ 33,471</b>	
<b>Benefits</b>	<b><u>12,738</u></b>	<b><u>12,134</u></b>	
<b>Total</b>	<b>\$ 50,098</b>	<b>45,605</b>	
<b>Total Reduction</b>			<b>\$ (4,493)</b>

**Planning Code**

<b>Full Time Wages</b>	<b>\$ 33,128</b>	<b>\$ 29,280</b>	
<b>Benefits</b>	<b><u>11,786</u></b>	<b><u>11,265</u></b>	
<b>Total</b>	<b>\$ 44,914</b>	<b>40,545</b>	
<b>Total Reduction</b>			<b>\$ (4,369)</b>

**REVISIT: Revisit the possible part time Police Administrative Assistant Position.**

**REVISIT: Revisit the elimination of the Recreation Department – Administrative Assistant position.**

**REVISIT: Seasonal Employment – Comfort Station -50108 and the Revolving Trash Removal for the summer**

**REVISIT: General Government  
Homestead Exemption       \$       60,000       Decrease of \$95,000**

*Council requested an update on the Homestead Exemption and why there is such a large decrease. There was some difference of opinion of the Finance Director and Assessor and they were to contact Augusta in the morning to get an update on this and whether additional payments are coming.*

**Other Town Council Budget Discussion Requests not Requiring Revisits**

- o       Date certain that the purchase orders will be done electronically by all staff (Munis) and inform Council when that is up and running.**
- o       Continue to assure separation of duties as required by Auditors.**

- o Assurance that documentation is attached to all purchase orders.**
- o Have the same wording on monthly finance reports as listed in the annual budget books.**
- o Council does not want over-inflating of revenue.**
- o Request to include actuals in the revenue listing as you did for others.**

**The meeting was closed at 9:45 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 June 8, 2011.**

**Louise Reid**