

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Monday, April 23, 2012
TOWN HALL CHAMBERS
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Monday, April 23, 2012. Chair Quinn opened the meeting at 7:03 p.m.

The following were in attendance:

**Chair Bob Quinn
Vice Chair Michael Tousignant
Councilor Sharri MacDonald
Councilor Robin Dayton
Councilor Michael Coleman
Town Manager Mark Pearson
Assistant Town Manager V. Louise Reid
Finance Director Catherine Saltz
Town Clerk Kim McLaughlin
Voter Registrar Beth Gilman
Members of the Finance Committee**

The Town Council Chair announced that the Workshop this evening will consider the budget proposals for the remaining part of the Budget of the Administration including Clerk, General Assistance, and Maintenance.

The Finance Director began with a discussion of the Contingency Account. She explained that when estimating the cost for a project there is always an uncertainty as to the precise content of all items in the estimate, how work will be performed, what work conditions will be when the project is executed, etc. These uncertainties are risks to the project. Some refer to these risks as “known-unknowns” because the estimator is aware of them and based on past experience can even estimate their probable costs. This is contingency. She explained that contingency usually excludes the major scope changes such as changed in the end product specification, capacities, building sizes, and location of the project; extraordinary events such as natural disasters, etc; management reserves; and escalation and currency effects. Contingency is included in budgets as a control account. As risks occur on a project, and money is needed to pay for them, the contingency can be transferred to the appropriate account that needs it and the transfer and its reason is recorded. Risks are continually reassessed during the course of a project as the needs for cost contingency.

In discussions of an amount of approximately \$392,00 credit with the Maine PERS, the Finance Director asked for a recommendation of the Town Council regarding a full refund of the Towns IUUAL credit from the Maine Public Employees Retirement System (Maine PERS). She continued to explain that this credit could be set aside for unfunded retiree benefits, something that the Town has not done in the past and just recently there were

payouts of approximately \$25,000 to individuals who retired or left the employment of the Town.

The Finance Director also noted that in the Town Council stipend there was a change of \$8,240 from the \$13,440 that was indicated making a total of \$5,200. Information on the County Tax included an increase of \$10,281.55 for a total of \$816,996.65. The addition of \$49,100 to the already designated \$11,700, making a total of \$20,800 was a change to General Assistance. Both FICA and Workers Compensation were also increased.

A question had been raised on the issue of refinancing the remaining principal balance with the Maine Bond Bank. The Finance Director indicated that we are not allowed to payoff the US Bank Bond until June 1st since the former Finance Director had not sent in the funds after this bond was refinanced. The interest on the original bond is in the budget because at the time the budget was done it was well before the end was anticipated to be refinanced. The entire purpose of refinancing the bond was to save interest so it appears we have unnecessarily spent an additional \$11,867 in interest that otherwise would not have to be paid had the bond been paid off in October when we received the fund.

Town Clerk #20107/20108/20109

Staff

Town Clerk: **Manages the Town Clerk's Office, and supervisor of Elections**

Deputy Town Clerk: **Administers day-to-day functions of the Town Clerk's Office, and administers election duties.**

Deputy Town Clerk/Voter Registrar: **Administers Voter Registration duties, administers day-to-day functions in the Town Clerk's Office; and administers election duties.**

Services/Responsibilities of your departments

Administers Elections for all elections involving the Town of Old Orchard Beach (municipal, RSU and state); issues dog licenses and hunting/fishing licenses; parking permits and horse permits; keeper of all vital records for the Town (birth, death and marriage); keeper of Town records, including minutes of all meetings, contracts, vehicle titles, etc., and responsible for certifying same; advise appointees of their appointment, track applications, swear in appointees and report to the Town Council; responsible for all ordinance changes instituted by the Town Council; notary public and dedimus justice; prepare agendas or assist in all agendas, and their publication requirements; responsible for administering pole permits; mail distribution; recording DBA's; retain lawsuit information; administering special event permit applications; website administrator; laserfiche; telephone contact and administrator; Memorial Day Parade; research and creation of ordinances; research for staff and the public, and various other duties assigned to the Office.

Internal Funding Sources

Sale of certified copies of vital records (birth, death and marriage); horse permits; parking permits; special event permit applications; marriage licenses; burial permits; dog licenses, hunting and fishing licenses; community garden plots; miscellaneous copies; copies of information from CVR (state database for voter registration).

Projects

Laserfiche is an ongoing project

Budget account description

The following Employee Salary lines (if applicable) to this Department are described under the compensation section of the budget

- 50101 Department Head Salary (see separate discussion on compensation)**
- 50106 Full-time employee wages (see separate discussion on compensation)**
- 50107 Part- time employee wages**
- 50112 Stand by Wages**
- 50113 Holiday Wages**
- 50114 Court Time Wages**

50103/50108-Seasonal Employees

Election staff, including ballot clerks, additional Deputy Town Clerk staff; and Wardens.

50111 – Overtime wages

Any overtime is usually minor, involving one-two hours if a customer arrives at closing, or if the voter registrar attends a caucus. Other than that, overtime is involved in Election Day, and sometimes during the four weeks leading up to Election Day.

The following Employee benefits (if applicable) to this Department are described under the compensation section of the budget:

- 50123-Car Allowance**
- 50124-In lieu of Health Insurance**
- 50127-Educational Incentive Pay**
- 50128-Physical Fitness Incentive**
- 50201-FICA & Medicare-ER Share**
- 50202-MSR-Employer Share**
- 50210-Health Insurance-Employer**
- 50211-Dental Insurance-Employer**
- 50212-IPP Insurance-Employer**
- 50213-Life Insurance-Employer**
- NEW- Workers Compensation**
- 50220-Health Club-Employer**
- 50230-Clothing Allowance**

50251 – Conferences /Training

September, Clerk's Networking Day and the Secretary of State's Conference

October, MMA Convention

November, NEACTC Conference

Various training the State may require during the year (EDRS Training, etc)

50252 Travel/food/lodging

September, Networking Day in Waterville and Secretary of State's Conference in Bangor

October, MMA Convention in Augusta

November, NEACTC Conference in Providence, RI

Various training the State may require during the year in unknown locations as of this time

50256 Dues/memberships/licenses

MTCCA (Maine Town and City Clerks' Association) Dues

IIMC (International Institute of City and Town Clerks) Dues

NEACTC (New England Association of City and Town Clerks) Dues

YCTCCA (York County Town and City Clerks Association) Dues

50257 Physical Examinations (under Town Manager Budget)

50258 Employment Testing (under Town Manager Budget)

50454 **This line includes the maintenance agreement for our AccuVote voting machines; the AccuVote rental for the November election; and coding of the machines.**

50500 Admin/office supplies

Major supplies are filing cabinets, minutes books, archival paper and vital records books. Other supplies for the Town Clerks Office can include a variety of items, i.e. binders, report covers, CD's, calendars, binder clips, staples; typewriter ribbon; toner for printer; push pins, envelopes in various sizes; note pads; storage; labels; tape; file folders; hanging folders; batteries; adding machine tape; mailing tubes for maps; various small equipment that may break down (stapler, mouse, etc); stamps (cancel; draft; copy, etc); correction tape, etc. Election supplies include food for election; padlocks; storage boxes, etc.

50501 Operating Supplies/Equipment

funds voting booths replacement schedule, markers, red pens, election food, etc.

50502 Printing & Copying

This line is for the printing of parking permits. Each year in mid-January, the Town Council decides the type of permits, so this varies from year to year. *This line is for the printing of the ballots.*

50823 Codification

This line depends on the amount of ordinances that are codified each year.

Capital equipment replacement and repair & CIP

Laserfiche, Codification

The Council discussed at length the possible increase in the salary of the Town Clerk relative to the recent passage of Charter revisions. According to the calculations of the Finance Director and based on the top eight department salaries, salary projection is as follows:

		Top 8
Finance Director	\$81,600.00	\$81,600.00
Assessing	34,709.96	
Fire Chief	69,877.87	69,877.87
Public Works Director	69,956.06	69,956.06
Police Chief	77,508.41	77,508.41
Planner (proposed)	58,499.94	58,499.94
HR (proposed)	52,500.14	52,500.14
Recreation Director	57,119.84	57,119.84
Waster Superintendent	68,309.16	68,309.16
Total	\$ 570,081.37	\$535,371.40
Average		66,921.43
Current		57,942.75
Increase		8,978.68

	Current	Proposed	Increase
Salary	\$54,242.75	\$ 54,242.75	0.00
Stipend	2,500.00	2,500.00	0.00
Other	1,200.00	1,200.00	
Increase		\$ 8,978.68	\$8,978.68
Total	\$57,942.75	\$ 66,921.43	\$8,978.68

There was a lengthy discussion with John Bird of the Finance Committee particularly about the \$2,500 stipend and the additional \$1,200 stipend for the television work that the Clerk does indicating he felt this was not salary. The Finance Director and the Town Manager disagreed and there were Councilors who indicated they agreed with them. It was determined that the subject would be readdressed in the upcoming workshop but that the new Charter requires that additional salary increase to the Town Clerk and therefore it would have to be paid.

Discussion of voter registration and election costs was discussed with the understanding that the November election not only includes the addition of two new Council members but also there is a national presidential election to be considered as well.

REVISIT: The backup and further discussion on the stipend amount of \$2,500 and an additional \$1,200 needs to be further discussed.

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 five (5) pages is a copy of the original Minutes of the Town Council Workshop Meeting of April 23, 2012.

V. Louise Reid