

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Wednesday, June 20, 2012  
TOWN HALL CHAMBERS  
7:00 p.m.**

**A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, June 20, 2012. Chair Quinn opened the meeting at 7:05 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  
Members of the Finance Committee**

**Staffing**

**The Chair indicated that several of issues still not resolved during budget discussions would be discussed this evening.**

**There was a discussion of the request to change the budgetary consideration of a part-time code enforcement officer to a full time code enforcement position; a suggestion which was made by a Council member himself during a previous budget workshop. Code enforcement related work in Old Orchard Beach is typically performed in four primary areas which include inspection, permit review, counter help, and enforcement. Time devoted to each of these areas can vary but, without a doubt, spring and summer months are the busiest with a major of time spent on inspections, permit review and counter help. To help the Council understand the volume of work that is performed by that office, the Planner provided samples of schedules and details as to the assignments. It was also noted that in the past six months there were 294 building/electrical permits processed (excluding plumbing); 122 business licenses; and a revenue intake for the six months of \$269,695.64. Currently there are five (non-administrative part time staff members performing duties associated with code enforcement, building inspection, business licensing, plumbing, electrical, fire inspection and enforcement. The two primary code officers are each available 25 hours per week. They have 20 hours per week of a shared assessor/code office position; an enforcement official whose hours vary but typically don't exceed fifteen hours each week; and a commercial electrical inspector which is an on-call position. They are in the process of developing an organized schedule for the staffing mentioned above; although this might be reconsidered in the final budget determination. Better options would include a full time code officer with compensation that allows us to secure an excellent candidate as well as a par-time time position at approximately sixteen hours a week. An adequate staff is required to meet local ordinances and state laws. This office is a critical component to the overall success of the community itself. The pressure of the assessor/code sharing responsibility has had its impact on the Assessing department as well since April, May and June are their pressure months as well.**

**In the request for a Staff Accountant for the Finance Department, it should be noted that our current Finance Director, as a Certified Professional Accountant, sees beyond the normal financial function of the department and with all the issues that have been raised over the past six month and the need for fiscal responsibility and accurate and accountable financial oversight, she has expressed the need for a Staff Accountant and has backed up her request with factual information. She reminds the Council of the need for a framework of estimating the costs of running the municipality; the necessity to maintain a spending and revenue plan that supplies appropriate resources for the operational goals of the municipality through the expertise of a Town Council; the creation of systems to quantify the revenue and expense targets; report actual results during the year; assign specific accountability for each target; and reforecast actual results on a regular basis. She has advised the Council that this type of increase oversight requires her to have someone to assist in these areas. She has the responsibility to assist senior management in evaluating original budget plans; alternative scenarios for both internal action; and external trends; and to quantify these results in budget formats. She has pressed forward with financial savings and operational procedures to seek efficiencies in operations and opportunities for resource enhancement. Over the past six months she has monitored actual results on a regular basis; provided to the Council current information and documentation relative to the past errors made which have affected greatly the financial status of the Town; and kept the Council current on the present budget process.**

**There was a timely discussion on a confidential memorandum to the Council that was introduced by a Councilor and the question was raised as to the need for an Executive Session. The items raised concerns and disagreement in some areas but will be addressed by management and the Council in the days ahead.**

**In the discussion of salary adjustments the question of overcoming major salary compression was discussed. When the practice of awarding salary increases through the regular budget/merit cycles is not maintained, the question of flexibility is needed to respond to exceptional circumstances. The intent of equity adjustments is to provide consideration to critical and/or unusual pay administration problems. Considering that pay raises have not been given to municipal non-union employees in Old Orchard Beach for the past three years, a compelling argument was made as to why an increase to an employee's base salary for an exceptional few is requested. The suggested wage increases for four positions included a \$2,500 raise for the Planner from \$56,000 to \$58,500; a \$2,500 raise for the Human Resource Director from \$50,000 to \$52,500; a \$2,500 raise for the Deputy Chief from \$67,508 to \$70,008; and a \$2,500 raise for the Animal Control Officer from \$34,250 to \$36,750. Although the Council agreed that these were within reason, they again denied the request and suggested at the time of merit increases, consideration be given again.**

**The Tax Collector presented her request for consideration of a full time Tax Clerk in that office to make it possible for staff to take lunches which are required by law and to make sure that there is window coverage as required. They have been depending on part time assistance in job sharing responsibilities which are from other departments within the Town Hall and also a per diem assistance from an outside Tax Clerk. This has only been a band-aid approach to the issues that need to be resolved. A great deal of discussion included the question of the value of job sharing and the negatives that it produces. Some of the aspects of job sharing include the flexibility of the job sharers; the need for overlap; and continuity if one sharer leaves or is absent. There are disadvantages, however, including it involving**

additional administrative and training costs and extra time spent on communication issues; it is difficult to work for two people in two different areas; and some times the job sharers may feel that they are achieving proportionately more than a full time employee and are inadequately paid. One of the areas of job sharing in the Town of Old Orchard Beach is that there is no compensation advantage and that is a negative to individuals feeling they are being treated fairly and often involves attitude problems.

The suggestion for eliminating the position of Assistant Town Manager was raised again and moving her to the Police Department in a clerk position but at the same time retaining the position of Secretary to the Town Council was turned down by the Council although they understood her concern of working an average of 67 hours a week. It was indicated that the present situation is working to the benefit of the Council and the citizens of the community and the serious concern about that office having an individual who can provide history to the operations of the administration was raised. The Council encouraged fewer hours in whatever way that can be adjusted.

#### Administrative Vehicles – Police Department

Recently, as raised every year by Council members, the question of the cost relative to police officers taking vehicles home was brought up again this year. A chart shows not only the make of the vehicle, the odometer reading, miles per week, miles from home to the office and back, average cost of gas, yearly cost of gas from home to work and back, yearly cost of gas minus taking home the vehicle, the annual repair cost and the estimated value of the vehicle. It would seem that the question of value should be asked not in the financial consideration only but in the time for officers at this level to be on call in emergencies which is the main responsibility of police officers.

ASSIGNE TO	CAR #	DESCRIPTION OF VEHICLE	ODOMETER	Miles per week	Miles per yr from home to work and back	AVERAGE COST OF GAS	Yrly cost of gas from home to work and back	Yrly cost of gas minus take home	DRIVEN HOME	COST ANNUAL REPAIRS	ESTIMATED VALUE
Chief Kelley	C1	2005 Ford Crown Vic	115905	25	1075	\$3.00	\$230.34	\$1,026.13	Yes	\$1,620.00	\$1,608.12
DC Babin	C2	2006 Ford Crown Vic	139473	32	1376	\$3.00	\$194.84	\$2,818.93	Yes	\$1,517.00	\$2,300.00
Lt. DeLuca	C3	2004 Ford Crown Vic	129890	120	5280	\$3.00	\$1,131.42	\$4,338.90	Yes	\$2,208.75	\$1,100.00
Det. Hemingway	C10	2005 Ford Crown Vic	157649	32	1440	\$3.00	\$294.84	\$3,530.83	Yes	\$956.00	\$1,400.00
K-9	C15	2007 Ford Crown Vic	123200	150	6900	\$3.00	\$1,478.55	\$2,422.39	Yes	\$1,029.00	\$4,500.00
Total							\$2,738.56	\$14,157.18		\$7,330.75	\$10,908.12

NOTE: Tires for Car 1, 2, 3 are used tires that come off other vehicles when new tires are needed.

NOTE: The Estimated value for each vehicle is a ROUGH estimate - it was difficult to obtain an accurate value

Dealership consensus was that the value was much less but no specific amount was given.

Miles per year from home are based on 52 weeks minus vacation time for each unit

**The Town Chair thanked everyone for attending this evening.**

**The meeting was closed at 9:35 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 four (4) pages is a true copy of the original Minutes of the Town Council Workshop of June 20, 2012.**

**V. Louise Reid**