

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
TOWN HALL CHAMBERS  
Tuesday, June 25, 2013  
6:00 p.m.**

A Town Council Meeting of the Old Orchard Beach Town Council was held on Tuesday, June 25, 2013. Chair O'Neill opened the meeting at 6:05 p.m. The following were in attendance:

Chair Shawn O'Neill  
Vice Chair Bob Quinn  
Council Kenneth Blow  
Councilor Roxanne Frenette  
Councilor Jay Kelley  
Councilor Malorie Pastor  
Councilor Joseph Thornton  
Interim Town Manager Robert Peabody, Jr.  
Assistant Town Manager V. Louise Reid

The Workshop this evening will encompass the Harmon Museum, Assessing, Town Clerk, Elections, General Assistance, Code Enforcement, Public Works, Conservation and Parks and Maintenance.

**Harmon Museum**

Discussion with Dan Blaney of Harmon Museum reviewed their annual budget with particular attention on the need for replacement of their windows. Previously a list of projects had been presented and it was indicated that they will be using trust money to repair the front and sides of the building which will deplete their trust fund. The request through the CIP budget and with the high recommendation of the Finance Committee was that an allocation of \$10,000 be included in the CIP budget to get this work done. They had already gone out to RFP and believed the amount would cover the work. A change was made in the CIP budget deleting \$10,000 from the Town Building Account Number 51002/50842 in the amount of \$10,000; and adding \$10,000 to the Harmon Museum Account for the repair of their windows.

**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. Discussion related around the Assessor's budget and particularly the request for \$5,000 for Professional Engineering – Account Number 20106/50330. Although it was an account that might be needed it was felt by the majority of the Council that should the money for issues such as abatement of taxes, etc., that the Assessor could come back and request the funding at the needed time. With that in mind the \$5,000 was removed from the Account, with a savings of \$5,000. The Assessor was also asked about the contract with Sanford in which we share the Assessor's time with Sanford. Old Orchard Beach pays 42<sup>^</sup> of the salary and benefits of the Town Assessor. The Assessor explained the relationship of the Deputy Assessor and also the Assistant in the Assessing Department and how they cross train and work in Code Enforcement and also the Tax Office. The need for an Assessor and a

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Deputy Assessor was questioned but this was something that would be discussed after the budget process was complete and a workshop could be scheduled. Sanford reimburses Old Orchard Beach 58% of the wages, employee benefits, car allowance and indirect costs paid by Old Orchard for services provided to Sanford. The Agreement shall remain in effect indefinitely unless terminated with ninety (90) days advanced notice in writing by either the Town of Old Orchard, the City of Sanford, or the Assessor himself.

### Town Clerk's Office

The Town Clerk explained the voting process during her presentation. She serves the residents of Old Orchard and her functions are governed by the Town Charter, Town Ordinances and the State Statutes. Note was taken of the contribution of the Town Clerk within the State as a person who conducts training sessions. Her main functions are administration, elections and record management. During the November 2012 election there was a referendum question on the ballot regarding the salary of the Clerk being the average based on the eight department heads salaries. Calculation was that the Town Clerk who then received \$54,242.76 should receive an increase of \$14,547.24, for a total salary of \$68,790. The referendum passed, which returned authority for setting the Clerk's salary to the Town Council, effective July 1, 2013, and during the discussions the issue of moving the salary back to the original scale was discussed. It was decided that a salary of \$60,320 should be paid her with an increase of \$6,077; an 11.2% increase from the salary paid prior to July 1, 2012. In discussion about the possible hiring of an in-house attorney – the subject of codification being something that could be done by an attorney, would have the ability to save funds now being paid to an outsource. In discussion about the stipend for responsibility for operation of Channel 3, it was noted that a stipend of \$2,500 for taping of Town meetings and committees is expended under Account Number 20107-50121. The taping by others such as George Greene, John Glass or Jason Webber is under Account Number 20102-50524 in the amount of \$3,600.

### Board of Registration

There were no changes made to the presentation of this Budget. The Registrar's Office is responsible for making the voter registration process accessible to residents who wish to register to vote and maintaining accurate and up-to-date registration lists.

### Voter Registrar

An increase was given from \$330 to \$600 in order for the Registrar of Voter to attend a conference required in her certification as Registrar. It was noted that the proposed budget for Part Time Employees was \$3,000 but it was indicated it could be reduced to \$1,500. The Finance Director indicated this was not the case since it was determined that wages for the part-time Board of Registrar expense was charged to Elections in error. The entry has been re-classified and the actual expenditures to date were \$2,240; therefore \$3,000 is required for FY14.

### General Assistance

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Page 2 of 4

The mission of the General Assistance Department is to provide quality, timely and temporary services, enabling Old Orchard Beach families, the disabled and elderly to achieve self sufficiency in a dignified, respectful and timely manner. There was discussion on the possible reduction of the General Assistance Expense line, Account Number 20191/50345, but it was determined that with the economic situation and the ending of winter rentals within the Town of Old Orchard Beach that the account would be left at the \$50,000.

### Code Enforcement

The Code Enforcement department is responsible for protecting the public health, safety, and general welfare of all the citizens and visitors of the Town through the administration of Local, State, and Federal laws and ordinances. One of the important functions of the Code Enforcement Department is the inspection to ensure compliance with all applicable building and energy codes, plumbing, electrical, life safety/fire codes as well as local ordinances. The need for a fire inspector was raised with the request for a \$5,000 stipend. The Council requested information as to why the Fire Department is not doing this and why it would be part of the Town's Code Enforcement Department. In addition to the Fire Inspector, other part time employees are the Deputy CEO (a shared position with the Deputy Assessor) with a salary of \$15,600; Commercial Electrical Inspector with \$10,636.08; and Health Inspector of \$2,000. It was decided that the question of the Fire Inspector stipend would be discussed tomorrow evening when the Fire Department will present their budget to the Council. The request for \$3,500 for Conferences and Training was approved by the Council. This line supports yearly mandatory training for the Code Enforcement Officer, Plumbing Inspector, Deputy Code Enforcement Officer, Alternate Code Officer, Health Officer, Commercial Electrical Inspector, and Fire Inspector. This line also pays for certifications that are required by law. Training of the Zoning Board of Appeals is considered in this line as well. A new line for Professional Engineering in the amount of \$15,000 was included also. They were originally anticipating this to be \$20,000 to pay for the FEMA Flood Insurance Rate Maps challenge that Robert Gerber with Ransom Engineering will be doing for the Town. Since the timing has been delayed it appeared that the \$15,000 would be sufficient.

### Public Works Department

This department has an extensive line of considerations on project related to upkeep of the Town's roads, sewers, and other infrastructure needs. There were several accounts that were changed as the Public Works Director explained the projects, the needs and what could be cut. The Clothing Allowance (Account Number 50230) – was reduced \$1,650 to \$7,150 from \$8,800. Account Number 50452 and 50453 – Operating Equipment Repair and Vehicle Repair were combined last year. The Public Works Director indicated that he could live with \$120,000. This was increased to \$141,000 for truck #11 and #16 and sand chains for #18. It was reduced from \$130,000 to \$120,000 but then increased by \$21,000 for above trucks as indicated. The question was asked if Account 50508 should be raised from \$45,000 but it was determined it would stay at that amount. Account 50511 which cover Ground Maintenance and Improvements which was reduced from \$55,000 to \$45,000 based on FY13 spending. Conference Training line – Account 50251 – was reduced by \$350 from \$2,750 to \$2,400. Professional Engineering was addressed and it was suggested it be left at the \$37,000. It was recommended that a new account be set up for Extreme Clean in the amount of \$124,357 reducing the Service Contracts line. Account 50336 – Equipment Rental was reduced by \$5,000 to \$18,400. The electricity account (Account 50400) was increased by \$3,000. Heating

Fuel Expense Account Number 50405 was increased by \$3,500; and Building Repair Maintenance was increased by \$2,000. Account Number 50508 – Sewer Maintenance – Non-capital account funds all materials for small stormwater and sewer projects such as Central Park Avenue sewer and Lawn Avenue sewer. The Tri-community utility technician is also paid out of this account. Old Orchard Beach pays for 1/5 of the employee who is officially an employee of Saco. We share this position, van and equipment with a three year agreement. We have emergency access 24/7 and a schedule of approximately ten weeks a year. Portable restrooms are placed in Memorial Park and on West Grand, during the off-season. This also includes 46,000 for Household Hazardous Waste Fees; \$2,800 for portable restrooms. They also budget \$5,000 per year for the shared cost of equipment repair for the camera program. The Public Works Director also explained about the dues line, Account 50256. The CDL license is part of the individual's license; employees pay a certain amount for the CDL and pay out of their own pocket for the regular licenses, so they are only reimbursed by CDL. The only exception is that some of them have Haz-Mat licenses with trailer/tanker endorsement which is \$85. The only other license is the Public Works Director's Professional Engineering License for the State of Maine that he has just applied for and the initial fee is \$25; license \$40 (2 years); fees to Massachusetts and Virginia for verification at a cost of \$15 and \$35 (one time fee.)

### Conservation Commission

There were two adjustments made in this budget. One was a reduction of \$7,000 from the Professional Engineer budget leaving a total of \$5,000; and a reduction of \$300 from the Operating Supplies Account. Account number 50300 Professional Engineering's account in the amount of \$7,000 was the possible cost regarding the Eastern Trail Connector.

### ADJOURNMENT:

The Workshop ended at approximately 10:20 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 copy of the original Minutes of the Town Council Meeting of June 25, 2013.

V. Louise Reid