

TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL BUDGET WORKSHOP
THURSDAY MAY 2, 2013
TOWN HALL COUNCIL CHAMBERS
7:00 P.M.

Councilors Present:

Councilor Quinn

Councilor Furtado

Councilor Mailhot

Chair MacDonald

Councilor Dayton, Councilor Coleman and Vice Chair Bolduc came in late

Town Council

Diana Asanza

Diana said that this is mostly staying as is.

Annual Stipend

Conf/Training

Dues/Member/License

Audit Servc Exp

Service Contract

Charter Commission

Networking/ Internet

Admin/Off Supp/Equip

Oper Supplies

Printing/Copying Exp

The plan is for airing meetings live on the web so people don't have to have Time Warner. No limit on storage. Kim mentioned that before there was money in for Channel 3 but Catherine didn't put it in the last budget so Kim wanted to make sure it is somewhere in this one. Councilor Mailhot and Chair MacDonald said they would forgo their stipend and internet to help in this area.

The Chair asked to have a line added for the Town Council Secretary. Councilor Dayton said that would be a new line and that she knew what the Chair was doing. The Chair asked Councilor Dayton not to speak for her. Councilor Dayton said the Assistant Town Manager has been doing this for year. The Chair said she would like to put a line item in as a stipend. Councilor Dayton said she hadn't seen a warrant for the temporary person to be paid. Diana said it would be coming up. The Chair said anybody working meeting hours should get paid. She said people should get paid the hours they work. Councilor Coleman said the Assistant Town Manager has been doing it and she is salaried. Councilor Dayton wants to know why we are not following the law. Councilor Mailhot said the medical leave could happen again and she thinks there should be money set aside. Diana said a contingency could be set aside. Councilor Dayton interrupted again. Councilors Coleman and Dayton implied it was more misinformation on the chairs part. Councilor Dayton said she thought the Chair was trying to start a new position. A stipend usually goes to a current person. Councilor Coleman said the occurrence (the medical leave) happened in 2013 and they are discussing 2014. Jerome said he heard that the Assistant Town Manager was not interested in doing the minutes anymore. Louise said she never said that. She said she would be back taking notes as of June 8th. The Chair said she is trying to be transparent. Councilor Furtado asked for the Town Clerk to come and read the ordinance. The Chair asked if they needed a time out. Councilor Coleman said this was a farce. Councilor Furtado said he would forgo his stipend and internet allowance if it would help fund this item.

The Town Clerk read the essential duties of the Town Council Secretary. Councilor Dayton said by state law they don't even need to do written minutes. Councilor Furtado said he would suggest all Councilors forgo their stipend and Internet payments.

Councilor Coleman said it would be up to each Councilor. The Chair asked if they wanted to have it as a stipend position. The Interim Secretary said she was told by Louise that she didn't want to do the minutes. Louise said she never said that. The Interim Secretary disagreed. She said the only reason she brought this up to the Chair was that it was her understanding someone other than the Assistant Town Manager would be taking the minutes. Louise said she never intended to not do the minutes. Louise said she was on medical leave and the law states that accommodations need to be made due to that. She said she got a note from her doctor that says she can start again June 12 or 15th.

She explained how the Assistant Town Manager started to take the minutes. Councilor Furtado wanted to include the taking of the minutes as a stipend not a raise. He noted that in the past folks were given an increase to take on additional duties and never kept those duties up. Council Mailhot agreed with Councilor Furtado. Diana said if a change was made it should be included in the job description. Council Coleman asked for clarification. The Chair said they could revisit this later and asked for the councilors to think about it.

Town Manager

The 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 departments (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.

Diana said this level funded

20102 50101 – Department Head Salary

20102 50106 – Full Time Employee Wages

Insurance and Employer Benefits are now found under the Insurance section of the budget org 20119:

50124 - In Lieu of Health Ins. Exp

50201 – FICA & Medicare – Employer Share

50202 – MSR – Employer Share

50203 -- ICMA 457 – Employer Share

50210 – Health Insurance – Employer Share

50211 – Dental Insurance – Employer Share

50212 – IPP Insurance – Employer Share

50213 – Life Ins – Employer Share

50370 – Workers Compensation

20102 50251 – Conferences/Training

This account funds Town Manager's attendance at conferences and training.

20102 50252 – Travel/Food/Lodging

This account funds ancillary costs associated with conferences, training and professional meetings.

20102 50256 – Dues/Memberships/Licenses

This account funds professional membership dues (e.g. ICMA, MTCMA, SHRM) as well as

Southern Maine Reg Planning, Eastern Trail fee 5K, SLAWG, MSF ISWG, TM Dues
This went up as Diana consolidated some to the correct area. She will also check on some of the group names. Councilor Coleman asked the Town Manager to give a breakdown of each. Mr. Peabody did so. The Chair asked for a fee for each one and said maybe we could not have it for a year. Diana will provide a breakdown.

20102-20258 – Employment Testing

This account funds all employment for drug and background testing for the Town.

20102 50300 – Professional/Engineering

This account funds professional and engineering services that may be required including PACTS dues, Wright Pierce, etc. The chair mentioned that there will be a presentation at a Town Council meeting regarding the FEMA flood plan. Councilor Dayton says this is the second round at the state level. The Chair said she would set up a workshop

20102- 50301 General Legal Services

This account funds the legal services for the Town, The Chair said this did go out for bid and there could be substantial savings. Councilor Mailhot said we should look at a staff attorney. Council Dayton agreed. Councilor Coleman said he is not sure what we have budgeted it enough with what we have been spending lately. Councilor Mailhot noted that it is not that much higher than what was previously spent. She said she does think it has become a habit to check with the attorney on too many issues. Councilor Furtado thanked Mr. Peabody for setting up a clearing house for all attorney calls. He said he thought this was the first time that was done. He agreed with Councilor Dayton that we should look into a staff attorney.

20102 50310 – Service Contracts

This account funds various service contracts including:

Pitney Bowes Postage machine

Nestle Water delivery

Group Dynamics FSA plan

ME Information Network

Vision Appraisal- the staff would like more; they have 2 and would like 5. There was extensive conversation about this and there will be further discussion. The Town Manager will prepare something.

MST Govt Leasing (copiers)

20102 – 50315 User License

This account funds:

Formax (payroll/payables check folding machine)

Towerwall Web

GA software was funded through this account for FY13 but for FY 14 it is now under GA org 20191

This whole area needs more fine tuning and Diana will do that.

20102 50320 – Advertising

This account funds all advertising of council meetings, workshops and other committee meetings plus any recruitment advertising.

20102 50325 – Postage/Shipping

This account funds all postage for Town Hall, Recreation and Public Works, Waste Water and Police and Fire.

20102 50402 – Phone/Cellular/Paging

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. They are going to look at the whole town and see what efficiencies they can find.

Councilor Dayton said that she if they are going to be breaking out cell phones by department she wants to see benefits and taxes by department. Councilor Coleman agreed but said it could be done a different way. Councilor Dayton said we are slipping backwards.

20102-50404 – Network/Internet

This account funds the Time Warner Cable and Biddeford Internet. Diana will find out who is using the logs ins from home. Jerome Begert asked if anyone was taking classified information home. Councilor Coleman said that is not the usual practice to have that information on a C-drive.

20102 50454 – Computer Support

This account funds technical support required to keep the entire Town's computer networks up and running. Funds the services of Bill Botting avg 500 hours. Bill did come in and address the Council.

20102 50500 – Admin/Office Supplies

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

20102 50502 – Printing & Copying

This account funds copy paper and toner for the copy machines at Town Hall, as well as any charges for color copies that may be necessary for presentations. This could go down

20102-NEW - Video Taping Expense

This account will fund the taping of various meetings:

Cons Comm (12), Planning (12), ZBA (10), Council WS/Special (25)

20102-50530 –Bank Fees Diana said this is a priority of hers-to get better rates on this.

20102-50540 – Debit Card Fees Diana talked about whether the town or the resident should pay the fee. Debit cards would have no fee. Council Mailhot asked for clarification on what can be paid via this method. Diana will get that information. Mr. Peabody said most towns do charge the residents the fee.

20102-50549 – Misc Expense Diana will provide details of this line and what was spent on what.

20102-50809 – GIS Program Exp Diana has more detail on this and will provide it to the Council.

Councilor Mailhot said it looked like it was increasing a lot. The consensus was it was under funded last year. Councilor Coleman said the licenses for this are expensive.

20102-50856 - Computer System Upgrade

This is part of the plan for the town.

Tax Collector

The Tax Collector is part of the Finance Department and is responsible for collecting all taxes from property owners, monitoring these collections and filing tax liens on unpaid real estate taxes in accordance with legal requirements, as well as billing supplemental taxes and recording abatements authorized by the Assessor or the Town Council. The Motor Vehicle Registration program is a service the Town provides its citizens, whereby the Town acts as a State agent allowing citizens to register a new vehicle or re-register an existing one, all at one location. The Town also registers snowmobiles, ATV's and boats for citizens.

20104 50101 – Department Head Salary
The account funds the salary of the Tax Collector

20104 50106 – Full Time Employee Wages
This account funds one (1) full time employee Diana will provide more information on this. Vice Chair Bolduc asked when the Council was informed that this had gone to a full time position. Council Furtado said it appears the difference in pay level

20104 50107 – Part Time Employee Wages
No longer have need for Part Time employees with the full time Tax Clerk

Insurance and Employer Benefits are now found under the Insurance section of the budget org 20119:

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50202 – MSR – Employer Share
50203 - ICMA 457 – Employer Share

50210 – Health Insurance – Employer Share
50211 – Dental Insurance – Employer Share
50212 – IPP Insurance – Employer Share
50213 – Life Ins – Employer Share
50370 – Workers Compensation

20104 50251 – Conferences/Training
This account funds the cost of various training seminars and conference for the staff to attend. Seminars are put on by the Maine Tax Collector's and Treasurers Association and Motor Vehicle, and Tyler Technologies - Munis. Two employees now.

20104 50252 – Travel/Food/Lodging
This account fund reimbursement for mileage if staff uses personal vehicles to attend seminars, training or classes, and meals if not provided by seminar. Vice Chair Bolduc asked and Diana answered that she has not seen any paid out for alcohol. She also said without receipts nothing is paid out.

20104 50304 – Registry of Deeds
This account fund the cost of filing liens with the York County Registry of Deeds. The cost of

these filings is \$13 per page.

20104 50454 – Computer Support

This account fund the annual maintenance fee for Trio Software, which is the program that all of the Motor Vehicle work is done on.

20104 50500 – Admin/Office Supplies

This account includes the cost of general office supplies, including paper, writing utensils, staples, file folders, etc.

20104 50502 – Printing & Copying

Respectfully Submitted,

**Sheila M. Flathers
Interim Town Council Secretary**

I, Sheila M. Flathers, Interim Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of six (6) pages is a copy of the original Minutes of the Town Council Budget Workshop of May 2, 2013.