

TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL BUDGET WORKSHOP
THURSDAY MAY 30, 2013
TOWN HALL COUNCIL CHAMBERS
7:00 P.M.

Councilors Present:
Councilor Coleman
Councilor Quinn
Councilor Furtado
Councilor Mailhot
Chair MacDonald
Councilor Dayton and Vice Chair Bolduc came in late

Code Enforcement

Jim Butler

The Code Enforcement Department is responsible for protecting the public health, safety, and general welfare of all the citizens and visitors of the Town of Old Orchard Beach through the administration of Local, State, and Federal laws and ordinances. In the Code Department we review plans, issuing building permits, septic system permits, internal plumbing permits, and electrical permits. Beyond issuing building permits the inspectors have to conduct several inspections during progress of permitted building or projects. We are inspecting to ensure compliance with all applicable building & energy codes, plumbing, electrical, life Safety/fire codes and also all local town ordinances. Business licensing absorbs a great amount of time because of new, businesses and businesses whose licenses have lapsed, change of ownership and complaints. On top of that we follow up on complaints received ensuring there are grounds for enforcement. If enforcement must happen then we work with property owners with hopes in obtaining voluntary compliance.

50 101- Dept. Head Salary No increase

50106 - Full-Time Wages Change is due to past errors

50107 – Part-Time Wages The state has taken over parts of health inspections.

This line also includes fire inspections. The fire department notifies Code Enforcement if there are issues they need to inspect. Neil Weinstein asked why is was part of someone's job before and now we are paying for a part person to do it. The Chair asked if anyone on the Fire Department was qualified to do the inspections as their backup data says they do the inspections and safety inspections. Jim said there are some in the fire department that are qualified but that he department does the inspections and he does not know the reasoning for that. Councilor Coleman noted that the packet says Fire Department is to assist. Vice Chair Bolduc said it needs to be looked at contractually as it has been mentioned in the negotiations with the Fire Department union contracts.

There was talk about moving the licensing to the clerk's office. Jim would prefer it stay as it is. Neil said it was changed years ago due to political issues and should be moved back to the Clerk's office. The Chair said that workshops are meant to bring things up and look at new and old ideas. Councilor Dayton doesn't see it as an efficient move. She said with all the questions

lately they should not make changes. Councilor Mailhot said whatever is decided there is not reason a question couldn't come before the Council. The normal course for renewal is okay; there are no violations etc. Councilor Coleman said moving licensing to the clerk's office makes no sense to him. Councilor Dayton said she was astounded that they were thinking of licensing not coming before the Council. Councilor Mailhot again stated that she was talking about renewals where there were no issues. Vice Chair Bolduc said until they knew why renewals had been moved to Code Enforcement they wouldn't have the whole picture. Jim Butler again said he would prefer it staying as is. The Vice Chair said maybe they could workshop this at a later date.

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

50124 – In Lieu of Health Insurance

50201 – FICA & Medicare ER Share

50202 – MSR – ER Share

50203 – ICMA 457-ER Share

50210 – Health Ins – ER

50211 - Dental Ins – ER

50212 – IPP Ins – ER

50213 – Life Ins – ER

50214 – Workers Comp

50251-Conferences/Training

This line supports yearly mandatory training for the Code Enforcement Officer, Plumbing Inspector, Assistant Code Enforcement Officer, Alternate Code Officer, Health Officer, Commercial Electrical Inspector, and Fire Inspector. All these positions require special licenses and/or certifications that need continuing education credits to maintain licensure. This line would also pay for any training the Zoning Board of Appeals members may attend. This is an increase from last year being \$700.00

50252-Travel/Food/Lodging

This line pays for traveling expenses that occur when any office staff attends training sessions. With increasing mandatory training this line is expected to be used more for travel. This is an increase from last year being \$500.00

50256-Dues/Memberships/Licenses

This line pays for membership and dues for organizations such as the NFPA and MBOIA. Being apart of these organizations saves us money on training and also purchasing code books. This line would also pay for online code book access which makes research faster and more efficient. This is an increase from last year being \$250.00

50300 – Professional Engineering

This is to fund the Flood Plain Mapping as required by FEMA. This work is regionalized with other surrounding communities through Ransom Engineering. He said FEMA is starting to drag their feet a little giving us more time to challenge them. He said there is so much feedback that FEMA is looking at things again. He said he gets emails instantly if there are changes with FEMA.

50320-Advertising

This line pays for any advertising that may be required in the code office. This is a reduction from last year which was \$1400.00

50402-Phone/Cellular/Paging

This line pays for cell phone for work related phone calls while the Code Enforcement Officer and Assistant Code Officer are out in the field doing inspections. This is an increase from \$900.00 last year. They have two cell phones. This is just his work phone not his personal phone. The deputy officer has the other phone. Council Mailhot asked if we were looking at those cost and Diana said this is part of the overall program that she is looking at for the old town.

50453-Vehicle Repair/Tires/Oil

This line pays for any maintenance needed for the code enforcement Jeep. Past few years we have always needed more money than what was appropriated. This is an increase from last year at \$200.00

50500-Admin/Office Supplies/Equip

This line pays for all office supplies, inspection tools, safety equipment, and any other miscellaneous items needed. (tape measures, flash lights, hard hats, gfci testers)

This is an increase from last year at \$1200.00

50502-Printing & Copying

This line pays for letterhead, paper, special forms we order for inspections and code enforcement. This line is the same as last year.

50510-Vehicle Fuel

This line pays for any fuel expense associated with code enforcement. Mostly being fuel for the code jeep. This line is the same as last year. Diana is looking at pulling costs into Town Hall maintenance expenses. Vice Chair Bolduc said she was concerned that Code was \$700 but Waste Water was \$9500. Diana said they are looking at systems to handle the record keeping for all this. Councilor Quinn asked about the breakdown, Diana said it is confusing as lines were not charged for a full year in the past. She said things have changed with travel requirements for different departments.

Neil asked why the part time wages were at such an increase and Diana explained that for some reason last year there was not money budgeted for part time wages yet there were part time workers.

The code office has evolved and has changed hands a few times over the past year so spending hasn't been consistent. With the proposed increase it will provide adequate funding to allow the department to fulfill its responsibilities to the Town. Councilor Coleman thinks it was an oversight.

There was further discussion about part time versus seasonal. Diana will look into the classification of the employees.

Jerome Plante and Tommy LaChance

Jerome Begert asked that they fix the issue of the CMP monthly money that comes in and is to go into the Ballpark account. It was voted on by the previous Council. Jerome said it never came back to the council for a vote. They do need to review the contract and bring it before the Council for a vote. Councilor Furtado said it was to cover costs. Councilor Dayton said it just needs to be properly executed.

Jerome Plante introduced other commission members. He said they are all going to stress participation from the seniors in town. He thanked all the town departments that have helped out. He said they still depend a lot on volunteers.

He introduced Tommy LaChance.

He said the budget was less than last year. He mentioned the revenue through fund raising and the Raging Tide contract.

Seasonal Employee Wages 2 positions

Legal Services no charges last year

Service Contracts

Tommy went over each one. He said this year they are going to go with a local mower. Tommy explained that the Ballpark year is calendar not like the Town fiscal year. Diana said last year there was not Service Contract line. This year will be much better. The Ballpark will tell Finance which line item a charge goes under. Councilor Dayton wanted to make sure the Ballpark knew they were part of the town: not like the Library or Historical Society. Robin Dube wanted to make sure there was money in legal as she said we may need it. Jerome said the contract is not approved by the Commission it is approved by the Council. Councilor Coleman is comfortable leaving any legal fees with the Town. John Bird disagreed. Councilor Coleman said the Town Manager would be dealing with the contract. Vice Chair Bolduc asked about the Historical Society and their legal fees. Diana said it was not the same thing. The Chair agreed that the legal should stay with the Town Manager. Tommy said he feels that any renewal should be brought before the Commission and then to the Town Manager and Council. Councilor Quinn asked where the Service Contracts were taken out of last year and Tommy said probably under Ground Maint. Councilor Coleman said that was helpful to know. Councilor Dayton said that Diana could get them a sample of the justification style that other departments did and that would be great to have in the future from the Ballpark. Councilor Coleman and Jerome Begert talked about what is left in the budget. Tommy said there is money there. Some money is coming from the Raging Tide and signage. Jerome Plante said they are still raising money. This led to Tommy saying that with the deposits and other sources there will be about \$9000 in there. Council Dayton said if money is to be carried over it needs to be done pronto. Diana will look into this and is trying to get her hands around this. Councilor Furtado confirmed that a lot of the confusion is around a calendar versus a fiscal year. Diana is going to work it all out with all parties. The Chair said whatever money is there June 30th they can move the money forward. Guy Fontaine said the Ballpark spends money every month for electricity to power the Police shed and CPM. More discussion was held of the fiscal versus calendar year.

Jerome Plante said they are going to contact all the town vendors to support the Ballpark.

Advertising expense went up to market the park better.

Electricity is based on actual costs.

Phone, Cell and Paging. Tommy said that needs to be looked into.

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Building Repairs Guy Fontaine said they are working on bringing the Clubhouse up to date and code compliant.

There was talk about a list of needs from the Raging Tides and the other \$5000 due from the team. Councilor Quinn said we were not obligated to spend it on the teams needs. Councilor Coleman and Councilor Dayton agreed that the money was to be spent on improvements but not specified improvements. That would be up to the Ballpark Commission and the Town.

Office supplies

Other Facilities such as Police garage etc. Guy Fontaine mentioned the electrical codes. He has talked to Chief Kelley about the garage as the Ballpark does not use that building. They would like to use the garage for storage of maintenance vehicles as. Councilor Furtado said that the Police should be responsible for its repair and also for the electricity that has to be used all year long for that garage.

Ground Maintenance

Concessions Councilor Coleman said things look out of wack. Tommy explained that it also includes other factors other than food. Councilor Coleman said this should be food costs only to get a better picture. Councilor Furtado said paper towels etc are included. Tommy said they need to get with Diana to perhaps add different lines for items to be charged to. Tommy said they are gathering data to better plan for next year.

Ballpark Improvements Tommy said some lights need to be replaced. Tommy said it will be about \$9900. Tommy is getting some folks to donate their services which are normally about (\$1800 a day). Councilor Coleman said it looks like there is not enough money in there. Councilor Dayton wants to see a three year history. Councilor Mailhot said she was approached by Robin Dube and she is donating \$2500 to the lighting project.

Councilor Coleman would like to see a projected revenue for 2014. He thinks they have done a great job.

Capitol Improvements was postponed to another night. Finance Board was okay with that.

They went on to the Service Agencies

Service Agencies

Vice Chair Bolduc opened by saying she had concerns about using tax dollars to donate to charitable groups. She believes it is not her responsibility. She doesn't believe any other communities do this to the extent Old Orchard does. She suggested maybe putting the money in General Assistance to help our town people.

She said the American Red Cross has high paid executives. She had a conversation with Diana and Diana has never seen this in her practices.

Councilor Coleman agreed to a point but thinks the Methodist Food Pantry has done a good job. He also sees no reason for supporting the Chamber. They are a private organization. He would feel the same about OOB365 or Brass. He would support the Community Watch Group. Diana said the decrease in requests this year is due to the groups not doing the paperwork. She agrees that it would be well served if money did go to General Assistance. Councilor Mailhot said she agreed and she does

donate time and money to some of the organizations but she does not want money from her taxes going to support them. People should make those decisions for themselves. She agrees with it going to General Assistance.

Vice Chair Bolduc said that she would suggest the Community Watch Group be put in under the Police Department. Councilor Mailhot asked for more information on that group. Councilor Coleman said that info is in the packet. Vice Chair Bolduc said it goes into what they do but not how they would spend the money, she then noted that there were some details listed. Louise Reid said they have an output of moneys for bike safety etc. Vice Chair Bolduc said again that this should be under the Police Dept. as the people are hand picked by the Police Dept.

Diana said Chief Kelley has asked that the Halloween Fire Dept party be funded again this year. Councilor Mailhot says she call the Chief every year to see if they need help on donations and every year he says no they are fine.

Jerome Begert said the omission of that line in the budget last year may have been an over sight by the previous Finance Director. Councilor Quinn said he believes the American Legion has stepped up to help on that event. He feels the agency benefit citizens and is okay with it as presented except for the Home Health Nurses and he is not sure about the Chamber but they are asking for less money than they did last year. Neil Weinstein brought up some groups that do lobby work and should not be funded by the town.

Jerome Begert brought up the July 4th Fireworks... it was noted that no funding was noted for FY14. Councilor Quinn said it usually comes in at the last minute. He does not support that either.

Councilor Coleman brought up the Methodist Food Pantry again. He noted we may not get additional matching funds for General Assistance.

Councilor Furtado agreed with the cuts but would like to see some of the children's programs funded. He said there are three food pantries now so he would like to see that looked into and equally disperse the funds.

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 6 (6) pages is a copy of the original Minutes of the Town Council Budget Workshop of May 30, 2013.