

TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL BUDGET WORKSHOP
WEDNESDAY MAY 8, 2013
TOWN HALL COUNCIL CHAMBERS
7:00 P.M.

Councilors Present:
Councilor Coleman
Councilor Quinn
Councilor Mailhot
Vice Chair Bolduc
Chair MacDonald
Councilor Furtado
Councilor Dayton

Board of Registration

Beth Gilman

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 voter registration lists.

20109 50106 – Full Time Employee Wages

The account funds the wages of the Registrar. This is listed elsewhere

20109 50107 – Part Time Employee Wages

This account funds wages for the part time temporary employees that help before and during elections. Mr. Quinn asked if this could be put in at a lower amount. Councilor Coleman gave a history of costs the last few years. Beth said she would cut the amount needed in half.

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

20109 50251 – Conference/Training

This account funds the cost of seminars put on by the State that are required for certifications and some are mandated by the State. Some of these require attendance a least every two years.

20109 50252 – Travel/Food/Lodging

This account funds the cost of food, lodging and use of personal vehicle to attend trainings.

20109 50256 – Dues/Member/License

This is a new line to break it out from Conferences and training.

20109 50320 – Advertising

This account funds the advertising all elections.

20109 50451 - Admin/Office Equipment Repair

This account fund repairs to office scanner and printer. This is needed for when they equipment that is taken to the election site. Chair Bolduc asked and it was answered that all confidential taken while at the elections is destroyed once back at Town Hall

20109 50500 – Admin/Office Supplies

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

20109 50501 – Operating Supplies/Equipment

This account includes the cost of voter registration cards that are required by the State.

Planning Department

Jeffrey Hinderliter

The primary mission of the Old Orchard Beach Planning Department is to provide thorough technical assistance and superior customer service to the Planning Board, Design Review Committee, Comprehensive Plan Committee, residents, developers and business owners for all Site Plan, Design, and Subdivision Reviews, Conditional Use, and overall zoning, ordinance and land use questions. Planning staff will continue to work closely with Code Enforcement and Assessing staff to provide information to the public on a wide variety of land use issues.

20110 50101 – Department Head Salary

The account funds the salary of the department head.

20110 50106 – Full Time Employee Wages

This account funds half the salary for the planning/code administrative assistant. This needs to be clarified as this position is part time in both Code Enforcement and Planning. Diana will look into it. Mr. Bird asked and it was explained that Jeffrey is the Director but that Planning and

Code Enforcement have separate budgets. The Chair took time to talk about the FEMA presentation and the importance of Jeffrey's attendance at the meetings. Neil Weinstein talked about having the licensing done through the Town Clerk but it was hard to hear his points as he had no mike. Jeffrey talked about the volume of transactions per year. They have gone to a two year cycle but it is still a lot of work. He explained the process of getting a renewal. Louise added comments but didn't have a mike so it was hard to understand. Jeffrey also talked about his planning efforts and how he works. Councilor Dayton said she didn't think doing it through the Clerks office would change anything. The Chair said they were just throwing out different options. Louise agreed with Vice Chair Bolduc that not having to bring the licensing to the Council would save time on both ends.

20110 50201 – FICA & Medicare – Employer Share

This account funds the Town's share of FICA and Medicare.

20110 50202 – MSR – Employer Share

This account funds the Town's share of Maine Public Employee's Retirement (Maine PERS). The Town's share is actuarially determined annually by an actuary retained by Maine PERS. (Employee does not participate).

20110 50203 – ICMA 457 – Employer Share

This account funds the Town's share of ICMA 457 contributions. The Town's share is 5% of the employee's wages. Employees are given 2 options for retirement at the time they are hired. The Town will contribute to one or the other.

20110 50210 – Health Insurance – Employer Share

This account funds the Town's share of Health Insurance offered to full time employees. Employee is in the single plan- no family.

20110 50211 – Dental Insurance – Employer Share

This account funds the Town's share of Dental Insurance offered to full time employees. All employees contribute 50% of the premium and the Town pays 50%.

20110 50212 – IPP Insurance – Employer Share

This account funds the Town's share of Income Protection Insurance (short term disability) offered to full time employees. The Town offers two plans, one that pays the employee 55% of their income if they are out of work due to illness or accident and the other plan pays 70%. If the employee chooses the 70% plan they pay for the difference in the premium over the 55% plan.

20110 50213 – Life Insurance

20110 50214 – Workers Comp

20110 50251 – Conferences/Training

This account funds the attendance to various training sessions for both staff as well as Planning Board, Comprehensive Plan Committee and Design Review members. Examples of different trainings are as follows: CDBG workshops, MMA sponsored classes, American Planning Association workshops etc.

20110 50252 – Travel/Food/Lodging

This account funds mileage reimbursement for the use of personal vehicles, meals and Lodging to attend various training sessions.

20110 50256 – Dues/Memberships/Licenses

This account funds membership in the American Planning Association. Jeffrey finds this helpful as a resource.

20110 50300 – Professional/Engineering

This account funds various professional and engineering services required by the Department. Services include Little River dredging, Amtrak station, etc.

20110 50302 – Advertising

This account funds all planning, Planning Board, Design Review, Comprehensive Plan legal advertisements (meeting agenda's, public hearing notices) that require, by ordinance and statute, posting of meetings and other public notices. This is an area the Chair wants all departments to look as this is a big expense for all departments. Mr. Quinn said there might be requirements per the Charter. They will look into this and perhaps have a workshop. Councilor Coleman said he would support that.

20110 50402 – Phone/Cellular/Paging

This account funds a cell phone that is used by the planner when he is out of the office. This is a Town phone. Councilor Coleman asked if Jeffrey would be willing to bring his own phone. He said yes. The Chair noted that Diana is going to be looking at the entire town for an overall plan and policy regarding cell phones

20110 50500 – Admin/Office Supplies

This account includes the cost of general office supplies for planning, code and business licensing as well as board and committee members. Supplies include paper, writing tools, staples, ink cartridges, heavy card stock, folders, tape, folders, post-its, paper clips, correction tape, batteries, labels, adding machine tape, business cards, envelopes, renewal forms, desk calendars, organizers, binders, glue sticks, etc. Jeffrey noted that with the Comprehensive Plan there will be increases in this area. Councilor Quinn asked if this area included Code Enforcement. Jeffrey said it is not combined. Councilor Furtado asked if they buy in bulk for a year. Louise said we combine buy power with Southern Maine Regional. Councilor Coleman suggested they look at piggy backing off the states buying contract.

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Assessing

George Greene

Department Head Salary 42% paid by Old Orchard 58% by Sanford

The account funds the salary of the department head. They are going to look at this breakout to see if it needs to be refigured with Old Orchard paying less of a percentage. Councilor Coleman said we could be opening up a can of worms. If the agreement is not renewed we could be facing having to hire a full time person and be paying a higher cost.

Full Time Employee Wages

Two full time staff members

The following Employee benefits (if applicable) to this Department are described under the Insurance and Employer Benefits section of the budget:

50123-Car Allowance This is also split between Sanford and Old Orchard Beach

50124-In lieu of Health Insurance

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

50251 – Conferences /Training

By State Law, Certified Assessors need to have a minimum of 16 hours per year to stay active. Over the course of any given year there are several conferences/classes available. Plan to attend the Vision Appraisal Conference in FY 14 for the Assessor and Deputy Assessor. George explained that this is split between Sanford and Old Orchard Beach for George to attend but Old Orchard pays 100% for another Old Orchard employee to go.

50252 Travel/food/lodging

Many times the conferences/classes are a distance away and may require travel and overnight lodging. When possible, commuting is the norm. Same here for the split as mentioned in the previous Line Item.

50256 Dues/memberships/licenses

Certified assessors belong to the Maine Association of Assessing Officers (MAAO) and the International Association of Assessing Officers (IAAO). Both organization memberships provide a wealth of information and discounts on educational opportunities.

50300Professional/Engineering

Every year, there is the possibility for the need for an appraisal or surveys whether commercial and/or residential. For FY13 there was no appropriation for this line item. Discussed the possibility of appropriating funds for any appeals that may occur under Town Manager Contingency Account This was flat last year but they could be asking for a Professional Appraisal this year. George said he would be requesting an approval not the resident or business. This is more for an abatement purpose on any

type of property including golf courses. Councilor Coleman said he would not support this item but if George has something come up that he comes to council at that point.

50304 Registry of Deeds

This is a varied, monthly expense depending on the volume of OOB deeds processed at the registry and sent to the town. For FY 14 will be able to cut the expense line by \$400 due to switching to disk. The Chair said there is legislation that might improve the costs further.

50310 Service Contracts

FY 13 there is no longer a line item for Service Contracts; this now resides under the Town Manager budget for Computer Support/Services 50454.

50402 Phones, cell phones and pagers

The Assessor and Deputy Assessor use their cell phones for communication especially during field work inspection. The Deputy Assessor is also the part time code enforcement officer and in the field on a daily basis.

50453 Vehicle Repair/Tires/Oil

1 Jeep Liberty which is 8 years old. This line item is for the annual maintenance costs, which for FY 14 will require 4 new tires. Work will be performed by the Public Works department at a savings. This is a shared vehicle with Code Enforcement. Sometime Rec. borrows it.

50500 Admin/office supplies

Misc. costs associated with running the assessing office such as calculators, tape measures, paper products, folders, pens, copier toners, etc.

50502 Printing & Copying

Printing costs associated with tax bills, PP declarations, etc.

50510 Vehicle Fuel

Gas for Jeep Liberty (Assessing vehicle) for field work and conferences.

Councilor Quinn noted that with two part time assessors some of the Line Items are supporting those two. Instead of one full time person going to a conference two are going.

Diana complimented Kathy on her cross-training efforts and willingness to help out.

Town Clerk's Office

Kim McLaughlin

The Town Clerk's Office serves the residents of Old Orchard Beach. All functions of the office are governed by Town Charter, Town Ordinances and State Statues. The office is staffed by the Town Clerk and two part-time Deputy Clerks. The functions of the Town Clerk's Office are: (1) administration; (2) elections; and (3) records management.

Administration/Records Management The Town Clerk's Office is responsible for all the vital records of the Town, 1883-Present, including recording and issuance. The Office issues dog licenses, hunting/fishing licenses; parking, permits, horse permits and community garden plots. Repository for all minutes of the Town, including the Town Council and all boards and committees, as well as contracts, lawsuits and various other records the Town Council and Department Heads may file from time to time.

The Office assists with the Town Council agendas, and creates and advertises for other committees and commissions. The Office is responsible for the codifying of our ordinances, recording DBA's and Pole Permits, as well as monitoring the membership and expiration dates of the seats of various boards, committees, etc. and notifies the members and the Town Council of impending or actual vacancies and provides a list of persons who have applied for appointment or re-appointment to the same, and receives the applications.

Elections The Town Clerk is responsible for conducting all local, state and federal elections. These responsibilities include arranging for wardens and ballot clerks for Election Day and training to ensure the election process goes smoothly, ensuring the polling place meets ADA requirements, making sure the voting machines are well maintained and operate properly and accurately, and efficiently tallying the voting results on Election Day. The Town Clerk is also responsible for nomination papers, preparing the ballot, posting the warrant, recording and submitting election results to the State, the municipality and other requests submitted.

20107 50101 – Department Head Salary

The account funds the salary of the Town Clerk. After Councilor Mailhot asked a question, Kim stated that the voters repeal a referendum to place the formula for the salary in the Charter. Councilor Dayton said the council sets the salary for the clerk just like they do for everyone. Councilor Coleman said the vote showed that the voters did not agree with the formula or the large rate in increase it gave the clerk. He said Kim ran and knew what the formula was going to be. He felt they should do something for her next term. More discussion went on about terms and timing. All Councilors and John Bird took part in the discussion and legal council had been checked regarding this. The Chair said some research needed to be done on what actually happened and they would revisit this line later. Louise made some comments but did not have a mike and it wasn't clear.

20107 50107 – Part Time Employee Wages

This account funds wages for two part time Deputy Clerks. One position averages 33 hours per week, 52 weeks per year. The second position averages 30 hours per week, 52 weeks per year. Holiday wages are rolled into this. And last year the Finance Director didn't figure on overtime for elections.

20107 50121 – Annual Stipend

Stipend for coordinating budgeting, repairs, purchase of equipment, the bulletin board and other necessary functions for Channel 3; also videotaping the two regular Town Council Meetings per month. Councilor Furtado said that others had this stipend rolled into their salary and then stop help out and never had the stipend amount removed from their salary.

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

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- 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

20107 50251 – Conferences/Training

This account funds various training classes/conferences, to include Clerk's Networking Day, Secretary of State's Conference, MMA Convention, NEACTC Conference, and other classes as required or needed.

Cell Phone This only covers the Town Clerks phone

20107 50252 – Travel/Food/Lodging

This account funds use of personal vehicle, meals and lodging associated with training classes.

20107 50256 – Dues/Memberships/Licenses

This account includes membership dues to the York County Town and City Clerks Association, Maine Town and City Clerks Association, New England Town and City Clerks Association and the International Institute of Municipal Clerks

20107 50500 – Admin/Office Supplies

This account includes the cost of general office supplies, including vital records books and inserts, paper, writing utensils, staples, file folders, etc.

20107 50502 – Printing & Copying

This account funds the printing of parking permits for the Milliken Street and Memorial Park municipal lots.

20107 50823 – Codification

This account funds the updates to the ordinances, both printed copies and on the web site. Kim said thousands of dollars in FOAs in the past year. She needs to know her roll in that process, What does she do when folks won't comply? She has been told if folks don't comply they open up themselves and the town to legal fees. The Chair asked for the cost for the last year. Kim said if anyone wanted fees waived she wants to tell them they need to go before the Council. She says she talks to the Attorney frequently regarding the FOAs. Councilor Furtado asked if she could get an idea of the legal costs for these. She said Louise was the person who handled it before her. Louise spoke but did not have a mike and was no heard clearly. Councilor Coleman said. The Chair asked if they could look at the costs since this mayhem started. Councilor Coleman said it all started December 7th 2012. Councilor Mailhot asked who sets the fees. Kim said it is state mandated.

20108 50107 – Part Time Employee Wages

This account funds wages for the election workers. The reduction from last year is due to change in elections. Two elections have been budgeted for FY14, November 5, 2013, and June of 2014. No additional elections have been budgeted for.

20108 50252 – Travel/Food/Lodging

Food for Elections.

20108 50454 – Computer Support

This account funds the cost of coding the voting machines for each election, coding the IVS, rental of a third machine for the November Election, and the purchasing of an additional memory card.

20108 50500 – Admin/Office Supplies

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

20108 50501 – Operating Supplies/Equipment

This account funds the replacement of 5 voting booths per year. Kim is planning on taking off a year from this so that the money saved will help pay for the added expenses for the election this year.

20108 50502 – Printing & Copying

This account funds the printing for Municipal Elections, not to include any questions on the ballot.

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 nine (9) pages is a copy of the original Minutes of the Town Council Meeting of May 8, 2013.